

**TOWN OF KENT  
RECREATION  
COMMISSION  
PARKS FACILITIES  
USE PACKET  
2010**

## **INTRODUCTION**

THE KENT RECREATION COMMISSION COORDINATES AND ISSUES PERMITS FOR THE USE OF ATHLETIC FIELDS, PICNIC PAVILIONS AND RECREATION OFFICE MEETING ROOM. THE PURPOSE OF THIS POLICY IS TO OUTLINE PROCEDURES FOR THE PERMITTED USE OF RYAN TOWN PARK BALL FIELDS, RYAN TOWN PARK PICNIC PAVILION, HUESTIS TOWN PARK BALL FIELDS AND THE MEETING ROOM AT THE KENT RECREATION OFFICE AT 770 RTE 52 LAKE CARMEL.

REQUESTS FOR USE OF THE FACILITIES ARE REVIEWED BY THE DIRECTOR OF RECREATION AND PARKS AND DISCUSSED AT RECREATION COMMISSION MEETINGS. IT IS IMPORTANT TO NOTE KENT RECREATION IS A DIRECT SERVICE PROVIDER IN OFFERING ITS OWN SPORTS ACTIVITIES. IN ADDITION, KENT RECREATION IS AFFILIATED WITH LOCAL ORGANIZATIONS WHICH CAN USE SOME OF THE HIGH PRIME USE DATES AND TIMES ON OUR BALL FIELDS.

THE RECREATION COMMISSION WILL MONITOR PROPER USE OF ALLOCATIONS AND PERMITS. PRIORITY WILL BE GIVEN TO RESIDENTS AND RESIDENT GROUPS. THE TOWN MAY CHARGE TO RECOVER PUBLIC COSTS TO OPERATE, MAINTAIN, SUPERVISE AND ADMINISTER THE USE OF ATHLETIC FIELDS AND PICNIC PAVILION. SUBMISSION OF OUR APPLICATION AND AGREEMENT REQUEST DOES NOT CONSTITUTE APPROVAL.

REQUESTS FOR ADDITIONAL USE OR PROGRAMS NOT COVERED BY THIS POLICY SHOULD BE ADDRESSED IN WRITING TO THE RECREATION COMMISSION. THE RECREATION COMMISSION WILL MAKE ANY INTERPRETATION OF LANGUAGE IN THE KENT RECREATION AND PARKS FACILITY USE POLICY. AN APPEAL TO THE RECREATION COMMISSION MUST BE SUBMITTED IN WRITING, WITH JUSTIFICATION WITHIN TEN (10) WORKING DAYS FOR THE DECISION

## **DEFINITION OF TERMS**

KENT RECREATION SPONSORED PROGRAMS INVOLVE YOUTH BASEBALL, YOUTH SOFTBALL, YOUTH GYMNASTICS, YOUTH SOCCER, YOUTH BASKETBALL, AND MANY SPECIAL EVENT THAT INVOLVE YOUTH REGISTERED IN THE TOWN OF KENT RECREATION AND PARKS DEPARTMENT WHO RESIDE IN KENT AND/OR CARMEL SCHOOL DISTRICT ONLY.

KENT RECREATION SPONSORS PROGRAMS FOR ADULTS WHO LIVE IN KENT AND OR LIVE IN THE CARMEL SCHOOL DISTRICT. IN ADDITION THOSE WHO WORK FOR THE TOWN AND WORK IN THE SCHOOL DISTRICT CAN PARTICIPATE IN ADULT PROGRAMS AT THIS TIME. ADULT PROGRAM ARE SELF SUPPORTING THRU REGISTRATION FEES COLLECTED FROM PARTICIPANTS. NO ATHLETIC LIGHTS ARE AVAILABLE AT THIS TIME.

KENT RECREATION COMMISSION WILL ADDRESS ANY ISSUES NOT COVERED IN THE ABOVE.

## **AFFILIATED GROUPS**

KENT RECREATION AND PARKS DEPARTMENT DOES WORK WITH ORGANIZATIONS THAT FALL WITHIN THE CRITERIA SET FORTH IN OUR ELIGIBILITY CRITERIA.

