



FACILITY RENTALS

Call for Availability

Park Office 845-724-5691 Mondays-Fridays 9am-1pm tymorpark@unionvaleny.us
 Town Hall 845-724-5600 Mondays-Thursdays 9:30am-4 pm

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:	
If you are a Non-Resident, you can only reserve a Union Vale facility by listing a UV resident referral (sponsor) below:			
Union Vale Resident		UV Sponsor Phone:	
Sponsor Name:		UV Sponsor Address:	
APPLICANT INFORMATION			
Applicant Address:		Applicant's Date of Birth:	
Applicant Primary Phone:		Applicant's E-Mail Address:	
EVENT INFORMATION			
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.



See below for **TWO ways** to secure your rental request.

Rental Rates	RESIDENT	NON-RESIDENT	QTY
Large Hall	\$375	\$575	
Senior Citizen Hall	\$275	\$450	
Small Pavilion	\$150	\$250	
Large Pavilion	\$250	\$375	
Equestrian Center	\$250/DAY		
Indoor Facilities	\$25/HOUR	\$35/HOUR	
Mon - Thurs (non-Holiday)			
Bandstand	\$50/DAY		
<small>Must accompany Large Pavilion Rental</small>			
Cleaning & Damage Deposit*	\$100 DEPOSIT*		
<small>(Large Hall and Senior Citizen Hall only)</small>			
TOTAL DUE:			

Call for availability before sending payment & complete signature page.

1) FULL PAYMENT BY MAIL: <i>(Checks Only)</i>	2) FULL PAYMENT IN PERSON: <i>(Cash, Check, or Credit Card*)</i>
Union Vale Parks & Recreation	Union Vale Parks & Recreation
Mailing Address: 249 Duncan Road LaGrangeville, NY 12540	GPS Address: 8 Tymor Park Road LaGrangeville, NY 12540

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

**Please note there is a small processing fee for all in-office credit card payments.*

OFFICE USE ONLY

Payment Received Date: _____ Cash/Check # _____ or CC in-office Amount: \$ _____
 \$100 Cleaning & Damage Deposit Date: _____ Cash/Check # _____ Deposit Returned: Yes No

Key pick-up and return:

Keys for weekend indoor facility rentals may be picked up Wednesday-Friday between 9:00am-1:00pm at the Parks and Recreation Office. For all weekday rentals, the Rental applicant may pick up the key the last business-day before the scheduled rental date. If these times do not fit into your work schedule please contact the Parks and Recreation Department the week prior to your rental to make other arrangements. At the time of key pick-up the Rental applicant (or their designated key holder) will be given a short tour of the facility including their rental space, location of bathrooms, location of extra janitorial supplies, and **given a temporary PIN Code to Lock the Park Gate**. All keys must be returned to the Parks and Recreation Department. After your event is over and the door is locked, you can drop the key in our After Hours Drop Box which is a mail slot on the green Park Office Door that is under the deck.

HOW TO USE PIN CODE TO LOCK PARK GATE:

PLEASE MAKE SURE THAT YOU ARE THE LAST CAR LEAVING THE PARK BEFORE YOU CLOSE THE GATE

1. Adequately pull through the gate at the top of the hill (where Tymor Park Road and Duncan Road intersect). Make sure the rear of your car is past the gate posts. ****THE GATE WILL NOT CLOSE IF THERE IS AN OBJECT IN THE WAY OF ITS PATH****
2. Find the KEY PAD which is located on the white mail box
3. Enter the 4-Digit Pin that was given to you from the Park Office Staff when you picked up your key, then press #
4. Please insure the gate is fully closed before leaving

APPLICANT MUST SIGN BELOW:

As the participant signed below, knowing fully that the Town of Union Vale Parks and Recreation Department provides the facility, I hereby: 1. Agree to furnish my own insurance in case of injury, 2. Assume all risks and responsibilities of possible injury involved with participating in the rental of the facility, 3. Further agree to indemnify and hold harmless the Town of Union Vale department or employees, to include volunteers, from liability from my participation in the rental of this facility.

