



TOWN OF GATES RECREATION AND PARKS DEPARTMENT

247-6100 Ext. 289

PARK FACILITY PERMIT Rules and Regulations

Persons wishing to reserve the shelters at Lions, Memorial, Wegman Road or Westgate Parks may do so up to 365 days in advance by obtaining a permit at the Gates Recreation and Parks Office or on-line at www.gatesrecparks.org. To finalize your on-line reservation, you will be asked to complete the permit form and make payment within 5 business days. **Proof of residency will be required for first-time renters.** Please read carefully the park guidelines, refund policy and acceptance of responsibility. Shelters are available to rent 9:00 am to 9:45 pm daily, except for Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

The person whose name appears on the application hereby assumes liability for all damages done to shelter during the times listed above, its contents, grounds, equipment, and supplies while occupying same and agree to indemnify the Town of Gates for all said damages. Same person agrees to observe all rules and regulations and policies outlined in this agreement.

REFUND POLICY: Refunds for park shelters will be given only if notification is received 30 calendar days in advance of event. There will be a \$20 processing fee for any date changes for park shelters. Date changes must also be received 30 calendar days in advance. There will be a \$25 processing fee for all refund requests for shelter rentals cancelled prior to 30 days in advance of rental date. There will be NO REFUND for cancellations within 30 days of rental date.

SECURITY DEPOSIT (to be paid at time of key pick up): A SECURITY DEPOSIT (CASH OR CHECK ONLY) of **\$50 for Residents** and **\$100 for Non-Residents** is required when you pick up the key for enclosed shelters and 3 days prior to rental date of open shelters. The deposit will be returned when you bring back the key the following business day or on Tuesday after an open shelter rental. UNLESS the shelter is left in poor condition, is not vacated on time, or other infractions. (See #12 Rules and Regulations) THE GATES RECREATION & PARKS DEPT. RESERVES THE RIGHT TO HOLD ALL OR PART OF THIS DEPOSIT. Additional fees may be added for cleaning and/or repairs if needed. Park Patrol staff will inspect each facility at the end of the evening or first thing the following morning. If you would like to have the facility checked in your presence you may contact them at 746-0191 after 6:00 PM.

ATTENTION: For picnics booked on Saturday, Sunday & Monday holidays you need to pick up the key on Friday in the Recreation & Parks Dept. Office before 5:00 p.m. and return it on Monday or Tuesday if holiday. During the week picnics, key can be picked up the day of picnic. **Key is to be used ONLY the day of your rental.**

Our town facilities are monitored during the day by the Park Supervisor and staff and in the evening by a Park Attendant. If you have a park problem or emergency, Park Supervisor can be reached at 329-0783 or Park Attendant can be reached at 746-0191 after 6 PM. The park ordinance is strictly enforced. Please do not park on grass or in emergency or fire lanes. Dogs must be leashed. Help keep Gates Parks safe and clean.

Town of Gates Recreation & Parks Department Facility Permit Guidelines

The permit is subject to the following rules and regulations. Violation of any of these rules and regulations will result in immediate cancellation of the permit.

1. Applicant must be twenty-one (21) years of age or older to apply for a facility permit.
2. Parks shelters open at 9:00 a.m. and close at 9:45 p.m. Parks close at 10 p.m.
3. All organizations and their associated persons using the Town Parks must provide a certificate of liability insurance naming the Town of Gates as an additional insured regarding injuries and/or claims arising from use of the Town Parks in order to obtain a facilities permit.
4. This permit allows the party named on this application use of the shelter and overhang area only. Other park patrons may use play equipment, fields and courts. Special registration is required for participation at the Westgate Skate Park.
5. The use of this shelter is for family, church, school, civic or company use and is not to be used for personal gain or ticketed events.
6. Any person or organization intending to erect a tent or canopy 10 ft. by 12 ft. or larger must obtain a tent permit from Gates Town Board pursuant to Chapter 172 of the Gates Town Code.
7. Any organizations and their associated persons intending to provide, distribute, sell and/or consume alcoholic beverages in the Town parks must have a facilities permit including an endorsement allowing the introduction of alcohol to the parks and, if applicable, a permit from the New York State Liquor Authority.
8. This permit is not transferable and must be carried by the applicant when the facility is being used.
9. Abusive conduct by anyone in your gathering is grounds for revocation of the permit.
10. The Gates Recreation and Parks Commission and staff reserves the right to determine to whom permits are issued, to revoke permits, and has complete jurisdiction over all recreation and park areas.
11. Vehicles are not allowed on any part of the ball fields, playgrounds, or other turf areas. Vehicles/personal property may not be left in the park before 9:00 a.m. or after 10:00 p.m. (park hours). Vehicles should not be left in the park overnight. If there is extenuating circumstances please leave a note on the vehicle.
12. The holder of the permit should be on the premises at all times and is responsible for leaving the park and recreation facilities in a clean and orderly condition. A security deposit of \$50 (Resident) and \$100 (Non-Resident) is required upon pick up of key. This deposit or portion there of will be kept if the facility is not cleaned after your use:
 - A. **All litter** (trash, garbage,(including bathrooms) etc. **must be disposed of in the dumpsters located in parking lot.**
 - B. **All tables and chairs must be cleared of litter. Tabletops must be washed.**
 - C. **The floor must be swept and free of debris. Floor should be mopped if necessary.**
 - D. **The kitchen and restrooms must be free of matter brought in by the group and cleaned.**
 - E. **Stove top & oven cleaned, refrigerator and sink & strainers must be washed.**
 - F. **The shelter must be left in the state in which it was found.**
 - G. **Failure to vacate premises at 9:45 p.m. will also incur a fee.**
 - H. **Remove all decorations, tape & confetti and do not place balloons on outside park signs**