EXAMPLE: THE KENT POLICE BENEVOLENT ASSOCIATION IN CO-SPONSORING THE 911 SOFTBALL EVENT, THE LAKE CARMEL FIRE DEPARTMENT EXPLORERS PROGRAM, BOYS AND GIRLS SCOUTS, LOCAL UNIONS AND THE WHITE SOX BASEBALL TRAVEL PROGRAM WHICH SERVES KENT REC ELIGIBLE YOUTH UNDER OUR AUSPICES.

IN ADDITION LOCAL FRATERNAL CIVIC AND SERVICE CLUBS; THE KENT-CARMEL CHAMBER OF COMMERCE, CARMEL ROTARY, CARMEL-KENT LIONS CLUB, KNIGHTS OF COLUMBUS AND OTHER SIMILAR GROUPS WHO WORK WITH KENT RECREATION TO ADDRESS COMMUNITY NEEDS.

## **PRIORITIES**

THE KENT RECREATION COMMISSION WITH THE KENT RECREATION AND PARKS DEPARTMENT PROVIDES DIRECT RECREATION SERVICES IN PROGRAMS THAT INCLUDE, BASEBALL, YOUTH SOFTBALL, BASKETBALL, SOCCER, ADULT SOFTBALL AND OTHER ACTIVITIES. SINCE THERE IS A SHORTAGE OF BALL FIELDS DURING HIGH USE TIMES WE HAVE LIMITED OUR USE TO RECREATION SPONSORED AND OUR AFFILIATED COMMUNITY BASE PROGRAM THAT SERVES OUR COMMUNITY.

BASICALLY THE PRIORITIES ARE AS FOLLOWS:

1. KENT RECREATION SPONSORED PROGRAMS THAT SERVE RESIDENTS OF THE TOWN OF KENT AND CARMEL SCHOOL DISTRICT ONLY.
2. RECOGNIZED AFFILIATED COMMUNITY BASE PROGRAMS THAT SERVE OUR ELIGIBLE RESIDENTS ONLY UNDER OUR GUIDELINES. PARTNERSHIP WITH KENT RECREATION.
3. RESIDENT GROUPS OF RESIDENTS, CHURCH, CIVIC, SOCIAL CLUBS ASSOCIATED WITH TOWN.
4. SCHOOL DISTRICT PROGRAMS

## PROCESS FOR OBTAINING PERMIT

### **APPLICATION AND AGREEMENT**

APPLICATIONS FOR JANUARY 1<sup>ST</sup> THROUGH JUNE 20<sup>TH</sup> USE PERIOD SHOULD BE SUBMITTED DURING THE FIRST WEEK OF NOVEMBER AND DURING THE FIRST WEEK OF MAY FOR THE JULY 1<sup>ST</sup> THROUGH NOVEMBER 1<sup>ST</sup> USE PERIOD.

SUBMISSION OF A FACILITIES REQUEST FORM FOR USE OF OUR TOWN PARKS OR RECREATION OFFICE MEETING ROOM DOES NOT CONSTITUTE APPROVAL. APPROVAL IS GIVEN ACCORDING TO THE POLICY, ELIGIBILITY. DETERMINATION, AFTER FEES ARE PAID AND PROOF OF INSURANCE IS SUBMITTED AND A PERMIT IS ISSUED. RECREATION COMMISSION WILL HAVE FINAL DECISION ON PERMIT APPROVAL.

### **PERMIT PROCEDURE**

REQUEST TO PERMIT THE USE OF OUR TOWN PARK FACILITY ARE MADE THROUGH THE KENT RECREATION AND PARK'S DEPARTMENT OFFICE LOCATED AT 770 ROUTE 52 IN LAKE CARMEL (OLD POLICE STATION UPSTAIRS)

### **PERMIT CANCELLATION**

PERMITS MAY BE CANCELLED AND/OR RESCHEDULED. PERMITS CANCELED BY THE RECREATION COMMISSION OR DUE TO INCLEMENT WEATHER MAY BE RESCHEDULED IF AVAILABILITY ALLOWS.

