

## **Athletic Field Policies**

Athletic fields owned and maintained by the Town of Halfmoon and shall be available for Halfmoon residents, non-residents, and organizations subject to the following:

1. All individuals and organizations seeking the use of the Halfmoon athletic fields shall:
  - a. Submit a certificate of insurance in an amount of not less than \$1,000,000 naming the Town of Halfmoon, 111 Route 236, Halfmoon, New York 12065 as an additional insured. Such certificate shall be subject to review and acceptance by the Town Attorney. Upon such acceptance, said certificate of insurance shall remain on file with the Scheduler of Fields; and
  - b. Sign a hold harmless agreement which will remain on file with the Scheduler of Fields.
  - c. Submit a proposed use schedule for the athletic fields to the Scheduler of Fields. Such proposed schedule shall set out the nature of the field use, the specific field requested for each use and the dates and times sought for each field use; and
  - d. Pay, where applicable, a field fee described in paragraph 2 herein to the Accounting Office. The Accounting Office shall provide a receipt to the applicant and a copy to the Scheduler of Fields.
2. Field fee charges for the use of athletic fields shall be as follows:

Baseball	
a. Fee per use	\$40.00
b. Season (maximum)	\$600.00
Soccer, Softball, Lacrosse	
a. Fee per use	\$30.00
b. Season (maximum)	\$450.00

Any team or clinic using two or more fields shall pay a two-field fee.

The Scheduler of Fields and at least one member of the Town Board may, in his or her discretion waive such fees only for non-profit and not-for-profit organizations, which have been determined by the Recreation Director and at least one member of the Town Board to encompass at least 50% enrollment by Halfmoon residents. Any team requesting exemption from the fees must submit the roster of players with addresses to show 50% residency. Residency of the coach or team leader does not qualify for the exemption.

Teams not wishing to take advantage of the full season maximum fee must pay an amount equal to all games for which a schedule is requested prior to approval.

3. Scheduling shall be on the following basis:

- a. The Recreation Director and Superintendent of Parks shall make all decisions regarding scheduling.
- b. Town functions shall have first priority.
- c. No application from non-resident teams will be accepted prior to January 1 of the current year.
- d. Scheduling will begin on February 1. Past performance will be considered. Preferences may be given to the first teams meeting all requirements of paragraph 1. No preference will be given to a partial submission.
- e. No team will be granted an approved schedule until all requirements of paragraph 1 have been supplied and approved.

The Scheduler of Fields shall in the form of a written approval slip issue formal granting of an approved schedule to the applicant and a copy to the Superintendent of Parks. A representative of the team must have a copy of the approval form available at the time of field use. No one shall be considered approved until they have the approval form in their possession.

4. **Violations:** The Scheduler of Fields and the Superintendent of Parks will suspend any persons or group of persons who violates any of the requirements of this policy as well as the Guidelines of Athletic Field Use from field use for the remainder of the year. No advanced notice of such a suspension shall be required.
5. Basketball and Tennis courts will not be scheduled for team or group use.
6. Baseball fields (including the outfields) are not to be used for soccer or lacrosse. Lacrosse may be played on the soccer fields only if the lines are not altered.
7. Fields are not open for play or practice until April 15th. This will be strictly enforced. Opening may be further delayed subject to the discretion of the Superintendent of Parks. Fields may be closed at anytime, subject to the discretion of the Superintendent of Parks. If the "FIELD CLOSED" sign is in place, IT MUST BE OBEYED.
8. Parking on the Harris Road complex shall be confined to the Pond Lot, Town Hall Lot, Senior Center Lot and the Sheriff s Station over flow lot. The six (6) spaces designated for Town Hall business must not be used for athletic field parking. Parking for the fields at the transfer station will be between the transfer station and the tree line. Any group parking outside designated areas will be asked to stop play, move the cars to the designated areas and to take steps to prevent future occurrences.
9. Jarts and other dangerous or potentially dangerous materials or games are not permitted.

10. All team leaders should inspect the field for its intended purpose and use before allowing the team on the field and will be responsible to inspect the fields for any deficiency that may have been created by any other user.
11. All maintenance work will be performed by the Parks Department.
12. All groups must police their own fields and must clean up after themselves. All sports equipment not belonging to the Town must be removed at the conclusion of the teams scheduled period. There will be no winter storage of non-town equipment.
12. There will be no discrimination against sex, race, etc.
14. These rules are not all inclusive.