

# Town of Waterford Field Reservation Application

**Name of Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Name of Organization:** \_\_\_\_\_  
**Contact Phone(s):** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**# of Participants:** \_\_\_\_\_ **% Waterford Residents:** \_\_\_\_\_  
**Age Group:** \_\_\_\_\_ **Recreational/Competitive:** \_\_\_\_\_

**Field(s) Requested:** \_\_\_\_\_  
**Fee(s):** \$ \_\_\_\_\_

<u>Dates</u>	<u>Times</u>

- Attach calendar with request for multiple teams/fields etc. for larger scope requests.

Are you requesting **waiver of fee based upon residency?**      **YES**                  **NO**

<b>Signature of Lessee:</b>		<b>Date:</b>	
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### Office Use

**Amount Received:**                      **Receipt #**                      **Roster List:    Y / N**

**Certificate of Insurance:    Y / N**                      **Town Attorney Approval:    Y / N**

**Town of Waterford Field Use Agreement**

**Hold Harmless Agreement:**

I, \_\_\_\_\_, agree to indemnify, defend and hold harmless the Town of Waterford from any claim arising out of its act or omission and from any and all losses whatsoever, whether to personal injuries or property damage, including but not limited to the costs of litigation, attorney fees, filing fees and expenses of each and every nature.

I further agree that my associates and I will abide by the policies and procedures provided by the Town of Waterford. I understand that any violations can and will result in our suspension for use of fields indefinitely without notice or refund of fees.

<b>Signature of Lessee:</b>		<b>Date:</b>	
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### **Town of Waterford Athletic Field Policies**

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

1. All individuals and organizations seeking the use of the Waterford athletic fields shall:
  - a. Submit a field reservation application to the Town Clerk. Such proposed schedule 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
  - b. Sign a hold harmless agreement, which will remain on file with the Town Clerk.
  - c. Submit a certificate of insurance in an amount of not less than \$1,000,000 naming the *Town of Waterford, 65 Broad Street Waterford, NY 12188* as an additional insured. Such certificate shall be subject to review and acceptance by the Town Attorney. Upon such acceptance, said certificate of insurance shall remain on file with the Town Clerk; and
  - d. Submit a team roster to include alternates, coaches/team leaders.
  - e. Pay, where applicable, a field fee described in paragraph 2 herein by check to 'Town of Waterford'.
2. Field fees shall be set by resolution of the Town Board.

Teams not able to take advantage of the full season maximum fee must pay an amount equal to all uses that were scheduled.

The Town Board may, in its discretion waive such fees only for non-profit and not-for-profit organizations, which have shown to include at least 50% enrollment by Waterford residents. Any team requesting exemption from the fees must submit the roster of players with home addresses to show 50% residency. Residency of the coach or team leader does not qualify for the exemption.

3. Scheduling shall be on the following basis:
  - a. The Town shall make all decisions regarding scheduling.
  - b. Town functions and Town leagues shall have first priority.
  - c. No camps or clinics shall be permitted on the Town Park fields without separate authorization.
  - d. Tournaments shall only be permitted over a four day period lasting from Thursday through Sunday.
  - e. Field reservation forms will be accepted on a first-come first served basis.
  - f. No team will be granted an approved schedule until all requirements of paragraph 1 have been supplied and approved.

4. Violations: The Town will suspend any persons or group of persons who violates any of the requirements of this policy, or for any reason as determined by the Town Board for the remainder of the year. No advanced notice of such a suspension shall be required.
5. The athletic season runs from April 15th to November 15th. Opening may be further delayed, as well as closing earlier due to weather conditions subject to the discretion of the Town. Fields may be closed at any time due to weather or safety concerns, subject to the discretion of the Town. If the "FIELD CLOSED" sign is in place, it must be obeyed.
6. Parking should be done in all designated parking areas and obeying all posted signs.
7. Dangerous or potentially dangerous materials or games are not permitted.
8. All maintenance work will be performed by the Town.
9. All groups must police their own fields and must clean up after themselves.
10. There will be no discrimination against age, sex, race, etc.
11. These rules are not all inclusive.

**Fee Schedule:**

Baseball, Softball, Soccer: \$40/ use per field      Season Maximum: \$1200.00

Basketball / Tennis \$30.00 per use      Season Maximum: \$900.00

Tournaments/Camps/Clinics: \$250 per day per field