### **FEE WAIVER REQUESTS PROCEDURE**

APPLICANTS REQUESTING A FEE WAIVER FOR USE OF PARK FACILITIES MUST DO SO IN WRITING TO THE RECREATION COMMISSION. IN ORDER FOR ORGANIZATIONS TO BE CONSIDERED AS A TOWN OF KENT RECREATION AND PARK AFFILIATED-PARTNER ORGANIZATION, THE ORGANIZATION MUST QUALIFY WITH AS A GROUP 1 OR GROUP 2 IN PRIORITY USE SECTION.

### **ALLOCATION PROCEDURE**

KENT RECREATION AND PARKS DEPARTMENT PROGRAMS AND AFFILIATED PROGRAMS HAVE PRIORITY ALLOCATION DUE TO THE SHORTAGE OF TOWN OWNED BALL FIELDS.

### **CLOSED OR RESTRICTED AREAS**

THE TOWN OF KENT RECREATION COMMISSION RESERVES THE RIGHT TO CANCEL OR SUSPEND OUTDOOR FACILITY OR FIELD PERMIT FOR GAMES PRACTICES AND OTHER USES WHENEVER FIELD OR PARK CONDITIONS COULD RESULT IN DAMAGE TO THE FACILITY OR TO PLAYERS. PERMITS MAY ALSO BE CANCELLED WHEN THE HEALTH AND SAFETY OF PARTICIPANTS ARE THREATENED DUE TO IMPENDING CONDITIONS,

## CONCESSION

ALL ORGANIZATIONS USING FACILITIES OR HOSTING AN EVENT UTILIZING A CONCESSION STAND MUST RECEIVE RECREATION AND PARKS DEPARTMENT APPROVAL AND IT MUST BE NOTED ON THE PERMIT.

KENT RECREATION COMMISSION PROHIBITS PRIVATE VENDORS FROM SELLING ANY GOODS UNLESS PRIOR APPROVAL IS GIVEN.

## INSURANCE REQUIREMENTS

KENT RECREATION AFFILIATED SPORTS CLUBS AND ASSOCIATIONS, RESIDENTS, BUSINESSES, CIVIC GROUPS, POLITICAL CLUBS, SERVICE ORGANIZATIONS AND RELATED QUALIFIED GROUPS MUST PROVIDE THE TOWN OF KENT WITH LIABILITY INSURANCE A MINIMUM OF \$1,000,000 LISTING THE TOWN AS ADDITIONAL INSURED. THIS INSURANCE MUST BE SUBMITTED TO THE RECREATION AND PARKS DEPARTMENT AT LEAST ONE WEEK PRIOR TO PARK FACILITY OR FIELD USAGE.

GROUPS, DECIDING TO HAVE ALCOHOLIC BEVERAGES AT THE PICNIC PAVILION MUST SUBMIT AN ALCOHOLIC RIDER TO THE INSURANCE POLICY AND GET AN ALCOHOLIC PERMIT FOR THEIR OUTING.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUG USAGE ARE NOT PERMITTED ON TOWN PARK BALL-FIELDS. WE ASK THAT THERE BE NO USE OF TOBACCO PRODUCTS NEAR OUR BALL FIELDS AND NEAR OUR PLAYGROUND WHERE OUR YOUTH PLAY.

FEEES-THE TOWN RECREATION AND PARKS DEPARTMENT RESERVES THE RIGHT TO ESTABLISH A FEE POLICY TO OFFSET MAINTENANCE COSTS APPLICABLE TO GROUPS USE.

SUCH FEES INCLUDE

- BALL FIELD USE
- BALL-FIELD USE WITH LIGHTS
- PICNIC PAVILION

FEEES FOR SPECIAL EVENTS WILL BE DETERMINED BY THE RECREATION COMMISSION. PAYMENT IN ADVANCE OF USE IS REQUIRED. CASH, CHECK OR MONEY ORDER PAYABLE TO KENT RECREATION MUST BE SUBMITTED AT LEAST TEN (10) WORKING DAYS TO THE REQUEST.

