

TOWN OF MAMARONECK RECREATION DEPARTMENT

FACILITY USE POLICY

1. The Town of Mamaroneck recognizes that Town facilities belong to the people of the Town and since the facilities are maintained and operated by funds provided by local taxes, the Town recognizes and accepts the responsibility for making the facilities available to responsible local, non-profit educational organizations and associations.

The Town also recognizes that it is bound by law and must prohibit certain activities. Those activities prohibited include:

- a. Restricted meetings, entertainment and occasions not open to the public, both fund raising and non-fund raising.
- b. Use by fraternal, secret or exclusive organizations and religious organizations for religious services.
- c. Any activity that violates the canons of good morals, manners or may be injurious to the building or grounds.
- d. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- e. Activities which are discriminatory.
- f. Any purpose in conflict with activities of the Town of Mamaroneck.

2. It is the Town's intention to grant the use of Town facilities under the Town's regulations, for activities of an educational, cultural, civic, social, recreational, governmental, or general political nature which are sponsored by responsible, recognized local persons, organizations, or agencies.

The Town Board authorizes the office of the Superintendent of Recreation to approve and arrange for scheduling the use of Town facilities by applicants satisfying the limitations listed above.

For such use, the Superintendent of Recreation will establish fees necessary to defray expenses relating to the operations of the building. Two sets of fees will be established: The first set of fees will be levied for non-fund raising activities or for fund raising activities directly related to the Town. The second set of fees will be levied for fund raising activities other than those directly related to the Town.

The Town of Mamaroneck reserves the right to grant waivers of fee payment as follows:

- a. Should the Superintendent of Recreation in his/her discretion determine that an activity to be carried out at any facility is in furtherance of programs, of a not-for-profit organization, which programs are either sponsored by the Town or support activities of the Town, then the Superintendent of Recreation may waive all appropriate fees. Any such waivers shall be ratified by the Commission at its' next scheduled meeting.
- b. With regard to use of any facility itself, the Superintendent of Recreation shall make recommendations to the Recreation Commission in instances where he/she deems it appropriate to waive fees.

3. The Town, because of its responsibility for protecting the buildings and property therein, may restrict use of space within buildings to certain times and areas. The Town and its representatives must have free access to facilities at all times.

4. No smoking allowed, except in designated areas. No alcoholic beverages are to be brought or consumed in any of the facilities or on the grounds without the expressed written consent of the Town. The Town reserves the right to deny such approval without cause. Nothing shall be sold, given, exhibited, or displayed without prior permission in writing from the Superintendent of Recreation.

5. Organizations receiving permission to use the Town facilities are responsible for the conduct of both participants and spectators. Adequate adult supervision should be available to handle anticipated crowds.

6. Violation of safety regulations or improper use of facilities will be cause for the revocation of permit for the use of the facility.

7. When the service of a Town employee is required, in addition to their normal working hours, there will be a charge according to the building use fees. Payment should be made by check payable to the Town of Mamaroneck and forwarded to the Town Recreation Office.

In addition, a refundable deposit of \$100.00 shall be submitted at the time of approval for use of the facility. The deposit shall be used to defray any expenses the Town may incur for cleanup or damage resulting from the use of the building.

8. Non-discrimination: All individuals and such organizations requesting the use of Town facilities are advised that permission to use facilities will be given only with the understanding that all activities taking place in their facilities are open to all individuals regardless of race, color, creed or sex. Discrimination against any individual or group because of race, religion, color, creed or sex will be grounds for revocation of permission to any Town facility.

9. Liability: The Town of Mamaroneck, in its discretion, may require a Certificate of Insurance in the amount of two million dollars naming the Town of Mamaroneck as an additional insured and, the Town will be held harmless for claims arising from the use of the facility by the applicant. The Town may also require an additional fee for the purpose of purchasing insurance for the use of any Town facility.

Notes and Comments

1. The prevailing guest fee will be charged for anyone not holding a valid pool pass.
2. Memorial Park (one day event for groups of 50 or more.)
 - a. Applicant must be resident of the Town of Mamaroneck or an entity that conducts activities within the Town of Mamaroneck.
 - b. Parking is restricted to the commuter lot.
 - c. All garbage must be removed from site.
 - d. Family is responsible for insuring all participants
 - d. No Alcohol.
 - f. No Bar-b-que.
 - g. Parents are required to supervise children.
3. Playground, field and site must be supervised by school staff.
4. Certificate of Insurance is required for this event.
5. All garbage must be placed in receptacles before leaving the field.
6. Renter will need to provide additional tables and chairs which must be removed at the end of rental.