I. Outdoor shelters should be clear of trash. Any trash that does not fit in trash can should be bagged and placed in dumpster.

13. Park Safety Patrol is on duty between the hours of 6 – 10 PM. At the end of your party you may call them at 746-0191 and they can check your facility for cleanliness.
14. The Town of Gates will not be liable for any injuries or liabilities incurred by users of facilities.
15. You are responsible for providing your own cooking utensils, oven mitts, pots and pans, sponges, towels, dish soap and cleaning supplies
16. You are responsible for setting up and taking down provided tables and chairs. No furniture should be brought outside of shelter. You are also responsible for replacing missing tables and chairs.
17. All activities must be properly supervised.
18. No dogs are allowed inside the shelters.
19. No tape shall be placed on walls of buildings. No signs attached to park signs.
20. As a courtesy to neighbors who live near the parks, please keep all loud noises to a minimum.
21. Please note that the shelters are not air conditioned and the thermostat is set at 68° in the winter months.

TOWN OF GATES PARK ORDINANCE

§ 134-3. Regulations

- A. Unless otherwise provided by resolution of the Town Board, town parks and recreation areas will be open to the general public from 8:00 a.m. to 10:00 p.m. each day. These hours are subject to change by the Recreation & Parks Director. Except as herein provided, entrance to or occupancy of any such park or recreation area is prohibited. The Town Board or its designee may allow the use of such areas for times other than those herein specified upon application to said Board and a permit issued for such use. [Amended 2-5-1996 by L.L. No. 1-1996]
- B. Activities sponsored by or conducted by the Recreation and Parks Commission of the Town of Gates shall not be subject to the time limitation herein specified.
- C. All organizations and their associated persons using the town parks must provide a certificate of liability insurance naming the Town of Gates as an additional insured regarding injuries and/or claims arising from use of the town parks in order to obtain a facilities permit. [Added 2-5-1996 by L.L. No. 1-1996]
- D. Any person or organization intending to erect a tent or canopy ten feet by twelve feet or larger must obtain a tent permit from the Gates Town Board pursuant to Chapter 172 of the Gates Town Code. [Added 2-5-1996 by L.L. No. 1-1996]
- E. Any organizations and their associated persons intending to provide, distribute, sell and/or consume alcoholic beverages in the town parks must have a facilities permit, including an endorsement allowing the introduction of alcohol to the parks and, if applicable, a permit from the New York State Liquor Authority. [Added 2-5-1996 by L.L. No. 1-1996]

§ 134-4. Prohibited acts

The following acts or activities are prohibited and no person shall:

- A. Operate any motorized vehicle, such as an automobile, All Terrain Vehicle, minibike, motorcycle, snowmobile and the like, within the area of the park lands; provided, however, that the operation of licensed vehicles for the

transportation of the public to and from the park lands is permitted within designated roadways, and the parking of such vehicles is also permitted within designated parking areas.

B. Drive or park on grass areas. Vehicles must be parked in designated parking lots unless permitted by the Recreation & Parks Director or his/her designee.

C. Discharge any firearm, spring gun or air gun, paint ball gun, BB gun, slingshot, crossbow or bow and arrow or carry any concealed weapons to be considered dangerous within the park areas.

D. Injure, deface or disturb any part of the park or any building, sign, equipment or any other property therein or remove, injure or destroy any tree, flower, shrub, rock or mineral therein.

E. Set fire or assist others to set fire to any timber, trees, shrubs, grass, leaves, shelters, buildings, equipment or any other combustible material or suffer any fire upon other lands to extend onto any part of any park. Fires within town fireplaces and stationary or portable grills are permitted within the park, but must be completely extinguished after use. Fireworks of any type are not allowed in the parks unless sponsored by the Town of Gates.

F. Throw, cast, lay, drop, discharge, deposit, bring into or leave in any part of the park land any garbage, containers for food or liquids, other waste or other obnoxious material otherwise than in containers provided for such purpose. No glass containers are allowed.

