

## HALFMOON TOWNSHIP SPORTS FIELD RESERVATION POLICY

The following reservation procedures apply in 2019 for all sites on the Sports Field Roster:

- All sports fields use must be in compliance with weather-related cancellations. The Township strives to accommodate weather-related cancellations and permits for makeups.
- Organizations must provide, in advance, the required insurance certificates and waivers.
- Per municipal ordinances, the possession or consumption of alcoholic beverages on park properties is prohibited.
- All other sports fields sites are available for site-appropriate use and permits at no charge, upon advance confirmation by Township staff.
- Baseball fields cannot be reserved between April 1 and October 15 from noon to 5:00 p.m. Saturday and Sundays.

### **A. Daily Sports Fields Reservations**

Groups requesting the reservation of a sports field, with or without a pavilion reservation, are subject to a Sport Field Reservation Fee of \$20 per field for up to 3 hours; in addition to the Pavilion Reservation Fee.

### **B. Seasonal Sports Fields Reservations**

For groups wishing to reserve one or more fields for one season:

1. A Sport Season is Defined as:

A. Winter (October 16-March 30): **FIELDS CLOSED**

B. Spring/Summer (April 1-August 30)...Baseball, Softball, Soccer,  
Football, Lacrosse

C. Fall (September 1 -October 15)...Baseball,, Softball, Soccer, Football,  
Lacrosse

### **C. Cost:**

#### **1. *Softball/Baseball Fields:***

\$120.83 per field per month

**2. Soccer/Lacrosse/Football Fields:**

\$164.67 per field per month

**D. The request procedure to be submitted to Halfmoon Township Parks in writing by a specific date prior to “their season”:**

1. All recreation-related requests must be submitted the Halfmoon

Township Clerk in writing by a specific date prior to their “season”:

- Winter (January-March).....December 1 application deadline
- Spring/Summer (April-August).....March 1 application deadline
- Fall (September-December).....August 1 deadline application

2. The Halfmoon Township Clerk will comply with all requests and will then prepare a schedule incorporating any and all sport field requests for consideration and approval by Board of Supervisors.

3. Only after the Supervisors’ approval, will Halfmoon Township Clerk notify groups of sport field final scheduling.

- 4. The Township’s determinations regarding seasonal schedules will reflect its commitment to providing a comprehensive, yet balanced offering of leisure opportunities. Additionally, final approvals will reflect a concern for the increased costs of facility operations, along with the increased demand for facilities. We look forward to your cooperation.

**C. Tournaments**

**Tournament Reservation Permit Fee**

- A Tournament Reservation Permit Fee of \$150 per youth field per day or \$130 per adult field per day is required for 1-3 day tournaments.
- Similar fees also apply for soccer and other tournament
- For multiple-day events, a minimum Tournament Reservation Permit Fee of \$500 must be paid-in-full at least 30 days prior to each tournament.

- Any outstanding balance of the Tournament Reservation Permit Fee must be paid-in-full by noon on the first day of the tournament.
- A refund of Tournament Reservation Permit Fees is provided only if a tournament is cancelled 10 or more business days before the scheduled event.

### **Annual Tournament Services Fee**

- Organizations hosting two or more multi-day tournaments per year are subject to a non-refundable \$400 Annual Tournament Services Fee with their Tournament Reservation Request. This fee provides the materials and labor to provide safe, playable sport fields during the season (except following extreme weather events).

### **Other Policies**

- If weather conditions prohibit or delay tournament play, the Township will schedule facilities for make-up games at no additional charge; those facilities will be provided pending available dates for the requested sport fields.
- Tournament Organizers are responsible for reimbursing the Township for any extra repair and clean-up costs associated with their tournament (non-weather related); additional fees will be invoiced net 30 days.
- Groups shall take appropriate actions to maintain park security and investigate and/or prevent abuse of facilities. Groups will be held financially responsible for damages attributed to their use. Halfmoon Township will request a “Certificate of Insurance” from the group with respect to liability coverage.
- Pursuant to Municipal Authority policies, appropriate fees may be charged to groups utilizing municipal and district facilities which, in the opinion of Township officials, impose excessive and/or unusual costs (maintenance or operational) on the agency or the host municipality.
- “Let’s Be Honest...” In requesting uses of facilities, please be realistic. Do not ask for facility uses in excess of group requirements. Also, please explain what your group will be able to accomplish with the time you have requested (number of teams involved, games and practices per team per week).