



TOWN OF NEW SCOTLAND

www.townofnewscotland.com

Parks Department
765-2681
tcampana@townofnewscotland.com

Ken Guyer
Highway Superintendent
kguyer@townofnewscotland.com

Athletic Field Reservation Procedure

Beginning January 1st, requests for athletic field reservations will be accepted. Application deadline for seasonal field use permit is March 1st. Permits or notice will be returned promptly thereafter. NO EXCEPTIONS.

Upon request, a field permit application and other pertinent information will be mailed.

Complete the Use Permit Form and return to the Parks Dept. at Town Hall with:

- A:** Certificate of Insurance (for seasonal leagues) (Uninsured organizations may be replaced with insured leagues and/or denied reservations/permits).
- B:** Seasonal League Schedule w/team names/rosters, game times/dates, contact information.

Appropriate Payment. (See Fee Schedule)

Do not send payment with Field Use Permit application. Once written approval is granted and fee is determined, payment can be made. Payment must be made in full before the first game.

Checks shall be made out to: Town of New Scotland and mailed with the application to Town of New Scotland, 2029 New Scotland Road, Slingerlands NY, 12159; ATTN: KEN GUYER

See Policy for Field Use Form for more information.

The Parks department may approve the reservation, and a confirmed copy of the permit and a receipt will be mailed to the person responsible.

No reservation will be considered confirmed until written approval is granted by the Parks Department. Reservations will **not** be “penciled in.”

The person responsible for reserving the field must bring the permit with him / her to the event. Permits are valid **only** for the day(s) and time stated therein.

The Town of New Scotland Parks will solely determine if fields are playable. If Town of New Scotland Parks determines fields are not playable, games are cancelled. No exceptions. League contact person is responsible for informing his/her team members of rainouts. League contact shall inform all team members to contact him/her directly for rainout information. Only the League contact person should call the Parks offices for rainout information.

If you have any questions, please call Teresa @ (518) 765-2681.

Revised 01/02/14



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Dear applicant,

Please fill out the enclosed form and submit it along with a check or money order made payable to the **Town of New Scotland** (see attached Athletic Reservation Procedure). The field permit fee is \$ _____. Please review the Permit Policies on the back of the form and the enclosed Rules and Regulations for Use of Town Parks.

Your reservation is not considered confirmed until you have received an approved copy of the permit from the Parks Department. This permit **must** accompany you on the day of your event(s).

If you decide to cancel your reservation, the Parks Department must be notified at least 2 weeks prior to your event. To cancel a “seasonal” reservation of an athletic field, the Parks Department must be notified 1 month prior to the start date.

THERE WILL BE NO SOFTBALL PLAYED ON THE BASEBALL FIELD. NO EXCEPTIONS!

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OFFICE USE ONLY
Date Request Received _____ Date Permit Issued _____
Confirmed or Rejected _____

TOWN OF NEW SCOTLAND FIELD USE PERMIT

Today's Date: _____

Name of League / Individual: _____

Name of Person Responsible: _____

Address: _____ Phone (H): _____
_____ (W): _____

Field Requested (Check one):

Swift Road: Adult Baseball _____ Youth Baseball _____
Youth Soccer _____ Youth Lacrosse _____ Basketball _____

Feura Bush: Adult Softball _____ Youth Softball _____ Youth Soccer _____ Youth Lacrosse _____

Date Field Requested: _____ Day of Week: _____

Time: _____ To: _____ Size of Group: _____

League Contact Person: _____ Daytime Phone: _____

*******TEAM SCHEDULE AND ROSTER MUST ACCOMPANY PERMIT APPLICATION*******

The person listed below is legally responsible for any and all action of the field/pavilion users while they are at the Town of New Scotland park facility. This person will be held financially responsible for any and all damages to park property caused by a member of his/her group. The person is responsible for his/her group's adherence to all permit guidelines and the Rules and Regulations for Use of Town Parks.

The person responsible hereby acknowledges that he/she has read, understands and agrees to comply with the policies outlined on the back of this form and the enclosed Rules and Regulations for Use of Town Parks. The person responsible further verifies that he/she is 21 years of age or older.

The Person responsible hereby requests reservation of the Town of New Scotland field / pavilion above, for the date(s), times, and purposes shown. He/she, on behalf of organization, further agrees to hold harmless and completely indemnify the Town of New Scotland, its officer, agents, and employees from and against all liability.

Signature of Person Responsible

Date

This permit must accompany person responsible for the event.

