



# Facility Use Application

Applicant's Name:	Union Vale Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>
Requested Facility:	Date of Rental:
Number of People in Attendance: <small>(Large Hall Capacity: 304, Senior Citizen Hall: 124) *200 or more people must be approved by Town Board in advance</small>	Hours of Rental:
<b>If you are a Non-Resident, you can only reserve a UV facility by listing a UV resident sponsor below:</b>	
Union Vale Resident Sponsor Name:	UV Sponsor Phone:
	UV Sponsor Address:
<b>APPLICANT INFORMATION</b>	
Applicant Address:	Applicant's Date of Birth:
Applicant Primary Phone:	Applicant's E-Mail Address:
<b>EVENT INFORMATION</b>	
Type of Event:	Admission Charged? Yes <input type="checkbox"/> amount: _____ No <input type="checkbox"/>
	Alcohol served? Yes <input type="checkbox"/> No <input type="checkbox"/> Alcohol sold? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Total Rental fee is always due with application.**

\*Cleaning & Damage Deposit check **MUST** be a separate check of \$100.

\*\*No refunds will be given for unused pool passes. Additional swim passes may be purchased at the concession stand at regular price.

Rental Rates	RESIDENT	NON-RESIDENT	QTY
<b>Large Hall</b>	\$375	\$575	
<b>Senior Citizen Hall</b>	\$275	\$450	
<b>Small Pavilion</b>	\$150	\$250	
<b>Large Pavilion</b>	\$250	\$375	
<b>Equestrian Center</b>	\$250/DAY		
<b>Indoor Facilities Mon - Thurs (non-Holiday)</b>	\$25/HOUR	\$35/HOUR	
<b>Bandstand <small>with Large Pavilion Rental (Fridays=6 hour minimum)</small></b>	\$50/DAY		
<b>Pre-Purchased Pool Passes**</b>	\$6 EACH**		
<b>Cleaning &amp; Damage Deposit* <small>(Large Hall and Senior Citizen Hall only)</small></b>	\$100 DEPOSIT*		
<b>TOTAL DUE:</b>			

*Make all check(s) payable to: **Town of Union Vale***

BY MAIL:	IN PERSON:
<b>Union Vale Parks &amp; Recreation</b>	<b>Union Vale Parks &amp; Recreation</b>
<b>249 Duncan Road</b>	<b>8 Tymor Park Road</b>
<b>LaGrangeville, NY 12540</b>	<b>LaGrangeville, NY 12540</b>

*I have read all of the facility rental policies and agree to comply with my signature. I understand that my security deposit may be forfeited or I may be billed for any additional expense should any of the policies be ignored or abused or if any damages are a result of the actions of my rental.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY	
Payment Received Date: _____	Cash/Check # _____ Amount: \$ _____
\$100 Cleaning & Damage Deposit Date: _____	Cash/Check # _____ Returned: Yes <input type="checkbox"/> No <input type="checkbox"/>

# Union Vale Parks & Recreation

## Facility Use Policies & Procedures

**Rental Reservations:** To rent any park facility, a Facility Use form must be completed, signed, and returned to the Parks and Recreation Department along with any applicable fees. Reservations will not be accepted over the phone or without all paperwork and fees.

### Hours of Rentals:

- **Outside Rentals:** between 7:00 a.m. - 10:00 p.m.
- **Indoor Rentals:** between 7:00 a.m. – 12:00 a.m. (midnight)
- The times mentioned above include set-up and clean-up times on the day of the rental.

### Rental Areas:

- Rentals are designated by specific areas; please stay within your rented area.
- Failure to do so may result in the Rental applicant being charged for additional rental areas.
- Renting the facilities (indoor or outdoor) does not give you exclusive use of the park.
- There may be **NO** functional use of the carpeted area (After-School Room) allowed during the Large Hall rental. Renters may pass through the After-School Room only during transition with tables/chairs.

### Cancellation and Date Change Policy:

- The cancellation/date change fee is \$25 for all changes made at least 45 days in advance.
- No refunds will be given for any cancellation or date changes with less than 45 days notice.
- No refunds are given due to inclement weather.
- Back-up facilities for outdoor rentals are not provided.
- Indoor facilities may be rented if they are available.

**Cleaning & Damage Deposit:** All indoor rental applicants must include a deposit of \$100. The deposit is refundable if the facility is left clean and there is no damage to furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing facility use privileges. The decision is solely up to the Parks and Recreation Department.

**Cleaning:** The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, and depositing trash in the designated area (large bins outside under porch). All tables, chairs, counter tops, and any appliances used must be wiped clean. Rental applicant shall spot mop spills and sweep the floor of the rental room **AND** bathroom areas (see staff member for cleaning supplies). NO confetti or glitter can be left inside or outside of the property.

**Decorations:** No decorations or temporary fixtures may be affixed to the building or any architectural feature (including picnic tables) with nails, tacks, staples, or any application that will cause irreversible damage. Use **ONLY** masking tape when hanging decorations.