## DEPOSIT

A SECURITY DEPOSIT IS REQUIRED WHEN ELIGIBLE GROUPS GET PERMISSION TO USE THE PICNIC PAVILION. THE DEPOSIT WILL BE REFUNDED IF THE GROUP ABIDES BY ALL FACILITIES USE RULES AND REGULATIONS AND TOWN-PARK CODES.

ADDITIONAL FEES WILL BE APPLICABLE FOR UNAUTHORIZED OR EXTENDED FACILITY USE BEYOND TIMES LIST ON THE PERMIT AND MAY RESULT IN THE RETENTION OF A PORTION OR ALL OF THE DEPOSIT AND/OR RESULT IN THE CANCELLATION OF CURRENT USE OR PROHIBITION OF FUTURE USE.

KENT RECREATION AND PARKS DEPARTMENT  
 USERS FEES FOR RENTAL OF TOWN FACILITIES

FACILITY	AMENITIES	CHARGE
RYAN TOWN PARK PAVILION	ACCOMMODATES 100 3 BARBEQUES ELECTRIC AVAILABLE BRING OWN WATER BATHROOM FACILITIES HORSESHOES PITS FITNESS TRAIL	\$100PER PICNIC RESIDENT \$200 PER PICNIC AFFILIATED GROUP SECURITY- DEPOSIT REQUIRED AND WILL BE RETURNED IF GROUP ABIDES BY ALL FACILITIES RULES AND REGULATIONS

FACILITY	AREA	KENT REC SPONSORED OR AFFILIATED	RESIDENT GROUP
RYAN PARK-	DUGOUT LL BASEBALL	N/A	N/A
	DUGOUT LL BASEBALL	N/A	\$25. PER HOUR
	FIELD 11A	N/A	N/A
	FIELD 11B	N/A	N/A
	FIELD 11-MULTI PURPOSE	N/A	N/A
	BASEBALL 90 FT DIAMOND	N/A	N/A
	BASEBALL 90 FT W LIGHTS	N/A	\$50.PER HOUR
	OUTDOOR BASKETBALL COURT	N/A	N/A
	OUTDOOR TENNIS COURT	N/A	N/A
HUESTIS PARK	FIELD I	N/A	\$25. PER HOUR
	FIELD II	N/A	\$25.PER HOUR
	ENTIRE FIELD I & 2	N/A	\$50. PER HOUR

WE ANTICIPATE THE BILLBOARD ADVERTISING PROGRAM WILL DEFRAID ELECTRICAL EXPENSES FOR KENT RECREATION AND KENT RECREATION AFFILIATED PROGRAMS.

KENT RECREATION AND PARKS DEPARTMENT FACILITY RULES AND REGULATIONS

PERMITS ARE REQUIRED FOR USE OF ALL TOWN PARK FACILITIES. PERMIT APPLICATIONS ARE AVAILABLE THROUGH THE RECREATION DEPARTMENT, THE APPLICANT AND LEADER SHALL BE RESPONSIBLE FOR THE CONDUCT OF ALL PARTICIPANTS

FEES FOR USE OF TOWN FACILITIES MUST BE PAID IN ADVANCE.

“SEE FEES SECTION OF POLICY”

TOWN SPONSORED ACTIVITIES SHALL TAKE PRECEDENCE IN THE USE OF THE FACILITY. IF NECESSARY, GROUPS MAY BE ASKED TO CHANGE SCHEDULED DATES OR CANCEL FACILITY USE IN THE EVENT THAT FIELDS NEED MAINTENANCE, CAN'T BE PLAYED ON DUE TO EXCESSIVE USE, ETC. WE WILL TRY TO AVOID THIS SITUATION AND ADHERE TO YOUR SCHEDULED ACTIVITY.

