

## **Newstead Town Park Buildings & Property Use Policy**

- A. Follow the policy the town has when rental is happening.
- B. For procedures with organizational groups use –
  1. Each sports organization must submit a Parks Use Request form annually in January-February with the Town Clerk's office along with submitting the required \$60 fee. After payment is received, keys or access numbers will be redistributed for the season and must be returned to the Town Clerk's office no later than October 31<sup>st</sup> each year.
  2. The President of the organization will be authorized one key to the appropriate building(s) at the appropriate park they are requesting use of. Building keys for each park also open the restrooms. At the beginning of each calendar year the organization President will pick up their set of keys from the Town Clerk's office and take responsibility for that key for the season. The keys are not to be duplicated.
  3. Organizations need to remember that other individuals pay throughout the season to rent the park shelters so storage of organizational equipment must be orderly, clean and free of clutter in any town owned park building being used by the organization. Storage of equipment and/or electrical coolers in town owned buildings are the organizations liability.
  4. Veteran's Park has no gates or keys at this time. Skyline Park has a gate and each organization will be given a key to the gate, but the Highway Department will open the gate by 8:00am and close the gate at dusk each day.
  5. Dumpsters at the parks are for park users only for garbage from events. No other outside trash or dumping is allowed. If you or someone in your organization sees someone else dumping trash, please report it to the Town!
  6. Beginning in 2018, recycling totes will be installed at each of the parks. The Highway Department will oversee the recycling totes and ensure that they are emptied each week.
  7. Dogs that you allow at any of your organization's events must be leashed & picked up after per the posted park rules.
  8. Issues with the park will be referred to the Park Manager, Jim Akin (308-9762) or the Highway Superintendent, Mike Bassanello (574-0478).
  9. Please be respectful and ask your organization to continue to keep the park clean.

Adopted: 4/9/18