

# Town of Stanford

## Recreation Facility Use Rules and Requirements

### **Make a Request:**

Please follow the steps below to make a Facility Use Request.

- Create a Recreation account at <https://stanfordny.myrec.com/info/household> or login to your existing account at <https://stanfordny.myrec.com>
- In your Recreation account, click the **Facilities** tab. On the dropdown menu click **Calendar** to see if your desired date is available.
- On the dropdown menu, click **Facilities List**. Click the **Request** button to submit a facilities reservation request. Select your facility, date and time.
- Click **Submit**.
- Once your request is submitted, the Recreation Secretary will review it. If your request is approved, a statement will be emailed to you. To hold your reservation, you must pay the statement balance in full either in your Recreation account or by personal check within 1 week of the approval. If paying by check, please write two checks, one for the refundable \$125.00 security deposit, and one for the rental fee. ***Make checks payable to Town of Stanford.***
- To secure a facilities reservation, the following are required:
  - Signed Rental Agreement
  - Rental Fee payment in full for approved booking
  - Refundable security deposit of \$125.00
  - Certificate of Insurance if required (see below)

### **Facility Rules:**

- Organizations wishing to use municipal facilities must apply to the Recreation Commission online. In the event of inclement weather, the Recreation Commission or designee has the final authority of whether facilities are usable.
- All rules and regulations posted at the facility must be adhered to.
- No staked tents, bounce houses or inflatables are permitted.
- No intoxicants, glass containers, firearms or ammunition are permitted on municipal property. No alcohol consumption, smoking or vaping is permitted.
- Profanity, objectionable language, disorderly conduct and illegal activity of any kind is absolutely prohibited. Those violating this prohibition will be removed from the premises.
- Adequate adult supervision of persons under 21 must be provided at all times.
- No dogs are permitted on the playground or the pavilions.
- NO RAIN DATES. If you want to set a rain date, you must make two reservations.
- Music must be appropriate to the playground setting and must not be so loud as to preclude lifeguards from hearing other sounds they need to hear.
- At the end of the rental term, users will return the facility to a neat, orderly and clean condition. Users will be responsible for sweeping and disposing of their own garbage.

- Emergency telephone number for police and fire is 911. If an incident occurs that requires the Town's attention, contact the Recreation Director within a reasonable time at [recreation@townofstanford.org](mailto:recreation@townofstanford.org).

**Waterfront Rules:**

- Swimming is permitted only when lifeguards are on duty.
- Parents/guardians are responsible for their children in and out of the water.
- All children under twelve years of age, and incontinent individuals must be closely supervised by a responsible adult.
- Lifeguards or staff may expel those who endanger their own safety or that of others, or who do not follow the rules for facilities use.
- No floating objects beyond the first set of ropes in the water.
- Individuals must have completed advanced beginner swim lessons to go beyond the ropes.
- No hanging on the ropes.
- No sand throwing.
- No glass containers.
- No running on the docks.
- No unsafe horseplay in the water, including but not limited to pushing, dunking or throwing others
- No pets in the water or on the beach.
- Swimsuits are required in the water.
- Do not enter the water if you have a communicable disease, diarrhea, infected skin lesions/sores, cold/flu symptoms, or fever.
- No infant or toddler with soiled diapers allowed in the water.
- Bathhouse facilities must be used for personal hygiene. NO PEEING IN THE POOL!
- Do not drink or spout bathing water, and spitting or nose blowing in the water is prohibited.
- Please keep your area and the beach clean.
- No littering.

**Liability:**

- Facility users shall be responsible for any damage to the leased premises during the rental, regardless of cause, and shall promptly and fully reimburse the Town of Stanford for such damage.
- Following the event, the Town will inspect the facility to ensure that the condition of the facility complies with this agreement, and if so the security deposit will be returned.

**Cancellation:** The Facility user shall be responsible for all who attend the function and shall ensure that all of them act in an orderly, responsible and safe manner. The Town of Stanford retains the right to terminate the event or expel any persons deemed to be unruly, unsafe, acting illegally or dangerously, or who are in violation of any other facilities rule at any time during the event.

**Access to Facility:** The Facility user acknowledges that the Town of Stanford reserves the right for its officers, employees, representatives and agents to have free access and to enter the premises at any and all times during the event.

**Insurance:**

**Individual Events:** “Individual Events” are events booked by private individual persons in their own right and not on behalf of an organization. “Individual Events” with 50 or fewer attendees do not require insurance.

**Other Events:** “Other Events” are events that are not Individual Events. For example, events booked by private individual persons in their own right that have 51 or more attendees are “Other Events” and events that are booked by or for an organization (regardless of the number of attendees and regardless of the organization’s for-profit or not-for-profit status) are “Other Events.” “Other Events” require insurance in accordance with Town of Stanford’s insurance requirements set forth on the following page.

## **Town of Stanford Insurance Requirements for Facilities Users**

**Commercial General Liability** with limits of no less than \$1,000,000 Each Occurrence/ \$2,000,000 Aggregate limits for Bodily Injury and Property Damage

**Comprehensive Automobile Policy** with limits no less than \$1,000,000 each occurrence Bodily Injury and Property Damage liability including coverage for owned, non-owned, and hired private passenger and commercial vehicles. Required only if the event involves the facility user's or its contractor's or subcontractor's motor vehicles.

**Workers Compensation & Employers Liability** covering operations at statutory limits in New York State. Evidence of coverage must be provided on Form C-105.2 with waiver of Subrogation in favor of the Town of Stanford. Required only if the facilities user is a business, and only if the business has employees.

**Umbrella Liability** with limits no less than \$1,000,000 Each Occurrence/ \$1,000,000 Aggregate following form over the General Liability, Automobile & Workers Compensation. Higher limits may be required and will be determined at time of request.

All carriers listed in the certificates of insurance shall be A.M. Best Rated A VII or better and be licensed in the State of New York.

The facilities user shall furnish to the Town of Stanford certificates of Insurance naming the Town of Stanford, its officers, employees, representatives, agents and volunteers as Additional Insureds by endorsement. Such insurance shall be primary and non-contributory and shall not contain any exclusion for labor law or claims over, and shall, to the extent permitted by New York law, include a waiver of subrogation in favor of the Town of Stanford. The facilities user acknowledges that failure to obtain such insurance on behalf of the Town of Stanford constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other remedies available to the Town of Stanford. The failure of the Town of Stanford to object to the contents or absence of the certificate and shall not be deemed a waiver of any rights of the Town of Stanford.