PERSONS REQUESTING USE OF A TOWN FACILITY ARE REQUIRED TO PROVIDE A CERTIFICATE OF INSURANCE NAME THE TOWN OF KENT AS ADDITIONAL INSURED. THE CERTIFICATE OF INSURANCE WILL NOT BE ACCEPTED UNLESS IT STATE ALL THE CORRECT INFORMATION. IT IS UP TO THE APPLICANT TO MAINTAIN A CURRENT AND UP-TO-DATE CERTIFICATE OF INSURANCE. THE APPLICANT MUST SIGN A HOLD HARMLESS AGREEMENT.

THIS INCLUDES COMPREHENSIVE GENERAL LIABILITY INSURANCE WITH AT LEAST \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY HARM AND OR PROPERTY DAMAGE.

THE FACILITY MUST BE LEFT CLEAN AND ORDERLY AND IN ITS ORIGINAL CONDITION. TRASH CLEAN-UP AFTER EVENT IS THE RESPONSIBILITY OF THE ORGANIZATION. PLEASE MAKE SURE TEAMS PICK UP WATER BOTTLES, LITTER, LOST AND FOUND ARTICLES, ETC. AFTER PRACTICES AND GAMES. TRASH, GARBAGE, AND ALL OTHER LITTER SHALL BE PLACED IN CONTAINERS PROVIDED FOR THIS PURPOSE, AND SHALL BE LIMITED TO LITTER ACCUMULATED DURING USE OF TOWN RECREATION AREAS. IT SHALL BE UNLAWFUL FOR ANY PERSON TO DEPOSIT ANY REFUSE BROUGHT FROM PRIVATE PROPERTY IN RECEPTACLES LOCATED IN TOWN PARKS OR FACILITIES. NOTHING IN THIS SECTION IS INTENDED TO PROHIBIT THE DISPOSAL OF REFUSE GENERATED FROM PARK USE SUCH AS PICNICS, BARBECUES, LUNCHESES, ETC.

THE RESPONSIBILITY FOR SAFETY AND ORDER DURING FACILITY USE IS THAT OF THE APPLICANT. THE USE OF THE FIELDS WHEN STANDING WATER IS PRESENT, FOOTING IS UNSURE AND SLIPPERY, DURING HEAVY RAINS OR SEVERE WEATHER STORMS, OR FOLLOWING HEAVY RAIN WILL NOT BE ALLOWED. IT IS THE RESPONSIBILITY OF THE ORGANIZATION/COACH TO CANCEL THE EVENT DURING SUCH CONDITIONS. FAILURE TO COOPERATE WITH THIS MAY RESULT IN LOSS OF FIELD PRIVILEGES AS WELL AS IT WILL RESULT IN COMPACTION OF THE TURF AND UNSAFE PLAYING CONDITIONS.

ATHLETIC LIGHTS ARE TO BE FOR GROUP PLAY ONLY AND MUST BE TURNED OFF BY 10:00 P.M. USE OF LIGHTS PAST 10:00 P.M. MAY RESULT IN LOSS OF PRIVILEGES FOR FUTURE ACTIVITIES. INDIVIDUALS ARE NOT ALLOWED TO USE LIGHTS FOR INDIVIDUAL USE OR NON-ORGANIZATIONAL ACTIVITY. (NOTE-OTHER THAN RECREATION SPONSORED PROGRAM)

IT IS UP TO THE APPLICANT TO MAKE SURE THAT IF FOOD OR BEVERAGE ARE TO BE SOLD AT YOUR EVENT, THE VENDOR HAS THE PROPER HEALTH DEPARTMENT CERTIFICATES AND CERTIFICATES OF INSURANCE. REQUESTING ORGANIZATIONS MUST APPROVE VENDORS. OUTSIDE VENDORS WILL NOT BE ALLOWED ON THE FACILITY. THE TOWN MAY REQUIRE PROOF OF THESE DOCUMENTS FROM VENDORS. KENT RECREATION MUST APPROVE THIS!

