



# CAMPSITE RENTALS

## Call for Availability

Park Office 845-724-5600 ext 3

Mondays-Fridays 9am-2pm

tymorpark@unionvaleny.us

Applicant's Name:		Union Vale Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>
Requested Facility:	Trail Site <input type="checkbox"/> Field Site <input type="checkbox"/> (see map)	Date(s) of Rental:
<i>Limited to 4 camp sites wooded forest area field behind pool</i>		
Total Number of Campers per night:		Hours of Rental:
<i>*limited to 4 camp sites</i>		
<b>APPLICANT INFORMATION</b>		
Applicant Address:		Applicant's Date of Birth:
Applicant Primary Phone:		Applicant's E-Mail Address:
<b>GROUP INFORMATION (ALWAYS REQUIRES INSURANCE - SUBMIT COI WITH APPLICATION)</b>		
Group Name:		Insurance Paperwork Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>(only if applicable)</i>		

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



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

CAMPSITE RENTALS	FEE	Number of CAMPERS	Number of NIGHTS	TOTALS
<b>Trail Site</b> <i>wooded forest area</i>	\$5/each	x	x	
<b>Field Site</b> <i>field behind pool</i>	\$5/each	x	x	
<b>Parking Passes</b> <i>Each car staying overnight must display this pass in front windshield of vehicle</i>	Free <i>Parking passes must be picked up in-office prior to rental</i>			
<b>TOTAL DUE:</b>				

**Call for availability before sending payment & complete signature page.**

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

**PLEASE REVIEW ALL CAMPSITE RULES ATTACHED**

### OFFICE USE ONLY

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

## 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

## Campsite 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 rental agreement 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.

### 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.

### 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.

### **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

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:** 845.724.5600 ext 3      Fax: 845.724.5757

**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.

## **CAMPSITE RULES:**

- **Camping is limited to 4 Camp Sites**
- **Campsite rentals must be done prior to your stay in the park.**
- **All campers must be accounted for on this rental form.**
- **Any campers not accounted for will be considered trespassing on Tymor Park property.**
- **A parent or guardian must accompany campers under the age of 18.**
- **Persons using a watercraft (boat, raft, tube) must have and use a coast guard approved life jacket for each person occupying the craft.**
- **All campers must be courteous to others using the park. Loud music, vulgar language, and people under the influence of alcohol/drugs will not be tolerated.**
- **Campers are responsible for removing all trash from their campsite and keep the campsite free and clean of litter/debris.**
- **All campfires must be kept in fire pits supplied by the park (not self-made) and supervised by an adult at all times.**
- **Campers must obey all other park rules.**
- **Animals are NOT permitted on any campsite.**
- **Any vehicle in the park that is left overnight must display an overnight parking permit. Vehicles without this permit may be towed at the owner's expense.**
- **Vehicles are only permitted in the parking area located near the main Park Office building. You must be prepared to transport camping items to your reserved site.**

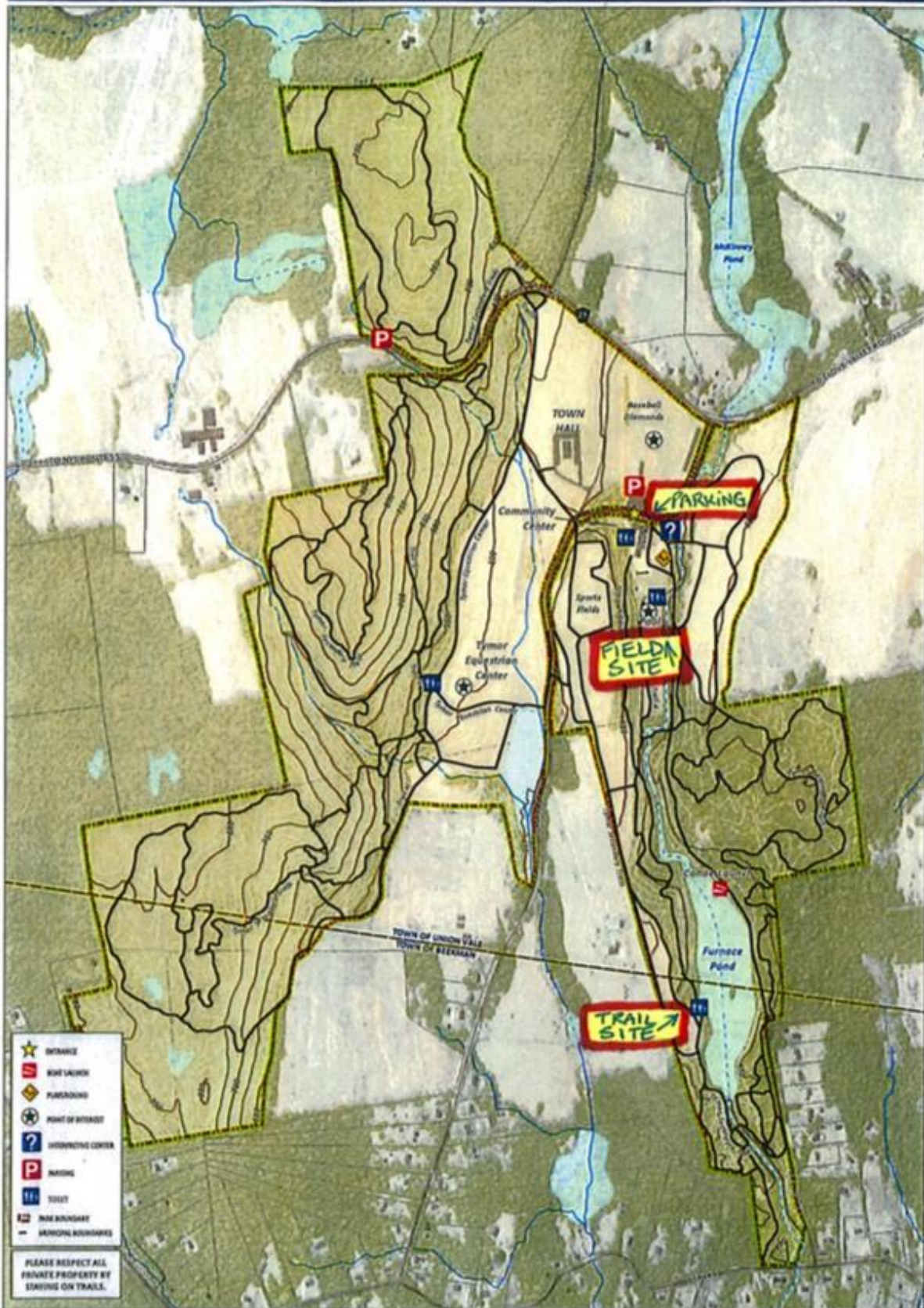


Trail Owner:  
Town of Union Vale  
Total Trail Length:  
15.68 Miles

## Tymor Park Trail Map

<https://unionvale.ny.gov/rec/info/default.aspx>

Address: 8 Tymor Park Rd  
GPS Coordinates:  
-73.698  
41.652



Town of Union Vale  
County Executive

Healthy Communities Trails Map Series  
Dutchess County Department of Planning and Development  
In Partnership with the Dutchess County Department of Behavioral and Community Health  
Issued 1/1/2018



Scale: 0 100 200 Feet