

Town of Plattsburgh Parks & Recreation Park Use Policy

- All organized groups/parties must submit a park use request online (www.townofplattsburghrecreation.com) or at the Town of Plattsburgh Parks & Recreation Office.
- Under no circumstances will organized groups be allowed to use Town parks without a signed contract. All requests are subject to final review by the Parks & Recreation Department.
- Only Town of Plattsburgh residents may rent Park Buildings. To qualify as a “Resident”, the renter must currently reside in the Town of Plattsburgh.
- Any damage to Town of Plattsburgh facilities/parks will be repaired at the user’s expense.

Buildings

Park buildings are available to rent for family & friends’ type functions such as showers, birthday parties, family dinners, etc. See rate schedule below.

- **Functions that promote and/or sell products, services, etc., charge fees to enter, or exchange money in any way are prohibited.**
- Meetings - Buildings may be reserved by nonprofit groups for meetings during the week (Monday-Thursday) as available at no charge. If a nonprofit group requests to use a building on the weekend (Friday-Sunday), regular rental rates may be applied. Groups using the buildings for regular meetings must sign a contract, provided by the Parks & Recreation Department, annually.

	Park Buildings		
	May Currier	East Morrisonville & Treadwell Mills	All other park buildings
	Capacity-50 Has kitchen	Capacity-25 Has kitchen	Capacity-25
	10 tables & 50 chairs	4 tables & 25 chairs	4 tables & 25 chairs
Resident fee	\$100.00	\$90.00	\$80.00

Rentals (including setup and cleanup) are for one day, which is from 8:00am – 8:00pm on the day rented, unless noted otherwise on rental agreement. Only one rental will be allowed per weekend (Friday-Sunday) for each building. Reservations may be made on the Parks & Recreation website, over the phone, or in person. The reservation will be held for one week to give the renter time to pay online or pay at the Town Clerk’s Office. The renter will pay the rental fee and sign the rental agreement at the time of payment. If payment is not received within one week, the reservation will be cancelled.

Sport Fields

Fields are available to rent for organized team practices.

- **Must provide Certificate of Liability Insurance with park use request. See attached requirements.**
- **Fee may be waived if an organization volunteers to assist with park projects or cleanups.**
- **Must submit team roster with each participant’s home address, if applying for lesser fee.**
- **Sports field fees are per season.**

	Sport Fields		
	Field Fee	Soccer Lining Fee	Baseball/Softball Lining Fee
50% or more residents fee	\$50	\$100	\$25
Less than 50% residents fee	\$100	\$100	\$25

Tournaments/Events

- **Must provide Certificate of Liability Insurance with park use request. See attached requirements.**
- **Fee may be waived if an organization volunteers to assist with park projects or cleanups.**
- **Tournament/Event fees are per day.**
- **A fundraiser will be defined as an event where fees are being charged to participate, and the revenue will be donated to an organization that is qualified as a 501C3 or a person/family in need.**
- **A non-fundraiser will be defined as an event where fees are being charged to participants, but revenue is not being donated.**

	Tournaments/Events
	All Parks
Fundraiser	\$25
Non-Fundraiser	\$50

Town of Plattsburgh Park General Rules

1. Facility rental (including setup and cleanup) is only for the date and time of the rental agreement.
2. Town Parks and facilities are open from 8 AM – 8 PM with no exceptions.
3. No profit-making ventures are allowed.
4. Alcohol, tobacco, e-cigarettes, and vaping products are not permitted at any Town Park or facility.
5. No park equipment or supplies (chairs, tables, brooms, etc.) may be removed from the premises.
6. Lessee will be held responsible for any damage done to the building or its contents during their period of occupancy.
7. Must follow the posted rate of occupancy.
8. No staples, nails or tacks are to be used on ceilings or walls.
9. Must remove any tape or residue used on ceilings or walls.
10. Camping and fires are prohibited.

When Leaving

1. Please leave the building clean. Cleaning tools are located in the cleaning closet. Floors, tables/chairs, bathrooms, etc. should all be cleaned.
2. Place garbage in outside barrels. If it does not fit in the barrel, you must remove it from the premises.
3. Remove all personal belongings.
4. Put away all tables and chairs.
5. If there is an oven or air conditioner, make sure it is turned off.
6. Turn off lights, appliances, and water faucets.
7. Check to ensure all windows and doors are locked.
8. Check fields/playgrounds for garbage and personal belongings.

The Town does not shovel or remove snow during the evening or weekend hours.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	<input type="checkbox"/>				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.