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.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date Signed: _____ Date of Rental Request: _____

THIS PAGE WILL BE KEPT ON FILE WITH THE APPLICATION AS ACKNOWLEDGEMENT THAT ALL RENTAL POLICIES AND PROCEDURES HAVE BEEN READ AND UNDERSTOOD.

APPLICANT KEEPS THE FOLLOWING PAGES OF THE RENTAL POLICIES AND PROCEDURES

Union Vale Parks & Recreation

Facility Use Policies & Procedures

Rental Reservations:

All persons in a rental group are expected to abide by the rules of Tymor Park & Forest and the Town of Union Vale (attached). **The Rental Applicant is responsible for supervising the rental group's behavior and activities.**

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.

All Rental Applicants must attend a walkthrough of the facility which will include group expectations, cleaning responsibilities, and safety guidelines.

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.

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 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 (see Park Office foyer closet for cleaning supplies).

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.

Kitchen Use Procedures:

- It is recommended that you only use your supplies, including dishes, utensils, dish soap, and sanitizer
- Use only clean and sanitized utensils during food preparation
- Clean and sanitize food contact surfaces after each use
- Minimize the time that potentially hazardous food remains in the temperature danger zone (40-140°F)
- Everything you use should be placed back in the same condition you found it
- Dishwashing:
 - Wash and initial rinse temperatures should be at least 100F
 - Second rinse process should include an appropriate chemical sanitizer
- Dish Drying & Storage:
 - Air dry
 - Protect from dust and contamination between uses

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 or cause a threat of danger or displays disorderly conduct while using the Park Facilities.

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 **must** still be required to obtain Town of Union Vale permission, prior to the day of the event. Permission must be in writing and the Rental Applicant must have the documentation posted.

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, including playgrounds, or within fifty (50) 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.

Drone Policy: The Town of Union Vale prohibits the recreational flying of drones in Tymor and Godfrey Parks and /or in the airspace above these parks, but will permit commercial use for one event if a group is renting one of the park facilities and if the operator secures permission in advance from Tymor Park Recreation Department, provides a copy of their FAA Certification and evidence of insurance (required insurance specifics would be provided with application); permission for commercial operators to fly a drone for commercial purposes in Tymor or Godfrey Parks may be withheld by the Recreation Department if authorization is not given by Sky Acres Airport. There will be no exceptions to this rule.

Emergency Services: Rentals are responsible for handling all emergency situations and for notifying Park Staff of such emergencies. It is recommended that you have someone on site who is certified in CPR, AED, first aid, and blood-borne pathogens. The Parks & Recreation Department is not responsible for providing first aid, emergency care, or emergency transportation.

If an emergency occurs:

- Call 911
- Call the staff person on-call at 845-350-2639

It is further recommended that you have:

- The names and addresses of all participants
- Emergency contact information for all participants
- A list of persons with allergies or other health conditions, restrictions, or need for other accommodations
- Signed parent or guardian permission to seek emergency treatment (or signed religious waiver) for all minors present without a parent or guardian

Rental Requests & Contacts:

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

Park Office Telephone: 845.724.5691 Fax: 845.724.5692

Day-Of-Rental Contact: 845-350-2639

E-Mail: 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 the day of your indoor rental:

- **There is no staff member on site.**
- **Building will be open at or around 7am by Park Staff. DO NOT USE THE KEY THAT YOU WERE GIVEN TO OPEN DOORS THE MORNING OF YOUR EVENT THE BUILDING ALARM WILL GO OFF!**
- **For emergencies only please text or call 845-232-1689. Making this phone call will connect you with Town Staff. If you are directed to voicemail, please leave a message.**
- **When done with the rental for the day/evening please use key that you were given to lock the main entrance door to either the Large Room or Senior Room.**
- **If you are the last party to leave the park, please use Temporary 4-Digit PIN Code to lock the Park Gate.**