

TOWN OF GUILDERLAND

NOTT ROAD AND ABELE PARK FIELD POLICY

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

All individuals and organizations seeking the use of fields at the Nott Road Park and/or Abele Park within the Town of Guilderland shall:

1. Submit a Request for Field Permit application to the Parks and Recreation Office at 181 State Route 146, Altamont, NY 12009. Such proposed application 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
2. Submit an insurance policy naming the Town of Guilderland as an additional unrestricted insured on the user's policy; specifically,
 - Commercial General Liability Insurance: \$1,000,000 per occurrence \$2,000,000 aggregated;
 - Policy obtained from an A.M. best rating "secured" New York State licensed insurer;
 - Policy contains a 30-day notice of cancellation;
 - Policy states that the organization's coverage shall be primary coverage for the Town of Guilderland, its board, employees and volunteers;
 - Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
 - The user agrees to indemnify the Town of Guilderland for any applicable deductibles.
 - Enclose a copy of the endorsement providing additional insured status.

User acknowledges that failure to obtain and provide proof of such insurance on behalf of the Town of Guilderland constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Town of Guilderland. The user is to provide the Town of Guilderland with a certificate of insurance, evidencing the above requirements have been met. The failure of the Town of Guilderland to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Town of Guilderland.

3. Pay, where applicable, a field fee, by check or money order made payable to the "Town of Guilderland" or cash mailed or dropped off at the Guilderland Parks

and Recreation Office, 181 State Route 146, Altamont, NY 12009 or by credit card; a non-refundable processing fee will be charged to each transaction.

- The Town of Guilderland Parks and Recreation Department requires payment before any individual or league/organization will be allowed to use the fields. Payment can be made in full prior to the beginning of the season or can be billed on a month-to-month basis.
- Payment will consist of a **combined fee of April and May's scheduled game fees**; or **full season payment**; due before you can begin play.
- The Parks and Recreation office will invoice the league representatives on or about the 15th of each month (during your submitted sport season) for the next month's submitted game schedule. **Required payment will need to be received by the Parks and Recreation office before the 1st of each month; paid in full.**
- The Nott Road Field use fees are as such:
 - \$50 per field per game*
 - \$110 per lighted field per game
 - \$255 per field per day for Tournaments*
- The Abele Park Field use fee is as such:
 - \$50 per game

Note: A non-refundable 3% processing fee will be charged to all credit card transactions. Any adjustments to these figures must be approved by the Parks and Recreation Department.

*If lights are required for safety or any other reason, for any amount of time, during a regular scheduled game time an additional \$60 will be charged per game.

4. Scheduling shall be on the following basis:

- The Parks and Recreation Department shall make all decisions regarding scheduling.
- Town functions and Town Leagues shall have first priority.
- Field reservation forms for Leagues will be accepted until but NO LATER than April 1st. Schedules should include dates through the end of July*. After April 1st, submissions will be reviewed and applicants notified of field availability.
- **In order to be scheduled for field use, Leagues must have their current insurance, projected/preliminary schedule through July*, Hold Harmless Form and Field Request Form all submitted to the Parks & Recreation Office. Leagues will not be put on the field schedule if they are missing any items.**
- The Parks & Recreation Office will notify League if/when their schedule is approved.

- If your League schedule is submitted after April 1st, your field use will be scheduled based on remaining availability.

**Schedule through July applies to Leagues that use Nott Road Park Fields*

5. Cancellation Requirements:

- Please respect the **48-hours** cancellation notice – this notice is REQUIRED in order to reschedule or receive a refund/credit of cancelled games. This notification must be submitted to Parks and Recreation Department via email to vallettaj@townofquilderland.gov AND boyta@townofquilderland.gov or by calling (518) 456-3150. If you cancel within the 48-hours prior to your scheduled game, or you are a No-Show, you will NOT receive a refund/credit.
- At any point throughout the day, the Parks and Recreation Department reserves the right to close fields, if necessary, due to poor weather, field conditions or safety concerns.
 - The notification of Park closure made during business hours (**8:00AM - 3:30PM**) will be emailed to leagues representatives, updated on the website and on the Nott Road phone recording at **(518) 579-3492**.
 - Park closure notification made after 3:30pm will be on the Nott Road phone recording only. Rescheduling of these games can be done by contacting the Parks and Recreation office.

6. A representative from the team will need to check in with the Nott Road Field Attendant, for each scheduled game at Nott Road

7. Parking:

- User acknowledges and agrees to abide by all traffic and parking signs and will notify its league players to do the same. Players will refrain from parking in the spaces next to the Town Dog Park. **Players should not drive down to the pavilion and park – please park in the parking areas.**

8. The athletic season runs from April 15th through November 1st. Opening and closing may vary due to weather conditions subject to the discretion of the Parks and Recreation Department.

9. All daily maintenance work will be performed by the Parks Department.

10. 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.

11. All Leagues are required to have their League representative sign the Hold Harmless Agreement (next page) on behalf of the team/League and submit the form to the Parks and Recreation Office prior to Town fields being used.

**LEAGUES AND ORGANIZATIONS AGREEMENT
AS REQUIRED FOR ALL PARTIES TO USE TOWN PARKS/FACILITIES**

The undersigned is over 21 years of age and has read this form and the listed requirements and agrees to comply with them. To the fullest extent permitted by law, _____ League, agrees at its own cost to

(Name of League)

defend, indemnify and hold harmless the Town of Guilderland, its officers, directors, shareholders, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses and costs arising in whole or in part and in any manner from the acts, omissions, breach or default of the League, in connection with the performance of any work by the League, its officers, directors, agents, employees and subcontractors. This agreement is continuous until terminated by either party with written notice.

I have read the rules and regulations governing the use of the fields at Nott Road Park & Abele Park within the Town of Guilderland and fully agree to all terms and conditions. The information provided on and accompanying this application request form is correct and true and I further understand that any falsification of information requested on or accompanying this form will be cause for denial of this request or revocation of field use. I also understand that I will abide by all rules, regulations and ordinances as set forth by the Town of Guilderland and the Parks and Recreation Department regarding park and field use.

Signature of Authorized Representative

Date

Name Printed

Address

Telephone Number

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

Town of Guilderland
Parks and Recreation Department
181 State Route 146
Altamont, NY 12009
Ph. (518) 456 – 3150 / Fax (518) 456 - 3156