### Supervision & Law Enforcement:

Rental applicants are required to maintain control and supervision of their participants at all times. Depending on the nature of activities being conducted, the Parks and Recreation Department may require a specific youth/adult supervision ratio. Parks and Recreation Staff are instructed to request law enforcement for immediate assistance and intervention with any individuals or organizations that do not comply with their instructions.

**Alcohol:** No sales of alcoholic beverages are permitted at any Town of Union Vale facility unless a valid New York State Liquor Authority Permit is on site and posted and permission has been granted from the Town of Union Vale. Events where alcohol is being served to guests (not for sale) are exempt from the New York State Liquor Authority permit requirement; however, groups may still be required to obtain Town of Union Vale permission. The Rental applicant shall ensure compliance with all State and Federal laws pertaining to the consumption of alcohol. Minors shall never be permitted to consume alcohol on Town premises. Open containers are only allowed in the Rental Applicant's rented facility area. Rental applicant shall be held accountable for any act resulting from the consumption of alcohol pertaining to their event. The Town of Union Vale reserves the right to require (at the Rental Applicant's expense) additional security for any function serving alcohol.

### **Personal Property:**

The Town of Union Vale is not responsible for any lost, stolen, or damaged personal property belonging to members of rental groups utilizing the facilities. The Town of Union Vale is not responsible for any valuables or personal property left on the premises after an event.

### **Smoking:**

Smoking is not permitted inside any Town of Union Vale facility or within ten (10) feet of entrances and exits. The user must ensure a receptacle is available for any outdoor smoking and for the removal of the receptacle after the event.

### **Noise:**

Rental facilities are in a public area. Music must not be loud or offensive to the public. Music and noise must be contained within the space rented. Should the music exceed reasonable levels, the park staff will ask the designated point-of-contact to turn the music down. If more than two (2) requests are made, the event may be terminated.

**Large Groups:** Groups with 200 participants or more must receive permission from the Town Board of Union Vale to hold a large group assembly. If your party exceeds 200 people, please notify Parks and Recreation Staff for further instruction on the process for approval.

### **Insurance:**

A copy of the group's liability insurance policy listing the "Town of Union Vale" as additionally insured must be on file with the Parks and Recreation Department prior to any event sponsored by an organized group (i.e. Scouts, School groups, Non-profit organizations, businesses, etc...). Each certificate of insurance must be for a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage. Higher limits may be required for special events. This requirement is waived for private parties.

### **Non-Profit Organizations:**

Resident non-profit organizations with 501(c)3 status with at least 35% Town of Union Vale residency, may rent facilities at 50% the regular rental price (does not include sports fields, pool, or equestrian facilities). In order to obtain the rental reduction, proof of residency must accompany the rental agreement. Requests must be made 45 days prior in writing to the Parks and Recreation Department.

## **Traffic Control:**

When traffic control and parking supervision is required, arrangements must be made with the Parks and Recreation Department. Traffic control is required for groups of 200 people and over. Traffic control is \$20 per hour per Constable (2 Constables/ 2 hours minimum). Traffic control is only necessary during heavy traffic times for the event.

## **Contact Information:**

All facility rental requests must be sent to the Parks and Recreation Department:

**By Mail:** Union Vale Parks and Recreation

249 Duncan Road, LaGrangeville, NY 12540

**In Person:** 8 Tymor Park Road, LaGrangeville, NY 12540

**Telephone:** 845.724.5691 Fax: 845.724.5692

**E-Mail:** [tymorpark@unionvaleny.us](mailto:tymorpark@unionvaleny.us)

**The Town of Union Vale reserves the right to cancel any function at any time, even when it is in progress, should the Rental applicant or any guest of the Rental applicant violate the policies set in place.**

The Town of Union Vale reserves the right to add, amend, or withdraw material contained within this document at any time.

**On your rental day, there will be a staff member on-site. If you need assistance with anything during your rental (ex: access to cleaning supplies), please see a staff member on duty.**

# FACILITY RENTAL CHECKLIST

*On the day of your rental, this form must be given to staff on duty & complete a final walkthrough before rental room is vacated.*

## CHECK

	<b>Floors</b> swept & spot-mopped if needed
	<b>Garbage</b> tied and removed from building (per instructions)
	<b>Bathrooms</b> straightened up (restock toilet paper/sweep floor)
	<b>Tables/chairs</b> arranged according to reference photo
	<b>Kitchen</b> left how found
	<b>Vacated</b> by midnight & <b>decorations</b> removed according to policy

ITEMS LISTED ABOVE ARE JUST A BASIC OUTLINE OF POLICIES IN RENTER AGREEMENT. RENTAL DEPOSIT CAN STILL BE WITHHELD IF ALL TOWN POLICIES ARE NOT FOLLOWED.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
STAFF INITIALS