



## TOWN OF PLEASANT VALLEY

1554 MAIN STREET  
PLEASANT VALLEY, NY 12569  
SANDY COE, RECREATION DIRECTOR  
PHONE: 845-266-9222  
FAX: 845-266-3873  
SCOE@PLEASANTVALLEY-NY.GOV

### RECREATIONAL USE OF FACILITIES ~ RULES

- **Rental Requirement:** A Certificate of Insurance (COI) must be submitted when requesting the use of Town facilities naming the Town of Pleasant Valley, 1554 Main Street, Pleasant Valley, NY 12569, as an “Additional Insured”, as well as a signed “**Application For Use Of Town Facilities**”, along with a check (where applicable) made payable to “*Pleasant Valley Rec*”, in order to reserve a specific date and location. Reservations will not be accepted over the phone or without all required paperwork and fees.
- **Rental fees:**
  - ❖ **Pavilions-** \$50 Resident, \$75 Non-Resident
  - ❖ **Fields - Non-Authorized Town Youth/Adult Leagues:**
    - \$150 per team, per season for fields **without** lights
    - \$200 per team, per season for fields **with** lights
- \*Multiple teams require a separate application for each**
- **Field Light Usage:**

Season permit holders who are issued field light keys must return all keys within 5 days of end of the season. Lights out by 10:30 pm. Failure to comply will result in loss of privilege to use field and key(s) must be returned immediately.
- If grills are used, they must be kept at least 10 feet away from any structure or ignition source.
- Organized children’s activities must be properly supervised at all times with the appropriate adult/child ratio.
- Alcoholic beverages are prohibited on all Town property.
- Park hours are posted at each park.
- Glass containers are prohibited on Town property.
- Parking is in designated areas only. Do not block gates, recreation equipment or access roads.
- The Town is not liable for any personal injury or property damage resulting from the use of facilities.
- Animals are not permitted on ball fields, tennis courts, and basketball courts or in playground equipment areas.
- The use of ATV’s (all-terrain vehicles) and/or off-road vehicles of any type; (i.e. four wheelers, three wheelers, dirt bikes, or snowmobiles) are prohibited on Town property.
- No littering. Please help us keep our facilities neat and clean, by picking up your trash and depositing it in the available containers.
- **PLEASE NOTE:** Handicap parking available via Hibernia Road gated entrance, with limited regular parking spaces. Additional parking available via Salt Point Turnpike.
- **CANCELLATIONS:** Cancellations must be made at least 2 weeks (14 days) prior to reservation date for refund. No refunds are given due to inclement weather.

***\*Unless otherwise posted at a park or facility, all parks & facilities are open to the general public from dawn to dusk. Permit Holders do not have exclusive use of the park.***



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**APPLICATION FOR USE OF TOWN FACILITIES**

Today's Date: \_\_\_\_\_  
Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
Facility Requested: \_\_\_\_\_  
Purpose of Rental: \_\_\_\_\_  
Name of Individual/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name : \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: (D) \_\_\_\_\_ (E) \_\_\_\_\_

Approximate Number of People: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Are 50% or more of the members of the sponsoring organization residents of Pleasant Valley? YES NO (Please Circle One)

Will admission be charged? \_\_\_\_\_ If so, how much? \_\_\_\_\_

For what specific use will proceeds from this event be used? \_\_\_\_\_

If they will be donated, please identify the organization name, with address & a contact name & number on the line below:  
\_\_\_\_\_

Will donations be solicited? YES NO (Please Circle One)

Are there any additional special services required? \_\_\_\_\_

**Mail or e-mail signed application, insurance certificate & check (if applicable) to above address.**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the municipality for the use and care of the facilities. If he/she is signing on behalf of an organization (named above if applicable), does hereby covenant and agree to defend, indemnify and hold harmless the Town of Pleasant Valley from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Pleasant Valley's property, facilities and/or services by the individual/organization named above.

**I have read and agree to the Rules for Facility usage:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Insurance Certificate on File: \_\_\_\_\_  
Rental Fee: \_\_\_\_\_  
Approved: \_\_\_\_\_

Facility Use Rules Reviewed: \_\_\_\_\_  
Field Light Key Issued: \_\_\_\_\_  
Date: \_\_\_\_\_