

Town of Pittsford Athletic Field Use Request Form

Recreation Department • 35 Lincoln Ave • Pittsford • 14534 • 585-248-6280

APPLICANT INFORMATION

Name: _____

Organization Name: _____

Address: _____

Town: _____ Zip Code: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

RESERVATION REQUEST INFORMATION

1. Purpose of Field Use: _____

Athletic Facility: _____

Date(s): _____ - _____ Day(s): _____ Time(s): _____ - _____

Special Field Lining? (Please specify dimensions): _____

2. Purpose of Field Use: _____

Athletic Facility: _____

Date(s): _____ - _____ Day(s): _____ Time(s): _____ - _____

Special Field Lining? (Please specify dimensions): _____

Please be advised that there will likely be other park users present at the time of your reservation. Your use shall not exclude others from using the park.

By signing below, I acknowledge that I have read and agree to the Town of Pittsford Athletic Field User Agreement/Park Rules & Regulations (on pages 2 & 3) and assume all responsibility for use of the facility. I further understand this reservation is nontransferable to a person, group, or organization.

Signature: _____ Date: _____

All reservation requests submitted are subject to review and confirmation by Town of Pittsford staff.

OFFICE USE ONLY

Date Received: _____

1. Approved Athletic Facility: _____

Date(s): _____ - _____ Day(s): _____ Time(s): _____ - _____

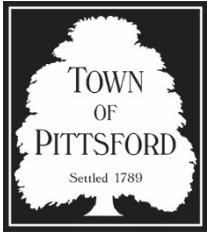
2. Approved Athletic Facility: _____

Date(s): _____ - _____ Day(s): _____ Time(s): _____ - _____

Roster(s): 80-100% Resident: _____ 0-79% Resident: _____ Cert of Insurance: _____

APPROVED

Recreation Director: _____ Field Supervisor: _____ Receipt #: _____



Town of Pittsford

Athletic Field Use

Request Process, Information & Fees

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ATHLETIC FIELD USE REQUEST PROCESS

- Fully complete and submit an Athletic Field Use Request Form.
- Submit a Certificate of Insurance naming the Town (11 S. Main St., Pittsford, NY 14534) as additional insured for a minimum of \$1,000,000 in general liability coverage.
- Submit team roster(s) with current addresses.
- Provide verification that all coaches and volunteers have gone through training and have been cleared with a background check.
- Confirmation will be sent upon approval of your field use.
- For details to host a Large Athletic Event (multi-day/multi-field), please contact the Recreation Department.

ATHLETIC FIELD USE INFORMATION & FEES

TOWN OF PITTSFORD PARK INFORMATION

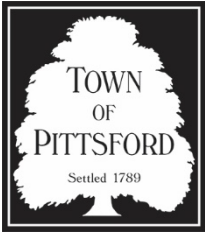
<u>Farm View Park</u> (1899 Calkins Rd.)	<ul style="list-style-type: none"> ● FVP Diamond #1 (60, 70, & 90 ft. basepaths, fenced) ● FVP Diamond #2 & #3 (60 & 70 ft. basepaths, fenced)
<u>Great Embankment Park</u> (631 Marsh Rd.)	<ul style="list-style-type: none"> ● GEP Rectangle #1 (lower field) ● GEP Rectangle #2, #3, & #4 (upper fields)
<u>Hopkins Park</u> (5 Barker Rd. @ Mendon Center Rd.)	<ul style="list-style-type: none"> ● HOP Rectangle #1 (field nearest parking lot) ● HOP Rectangle #2
<u>Thornell Farm Park</u> (480 Mendon Rd.)	<ul style="list-style-type: none"> ● TFP Rectangle #1 – Artificial Turf Field (with lights) ● TFP Rectangle #2, #3, & #4 ● TFP Diamonds #1 & #2 (60 ft. basepaths)

ATHLETIC FIELD USER CLASSIFICATION

Fee Code #1: Pittsford Community Organization	Fee Code #2: Non-Community Organization/For-Profit/Camps
● 80-100% of Team Roster is Pittsford Residents	● 0-79% of Team Roster is Pittsford Residents
● Proof of Non-Profit Designation	● No Proof of Non-Profit Designation