G. Drive or propel, or cause to be driven, any permitted vehicle at a rate of speed greater than that speed so designated.

H. Use unreasonably loud or obscene language, fight, perform acts intended to cause public inconvenience, annoyance or alarm, or interfere with any officer of the town, county or state in the performance of his or her duty. Infringe on the parties of permit holders for shelters, shelter overhangs or pavilions.

I. Under the age of 21 years, unless accompanied by a parent or guardian, possess, transport or bring into any town park or recreation area any alcoholic beverage or beer as such terms are defined in § 3 of the Alcoholic Beverage Control Law of the State of New York. [Added 7-7-1987]

J. Under the age of 21 years, consume any alcoholic beverage or beer in any town park or recreation area. [Added 7-7-1987]

K. Become or be in an intoxicated condition while in any town park or recreation area. [Added 7-7-1987]

L. Introduce into any town park a dog, cat or other household pet or any other animal which may be injurious or destructive to birds, fish, animals or other wildlife, plant life or other natural features within a park or which may be dangerous, injurious or offensive to users of a park, except that dogs and cats shall be permitted in certain areas within a park if controlled by a leash. Under no circumstances may horses be permitted within any town park, except upon the approval of the Director of Recreation and Parks. [Added 2-5-1996 by L.L. No 1-1996] Pet owners must clean up after pets that are brought into the parks.

M. Cause or allow the overnight parking or storage of automobiles, motorcycles, boats, recreational vehicles, etc., within any town park. [Added 2-5-1996 by L.L. No. 1-1996]

N. Swim, wade in water or bring any boat or flotation device into any body of water within any town park. [Added 2-5-1996 by L.L. No. 1-1996]

O. Cause or permit live bands or disc jockeys to perform in any town park without the prior approval of the Director of Recreation and Parks Department. [Added 2-5-1996 by L.L. No. 1-1996]

P. Hit, strike, drive or chip golf balls on park lands.

Q. Trespass in parks when they are closed.

§ 134-5. Exceptions.

A. The prohibitions contained in § 134-4 shall not apply to:

- (1) Members of authorized law enforcement agencies, members of the Recreation and Parks Commission, or the agents and employees of said Commission, while in the performance of their duties.
- (2) Recreational activities sponsored, conducted or authorized by the Recreation and Parks Commission of the Town of Gates.

B. Areas within such parks or recreation areas which are so designated may be used for otherwise prohibited activities. If any such areas, such as mini bike trails, snowmobile trails, etc., are so designated, they shall be conspicuously posted by signs or otherwise.

§ 134-6. Administration.

The Town Board or its designee is charged with the administration of this chapter.

§ 134-7. Enforcement.

- A. Members of the Gates Police, State Police, Monroe County Sheriffs Department or any other peace officer shall, in connection with their duties imposed by law, diligently enforce the provisions of this chapter.
- B. Ejectment. Members of the Gates Police, State Police, Monroe County Sheriffs Department or other peace officers, Special Police, Recreation & Parks Director and/or designated Town personnel shall have the authority to eject from parklands any person acting in violation of this chapter.

§134-8. Penalties for offenses. [Amended 2-5-1996 by L.L. no. 1-1996]

- A. Violations of any provisions or regulations of this chapter shall be punishable by a fine of not less than \$100 and not greater than \$250 or imprisonment for not more than 15 days, or both such fine and imprisonment, for each violation. [Amended 9-7-1999 by L.L. No. 2-1999]
- B. Any person convicted of a violation as set forth in this chapter shall be subject to the provisions of § 65.10 of the New York State Penal Law and § 758-a of the New York State Family Court Act relative to the making of restitution, reparation for loss or damages and the performing of services for a public agency or for the public good, which, in such case, shall include appropriate services for the Recreation and Parks Department of the Town of Gates.
- C. Parents or legal guardians of infants over 10 and less than 18 years of age shall be liable for damages or destruction caused in town parks by such infants, up to the sum of \$5,000, pursuant to the provisions of § 3-112 of the New York State General Obligations Law.
- D. In addition to any penalties described herein, any persons causing damage to park property, real or personal, shall be liable to the Town of Gates for such damage in a civil action.
- E. Persons may be banned from use of Town Parks by the Recreation & Parks Director for a time period to be determined by the Recreation & Parks Director or his/her designee. Banned individual must petition in writing to the Recreation & Parks Director for return of park privileges.

§ 134-9. Definitions

As used in this chapter, the following terms shall have the meanings indicated:

ORGANIZATIONS—Any business, corporation, partnership, association, school, church, benevolent order or any other group, whether created by statute, contract or by informal arrangement. [Added 2-5-1996 by L.L. No. 1-1996]

PARKS—The grounds, buildings thereon, waters therein and any other property necessary for the operation thereof and constituting a part thereof which is now or may thereafter be maintained or operated and controlled by the Town of Gates and shall include recreation areas and playgrounds.