ALCOHOLIC BEVERAGES OR OTHER CONTROLLED OR ILLEGAL SUBSTANCES ARE **NOT** PERMITTED ON TOWN PROPERTY.

GROUPS APPLYING FOR PICNIC PAVILION PERMIT CAN REQUEST AN ALCOHOLIC PERMIT WHERE ALCOHOL INSURANCE RIDER IS NECESSARY.

WE REQUEST NO SMOKING NEAR OUR PLAYGROUND AND YOUTH BALL FIELDS.

CONSIDER OTHER PARK USERS. BOISTEROUS, IMMORAL, OR INDECENT CONDUCT WILL NOT BE TOLERATED. IT IS UNLAWFUL TO USE PROFANE OR ABUSIVE LANGUAGE OR TO CONDUCT ONESELF IN A MANNER THAT INTERFERES WITH THE REASONABLE USE OF THE PARK BY THE GENERAL PUBLIC.

USE OR DISCHARGE OF ANY TYPE OF AIR GUN, SLINGSHOT, OR EXPLOSIVE IS PROHIBITED.

PLEASE COOPERATE IN KEEPING THE REST ROOMS AND WASH ROOMS IN A NEAT AND SANITARY CONDITION.

IT IS UNLAWFUL TO REMOVE, DESTROY, MUTILATE OR DEFACE ANY STRUCTURE, MONUMENT, STATUE, VASE, FOUNTAIN, WALL FENCE, RAILING, VEHICLE, BENCH, SHRUB, TREE, FERN, PLAT, FLOWER, LIGHTING SYSTEM OR SPRINKLING SYSTEM OR OTHER PROPERTY IN ANY PARK.

IT IS AGAINST PARK POLICY TO PLAY CAR STEREOs, RADIOS, OR "BOOM BOXES" – PORTABLE AUDIO EQUIPMENT, SUCH AS TAPE OR COMPACT DISC PLAYERS – SO LOUDLY THEY INTERFERE WITH NORMAL CONVERSATION OR CAUSE ANNOYING VIBRATIONS AT A DISTANCE OF 75 FT OR MORE.

THE APPLICANT MUST ASSUME PROMPT RESPONSIBILITY FOR ANY DAMAGE TO THE GROUND WHILE BEING USED BY THEIR GROUP OR ORGANIZATION.

#### **ABUSE OF POLICY**

THE FOLLOWING STEPS WILL BE FOLLOWED ADHERED TO FOR ANY ABUSE OF THE POLICY:

FIRST OFFENSE:

WRITTEN WARNING TO TEAM AND PRESIDENT/DIRECTOR OF THE ORGANIZATION

SECOND OFFENSE:

SUSPENSION OF THE TEAM ORGANIZATION FROM USING PARK FACILITY

THIRD OFFENSE

FORFEITURE OF A TEAM OR ORGANIZATION'S PRIVILEGE USE PARK FACILITIES FOR THE REMAINDER OF THE SEASON AND DENIAL OF FUTURE APPLICATIONS FOR PERMITS SUBMITTED BY SUCH TEAM, GROUP, OR ORGANIZATION.

#### **FIELD PERMITS MAY BE REVOKED FOR:**

.UNSAFE PLAYING CONDITIONS (SEE #5)

. USE OF ALCOHOL OR OTHER CONTROLLED SUBSTANCES AT FIELD SITES

.EXCESSIVE LITTER

.CARS PARKED ON FIELD AND OTHER GRASS AREAS

.USE OF FOUL AND ABUSIVE LANGUAGE

.FAILURE TO ADHERE TO TOWN ORDINANCES.