ATHLETIC FIELD USE FEE STRUCTURE

	Fee Code #1	Fee Code #2
Turf Rectangle Field	No Fee	\$150 per hour
Field Lighting for Turf	No Fee	\$10 per hour
Grass Rectangle Field	No Fee	\$40 per hour
Diamond Field	No Fee	\$40 per hour
Special Field Lining	\$35 per lining	\$35 per lining



Town of Pittsford

Athletic Field User Agreement

Park Rules & Regulations

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The following pertains to reserving park space/athletic fields at Farm View Park, Great Embankment Park, Hopkins Park, and Thornell Farm Park. Please carefully review the park rules and regulations below.

1. All athletic field reservation requests submitted are subject to review and confirmation by Town of Pittsford staff.
2. Applicants must be at least 21 years old.
3. Athletic field reservations for individual use are not permitted. Athletic fields may be reserved by Pittsford Community Organizations, Non-Community Groups, For-Profit Groups, and Camps.
4. Athletic field reservations that may be disruptive to regular park functions and operations are not allowed. Such requests would include but are not limited to those that exceed athletic field capacities, create parking conflicts, pose a safety risk, or disrupt in any way Town staff, patrons, or other park users. Applicants must contact Town staff and complete a Large Athletic Event Application Form for any athletic field request beyond the scope of a single practice or game (i.e., Sports camp, multi-day/multi-field event, athletic tournament, etc.).
5. The person submitting the reservation request is responsible for damage. A fee will be charged for damage to athletic fields and/or parks property. Athletic field users are expected to leave the athletic field as they found it. Town staff may require a security deposit in advance as a condition for a reservation and use of the athletic field.
6. Athletic fields are carry-in, carry-out facilities. Please clean up and remove trash.
7. Reservation applications must have accurate and complete information, including without limitation information that fully and accurately describes the activities comprising the event for which reservation is sought. Submission of deceptive or misleading information or withholding of information necessary to describe an event accurately may result in the cancellation of the reservation and ineligibility to make future reservations.
8. Athletic fields are available seasonally. Diamond fields are available from April – October and grass rectangle fields are available from May – October.
9. Reservations must be made for all games and practices.
10. Non-Community Groups, For-Profit Groups, and Camps athletic field reservations are subject to hourly fees. An invoice for athletic field use will be sent, when applicable. Payments must be made within 30 days of athletic field use. If payment is not received within 30 days, Town staff reserves the right to cancel any current or future athletic field reservations. Late payment may result in ineligibility to make future reservations.
11. Athletic field users must notify Town staff of cancellations prior to confirmed dates and times.
12. Athletic field conditions and maintenance schedules may determine athletic field availability.
13. The Town of Pittsford reserves the right to restrict, refuse, or cancel athletic field use for any reason. Examples include but are not limited to unexpected maintenance and repairs; athletic fields being closed for rest of playing surfaces; use that may cause damage resulting in conditions that are unsafe and/or harmful to the athletic fields. Athletic fields may be closed due to inclement weather and/or poor field conditions.
14. Athletic field users must receive permission from the Town to temporarily store any items (e.g., field hockey goals, lacrosse goals, soccer goals, portable mounds, etc.) at Town of Pittsford parks facilities. When seasonal athletic field use concludes or after a group's final reservation ends, athletic field users must remove all stored items from Town facilities. The Town is not responsible for any lost, stolen, or damaged property that belongs to athletic field users and is stored at Town parks.
15. The number of reservations made by any athletic field user group may be limited out of fairness to all.
16. Consumption of alcoholic beverages and illegal substances is not allowed.
17. Fires are not permitted.
18. Sound amplification of any kind is prohibited.
19. Users must adhere to all Town of Pittsford Parks codes and have a reservation receipt available to show Town staff or Law Enforcement upon request. Town Emergency number is 585-248-6212.
20. Vehicles must park in designated areas. Parking is not permitted on the green space or access roads.
21. The Town of Pittsford denies any liability for reservations not affiliated with Town programs and services.