

Town of Halfmoon **Athletic Field Policies**

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

1. All individuals and organizations seeking the use of the Halfmoon athletic fields shall:
 - a. Submit a certificate of insurance in an amount of not less than \$1,000,000 naming the Town of Halfmoon, 2 Halfmoon Town Plaza, Halfmoon, New York 12065 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 Parks Director; and
 - b. Sign a hold harmless agreement, which will remain on file with the Parks Director.
 - c. Submit a field reservation application to the Parks Director. 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
 - d. Pay, where applicable, a field fee described in paragraph 2 herein by check to “Town of Halfmoon”.

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 Parks Director and at least one member of the Town Board may, in his or her discretion waive such fees only for non-profit and not-for-profit organizations, which have shown to include at least 50% enrollment by Halfmoon residents. Any team requesting exemption from the fees must submit the roster of players with 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 Parks Director 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 during the summer recreation program running from the last week of June through the first week of August.
 - d. Tournaments shall only be permitted over a four day period lasting from Thursday through Sunday.
 - e. Field reservation forms will be accepted beginning **February 15th** each year. After that date, submissions will be reviewed and applicants notified of field availability.
 - f. No team will be granted an approved schedule until all requirements of paragraph 1 have been supplied and approved.

4. **Violations:** The Parks Director will suspend any persons or group of persons who violates any of the requirements of this policy, as well as the Guidelines of Athletic Field Use, for the remainder of the year. No advanced notice of such a suspension shall be required.
5. Basketball and Tennis courts will not be scheduled for team or group use.
6. Baseball/Softball fields (including the outfields) are not to be used for any other sports.
7. The athletic season runs from **April 15th** to **November 1st** . Opening may be further delayed, as well as closing earlier due to weather conditions subject to the discretion of the Parks Director. Fields may be closed at anytime due to weather or safety concerns, subject to the discretion of the Parks Director. If the "FIELD CLOSED" sign is in place, it must be obeyed.
8. Parking at the Halfmoon Town Park should be done in all designated parking areas and obeying all posted signs. Parking at the Woodin Road complex should be done on stone parking areas and obeying all posted signs. Parking for soccer fields should be in the stone parking lot off Rte 236 next to the pond.
9. Jarts and other dangerous or potentially dangerous materials or games are not permitted.
10. All maintenance work will be performed by the Parks Department.
12. All groups must police their own fields and must clean up after themselves. All sports equipment not belonging to the Town must be removed at the conclusion of the teams scheduled period. There will be no winter storage of non-town equipment.
11. There will be no discrimination against age, sex, race, etc.
14. These rules are not all inclusive.