TOWN OF NEW SCOTLAND

POLICY FOR FIELD USE

- A. Organized use of Town Athletic Fields is by permit only.
- B. The person responsible must complete the field permit application and meet the following criteria before a permit can be issued by the Town of New Scotland:
1. A responsible adult must complete the application.
 2. The time, date and facility being requested must not be in conflict with a Town of New Scotland sponsored activity or with another organization or individual previously assigned to the field or pavilion. **Non permit use (i.e.practice)cannot be guaranteed.**
 3. Where applicable a *reservation fee must be paid to the Town of New Scotland according to the following **Fee schedule per game:**

Field Use permits

	Game rate	Practice Rate
Town youth*	\$20.00	\$10.00
Non-Town youth	\$40.00	\$20.00
Town Adult*	\$40.00	\$20.00
Non-Town Adult	\$80.00	\$40.00
2 or more games on same day	1.5x rate	

* **Team must be at least 75% Town Residents**

Rain Dates: Call 765-2681 to reschedule games.

Field Use Permits issued provided field availability, and at least 7 days prior notice. Rainouts can be rescheduled, but not guaranteed, depending upon field availability through the Parks Dept.

High School Games take precedence up to May 24th (schedule accordingly)

* Fees may be waived at the discretion of the Parks Administrator where the Town of New Scotland receives equivalent compensation in another form.

4. The Town reserves the right to require organizations to provide a Certificate of Insurance covering all players and naming the Town of New Scotland as an Additional Insured with respect to an organization's use of Town facilities and/or require individuals to provide a Certificate of home owner's liability. Uninsured organizations may be denied reservations/permits or be replaced with insured organizations.
- C. The party named on the permit must be the field user and **may not transfer use to another party**. The purpose of the field use may not vary from what is stated on the permit.
- D. The Town of New Scotland is not responsible for cancellations of field use due to weather conditions. We will make an effort to reschedule rained out games. However, "Rain dates" cannot be guaranteed. **No refunds will be given due to weather related cancellations.**
- E. The person responsible on the permit will be responsible for the actions of all group members and will reimburse the Town of New Scotland for any damages caused during the use of the facility.
- F. The person responsible agrees to hold harmless and completely indemnify the Town of New Scotland, its officers, agents, and employees in any claim of personal injury or property damage in any way arising from use of the facility.
- G. Requests to use a facility on a regular basis may be denied or restricted based on the demand for and the availability of the particular facility. Requests may also be denied if, in the opinion of the Parks Administrator and/or the Town Supervisor the size of the group or the activities of the group will be detrimental to the facility.
- H. Should any section, paragraph, sentence, clause, or phrase of this policy be declared unconstitutional or invalid for any reason by a court of competent jurisdiction, the remainder of this policy shall not be affected.
- I. All other cases involving the use of the Parks and Recreation facilities of the Town of New Scotland not stipulated in the aforementioned policy will be decided upon the discretion of the Parks Administrator and/or the Town Supervisor.
- J. Trash removal is the responsibility of the permit holder.

Revised 01/02/14



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Rules & Regulations for Use of Town Parks

Approved 12/9/98

- The parks are for the use of Town of New Scotland residents and guests who may accompany them.
- Animals are not permitted in the park's recreational areas.
- Hunting is prohibited; wildlife and vegetation shall not be removed.
- Unruly activity and abusive, loud and/or foul language is prohibited.
- Unlicensed motorized vehicles are prohibited. All vehicles must remain on roads and parking areas.
- Soliciting or posting of signs is not permitted.
- Camping and open fires are prohibited. Charcoal grills are permitted in picnic areas only.
- Trash and all other litter must be placed in containers provided. It shall be limited to materials accumulated during use of the area. Carry out policy would be appreciated.
- Playing music loudly is prohibited.
- Dangerous devices such as air guns, explosives, guns and archery equipment are prohibited.
- Children under the age of 10 must be accompanied by an adult at all times.
- In the event of a hazardous condition, any facility may be closed to the public at the discretion of members of the Parks Department.
- Special events or group usage requires prior approval of the Town Board.
- All fund-raising activities must be approved by the Town Board.
- All usage of facilities must be recreational and not for profit.
- Hours of operation are 7 am to 11 pm in lighted areas, until sundown in unlighted areas.
- Violation of the above rules may result in revocation of any permit granted to users.
- All other cases involving use of park facilities will be determined by the Town Board.
- The Town Board may allow exceptions to one or more of these rules in the case of special events or circumstances.