Town of Sand Lake
Rental Of Butler Park

Attached are Forms, Instructions, Memorandum for understanding the Use of Butler Park, Fee Schedule and Inspection Checklist.

Please Complete all paperwork before returning to me, including:

1. **Application for Use of the Butler Park and Memorandum of Understanding, signed and dated.**
2. **Check for rental fee which will be cashed.**
3. **A second check for a Security deposit which will be held and returned to you provided inspection of the premises is acceptable.**
4. **Certificate of Insurance from your insurance company Minimum Liability $1,000,000**

Any Question Please Contact

Barbara Hansen, Town Clerk

Town of Sand Lake

518-674-2026 Ext. 115

bhansen@sand-lake.us

Town of Sand Lake

PO Box 273, Sand Lake, NY 12153
Telephone: 674-2026 Ext. 115

Application For Use Of Butler Park

(See attached fee schedule)

_____ Stage
_____ Small Pavilion (Located near the Playground)
_____ Large Pavilion with rest room (Located near Parking lot)
_____ Recreation Field #1 – Baseball/Softball (Located near Gettle Road)
_____ Recreation Field #2 (Located further from Gettle Road
_____ Basketball Court Pickleball Court #1_____ #2_____#3_____#4_____

It is expected that:
1- Vehicles will be driven and parked only in designated areas;
2- The activity will be conducted in an orderly manner with due respect for neighboring property owners.
3- The premises will be left neat and clean, and any town equipment, utensils, furnishings, etc. will be put back where they were found. Trash receptacles are provided for your use.

- The premises will be inspected prior to, and as soon as practicable following use. The applicant will be billed for reimbursement of any damages, repairs, replacement, or clean-up necessary as a result of their use of the property. Failure to reimburse the Town will result in forfeiture of deposit and loss of privileges.
  The Town of Sand Lake will not be liable for any injuries or damage to persons or objects.
- No pets are allowed on recreational fields or in any pavilions.
- No smoking is allowed on Town property.
- No alcohol is allowed on Town property, unless permission has been granted by the Town Board and the proper permits have been issued by the New York State Liquor Authority.
- A $10.00 (Ten) dollar fee will be charged for keys not returned.

APPLICANT / ORGANIZATION: _____

DATE(S) TO BE USED: _____ HOURS TO BE USED: _____

PURPOSE: _____NUMBER OF PEOPLE ATTENDING: _____

AUTHORIZED REPRESENTATIVE: _____

MAILING ADDRESS: _____

Email: _____ (W) _____ (CELL) _____

The undersigned is over 21 years of age and has read this facility use application and attached facility use regulations and agrees to comply with them. The applicant agrees to be responsible to the Town of Sand Lake for the use and care of the facilities. The undersigned does hereby covenant and agree to defend, indemnify and hold harmless the Town of Sand Lake from and against any and all liability, loss, damages, claims or actions (including cost and attorneys' 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 Town of Sand Lake property, facilities and/or services by the applicant. The undersigned understands that the applicant is responsible for ensuring that any activity is conducted in compliance with all applicable State, County and local rules, regulations and/or restrictions. I hereby certify that I have read, understand and agree to abide by the Town Rules, Regulations and Expectations.

Signature_____ Approved_____

TOWN PARK OF THE TOWN OF SAND LAKE
MEMORANDUM OF UNDERSTANDING FOR USE OF THE PARK

The Town of Sand Lake (hereinafter "Town") and _____ (hereinafter the "Registered User"), hereby agree and consent to the following terms and conditions of use for the Town of Sand Lake Park, aka Butler Park hereinafter referred to as "Town Park") as follows:

1. No Alcoholic Beverages can be served without prior approval of the New York State Liquor Authority and the Town;
2. No tents and/or equipment (including bouncy bounces) can be left at the Town Park overnight without supervision as the Town cannot be held responsible for damage and/or theft of those items left without adequate supervision:
3. The hours of operation for the park are from dawn to dusk. There shall be no further activities past dusk which cause a nuisance to residents who reside near said park, including music and/or noise, without prior approval of the Town;
4. Registered User or any invitees of the same utilizing the town park are required to remove all garbage and debris from the park after use, and empty all trash receptacles into the dumpster provided for that purpose. The town provides the dumpster, but will not provide clean-up;
5. Use of the town park is free to residents and open to the public, the town cannot close the park to private parties or events, nor can residents be charged an "admittance" or "entry" fee during events;
6. There shall be no sale of food, materials or beverages of any kind without the written prior approval of the town board liaison of Butler Park or Town Supervisor, the securing of the proper permit and full payment of the vendor fee.
7. Use of the bathrooms is free, however the individual(s) whom have requested use of the town park is responsible for the clean-up and removal of any garbage from said facilities.
(please note the town is not responsible for providing soap, toilet paper, paper towels or other necessities in the bath rooms);
8. **Use of Town Facilities is contingent upon the town's receipt of proof of insurance seven (7) days prior to the requested use. Insurance coverage for residents can be secured through the homeowner's insurance of one's home and must name the town as the temporary insured;**
9. The town is not responsible for any injuries and/or deaths that occur to invitees to said event and the resident or securing party further agrees to hold the Town of Sand Lake harmless against any and all liability, in addition to, agrees to indemnify the Town for any and all losses which may occur at the hands of the invitees to said events;
10. If at any time the registered user of the park violates any of the aforementioned, the Town reserves the right to fine said individuals the sum of $100, plus the cost of any damages and/or costs the Town incurs as a result of said breach;
11. Upon execution of this document and one day reservation of fields or pavillions, a $200 **refundable** deposit is required before the Town Park will be reserved by nonsporting events.
12. A $500 **non-refundable** deposit is required for sports teams, events and leagues.

There will be an inspection by the Commissioner of Public Works or his representative of the Town Park after use.

Failure to clean up after use of Town Facilities will result in a $50 charge each time it is needed.

Date: ____/____/____ By: _____(Registered User)

Address: _____

BUTLER PARK RENTAL FEES

	Resident	Non-resident
Pickleball Court	$10.00/2hours or $50.00/day	$20.00/2hours or $75.00/day
Field 1 - Softball	$15.00	$30.00
Field 2 - Main Field	$15.00	$30.00
Large Pavilion (includes power	$75.00	$100.00
and 6 hours of use)		
Small Pavilion (6 hours of use)	$50.00	$60.00
Stage (includes power &	$125.00	$175.00
6 hours of use)		
Baseball Field (per night)	$15.00	$25.00
Softball Field (per night)	$15.00	$25.00
Special Events		
(up to 200 people)	$235.00	$325.00
(up to 500 people)	$350.00	$475.00
(up to 1,000 people)	$600.00	$750.00
Over 1,000 people	$900.00	$1,150.00
Town Beach (entire area)		
(outside of operating hours/season)	$250.00/day	
(during beach season/hours)	$400.00/day	

TOWN OF SAND LAKE
P.O. BOX 273
8428 Miller Hill Road
Sand Lake, NY 12153
518-674-2026 EXT. 122

USE OF TOWN FACILITIES

BUTLER PARK

Your cooperation is appreciated and expected

- **If you brought it in – Take it out**
- **If you make a mess – Clean it up**
- **If it's broke – Let us know**
- **Leave it better than you found it**

The facility will be inspected by Town personnel prior to and soon after use.

INSPECTION CHECKLIST – BUTLER PARK

- **Inspect Rest Rooms – floors, sinks, toilets and please remove trash to outside dumpster**
- **Inspect Grounds – Remove Trash and Bottles to outside dumpster**
- **Inspect Grounds – Kindly pick up trash, cans, bottles, papers and deposit to outside dumpster**