



TOWN OF GATES RECREATION AND PARKS DEPARTMENT

PARK FACILITY ENCLOSED SHELTER PERMIT Rules and Regulations

Persons wishing to reserve the shelters at Lions, Memorial, or Westgate Park may do so up to 365 days in advance by obtaining a permit at the Gates Recreation and Parks Office or on-line at www.gatesrecparks.org. Please read carefully the park guidelines, refund policy and acceptance of responsibility. Shelters are available to rent 9:00 AM to 9:30 PM daily, except for most Holidays.

To finalize your on-line reservations, you will need to make payment within 5 business days. This can be done in the Recreation and Parks office or go to on account to make payment. If you have any questions, call the Recreation office at (585) 429-8289.

The person whose name appears on the application hereby assumes liability for all damages done to shelter during the times listed above, its contents, grounds, equipment, and supplies while occupying same and agree to indemnify the Town of Gates for all said damages. Same person agrees to observe all rules and regulations and policies outlined in this agreement.

REFUND POLICY: Refunds for park shelters will be given only if notification is received 30 calendar days in advance of event. There will be a \$20 processing fee for any date changes for park shelters. Date changes must also be received 30 calendar days in advance. There will be a \$25 processing fee for all refund requests for shelter rentals cancelled prior to 30 days in advance of rental date. There will be NO REFUND for cancellations within 30 days of rental date.

SECURITY DEPOSIT (to be paid at time of key pick up): A SECURITY DEPOSIT (**CREDIT CARD ONLY**) of \$200 is required when you pick up the key. THE GATES RECREATION & PARKS DEPT. RESERVES THE RIGHT TO CHARGE ALL OR PART OF THIS DEPOSIT if the shelter is left in poor condition, is not vacated on time, or other infractions. (See #12 Rules and Regulations). Additional fees may be added for cleaning and/or repairs if needed. Park Patrol staff will inspect each facility at the end of the evening and maintenance will check shelter further when cleaning.

ATTENTION: For picnics booked on Saturday, Sunday & Mondays you need to pick up the key on Friday in the Recreation & Parks Dept. Office before 5:00 p.m. and return it on next business day. During the week picnics, key can be picked up the day before your picnic. You will receive a phone call on the Wednesday prior to your rental to remind you to pick up the key. **Key is to be used ONLY the day of your rental.**

Our town facilities are monitored during the day by the Park Maintenance staff and in the evening by a Park Attendant.

On-Call Maintenance Staff (9 AM – 6 PM) can be reached at 329-0783.

Park Attendant (6 – 10 PM) to be called when you are leaving the facility at 259-0675.

The park ordinance is strictly enforced. Please do not park on grass or in emergency or fire lanes. Dogs must be leashed. Help keep Gates Parks safe and clean.

Town of Gates Recreation & Parks Department Facility Permit Guidelines

The permit is subject to the following rules and regulations. Violation of any of these rules and regulations will result in immediate cancellation of the permit.

1. Applicant must be twenty-one (21) years of age or older to apply for a facility permit. The Gates Recreation and Parks Commission and staff reserves the right to determine to whom permits are issued, to revoke permits, and has complete jurisdiction over all recreation and park areas.
2. Parks shelters open at 9:00 AM and close at 9:30 PM. Parks close at 9:45 PM.
3. All organizations and their associated persons using the Town Parks must provide a certificate of liability insurance naming the Town of Gates as an additional insured regarding injuries and/or claims arising from use of the Town Parks in order to obtain a facility permit.
4. This permit allows the party named on this application use of the shelter and overhang area only. Other park patrons may use play equipment, fields and courts.
5. The use of this shelter is for family, church, school, civic or company use and is not to be used for personal gain or ticketed events.
6. Any person or organization intending to erect a tent or canopy 120 sq. ft or larger must obtain a tent permit from Gates Town Board pursuant to Chapter 172 of the Gates Town Code.
7. Applicant is responsible for those in attendance complying with minimum age alcohol use law. Selling of alcoholic beverages is strictly prohibited.
8. This permit is not transferable and must be carried by the applicant when the facility is being used.
9. Abusive conduct by anyone in your gathering is grounds for revocation of the permit.
10. Vehicles are not allowed on any part of the ball fields, playgrounds, or other turf areas. Vehicles/personal property may not be left in the park before 9:00 AM or after 9:45 PM (park hours). Vehicles should not be left in the park overnight.
11. The holder of the permit should be on the premises at all times and is responsible for leaving the park and recreation facilities in a clean and orderly condition. A security deposit of \$200 (credit card only) is required upon pick up of key. This deposit or portion thereof will be kept if the facility is not cleaned after your use:
 - A. **Stove top and oven cleaned of spills.**
 - B. **Empty and wipe down refrigerator.**
 - C. **Clean sink and debris from strainer.**
 - D. **Remove all decorations.**
 - E. **Clean/wipe down tables and leave them set up.**
 - F. **Clean chairs and put away, neatly stacked.**
 - G. **Pick up area surrounding shelter (Picnic Table area)**
 - H. **All trash must be disposed of in the dumpsters located in parking lot.**
 - I. **The floor must be swept and free of debris. Floor should be mopped if necessary.**
 - J. **The kitchen and restrooms must be free of matter brought in by the group and cleaned.**
 - K. **Failure to vacate premises at 9:30 PM will also incur a fee.**
 - L. **Remove all decorations, & tape. Balloons and party signs are NOT allowed on outside park signs on outside park signs**

12. Park Safety Patrol is on duty between the hours of 6 – 10 PM. At the end of your rental, you must checkout by calling our park patrol staff (259-0675). Your call needs to be made prior to 9:30 PM. They will come to do a walk-through inspection.
13. The Town of Gates will not be liable for any injuries or liabilities incurred by users of facilities.
14. You are responsible for providing your own cooking utensils, oven mitts, pots and pans, sponges, towels, dish soap and cleaning supplies. The shelters do have a limited number of garbage bags in the bins upon arrival.
15. You are responsible for setting up provided tables and chairs. Chairs should be neatly stacked at the end of your event on the chair racks. No furniture should be brought outside of shelter. You are also responsible for replacing missing/broken tables and chairs.
16. All activities must be properly supervised.
17. No dogs are allowed inside the shelters. All dogs must be leashed. Please clean up after your pet.
18. No tape shall be placed on walls of buildings. No glitter or confetti in or around shelter. No signs or balloons attached to park signs.
19. Amplified sound is NOT to be heard outside of the facility.
20. Water balloons, slip and slides, bounce houses, dunk booths and other amusement apparatus (personal or commercial) are NOT allowed.
21. Please note that the shelters are not air conditioned and the thermostat is set at 68° in the winter months.