## PARK RULES

1. ALTHOUGH YOUR GROUP HAS BEEN GRANTED THE PRIVILEGE OF USING THE PARK, WE WOULD LIKE YOU TO KEEP IN MIND THAT OTHER TOWN RESIDENTS WILL ALSO BE USING PARK FACILITIES. A SPIRIT OF MUTUAL COOPERATION BY ALL PARK PARTICIPANTS WOULD BE APPRECIATED.
2. PARK CLOSES DUSK TO 8 A.M.
3. NO GLASS CONTAINERS ALLOWED IN PARK
4. PICNICKING IN DESIGNATED AREA ONLY.
5. A COPY OF THIS PERMIT WILL BE ISSUED TO YOU. IT SHOULD BE AVAILABLE FOR INSPECTION ON THE DAY OF YOUR ACTIVITY.
6. NON-RESIDENTS GUEST MAY BE INVITED – BUT MAY NOT REMAIN IN PARK IF RESIDENT HOST LEAVES.
7. ONLY LICENSED VEHICLES WILL BE PERMITTED IN THE PARK. THESE SHOULD BE OPERATED ONLY ON DESIGNATED ROADWAYS AND PARK ONLY IN DESIGNATED PARKING AREAS. PLEASE KEEP OFF THE GRASS,
8. IN THE EVENT OF A CANCELLATION – “PLEASE” – INFORM THE RECREATION DEPARTMENT AS SOON AS POSSIBLE SO THAT OTHER REQUEST MAY BE CONSIDERED.
9. THE TOWN OF KENT IS NOT RESPONSIBLE FOR ACCIDENT, INJURY OR LOSS OF PROPERTY
10. PATRONS ARE REQUIRED TO CONFORM TO THE RULES AS STATED BY THE PARK ATTENDANT ON DUTY. THE ATTENDANT ARE UNDER THE DIRECTION OF THE TOWN OF KENT RECREATION COMMISSION AND ARE FOLLOWING INSTRUCTIONS.
11. DOGS AND OTHER PETS ARE PROHIBITED FROM THE PARK DUE TO HEALTH, SAFETY AND OTHER REASONS.
12. THE USE OF ALL ENGINE POWERED DEVICES SUCH AS MINI-BIKES, GO-CARTS, MODEL AIRPLANES ARE PROHIBITED FROM USE IN RYAN MEMORIAL TOWN PARK. THIS DOES NOT APPLY TO LICENSED VEHICLES USED IN THE NORMAL FLOW OR TRAFFIC ON PRESCRIBED ROADWAYS OR PARKING AREAS.
13. NO-LOUD MUSIC, LOUD NOISES OR BOISTEROUS CONDUCT OR HORSEPLAY OR ANY OTHER CONDUCT THAT WILL INTERFERE WITH THE ENJOYMENT OF RYAN MEMORIAL PARK BY OTHERS WILL NOT BE ALLOWED. THE RECREATION AND PARKS DEPT. MUST AUTHORIZE ANY LOUD AMPLIFIED MUSIC FOR ENTERTAINMENT PURPOSES.

GROUPS CONSISTING OF TEN OR MORE INDIVIDUALS WISHING TO USE A FACILITY, MUST ACQUIRE A PERMIT WITH THE TOWN OF KENT RECREATION COMMISSION.

SELLING FOOD OR OTHER ITEMS IS NOT ALLOWED WITHOUT RECREATION COMMISSION APPROVAL AND MUST BE NOTED ON THE PERMIT.

BANNER MAY NOT BE POSTED WITHOUT RECREATION COMMISSION APPROVAL AND NOTED ON YOUR PERMIT.

NO ALCOHOLIC BEVERAGE, GAMBLING OR FLAMMABLE MATERIAL, NO NARCOTICS OR DRUGS ALLOWED ON TOWN OF KENT PROPERTY. SMOKING IS ALLOWED IN THE DESIGNATED AREAS ONLY. PLEASE REFRAIN FROM SMOKING NEAR OUR BALL FIELDS AND PLAYGROUND WHERE OUR YOUTH ARE AT PLAY. NO FIREWORKS.

ABUSE OF ANY OF THE RULES MAY RESULT IN FORFEITURE OF FUTURE USE OF THE FACILITY.

ALL OTHER TOWN ORDINANCES RELATED TO THE PARK STILL APPLY.

IN CASE OF AN EMERGENCY PLEASE CALL THE KENT POLICE DEPARTMENT 225-4600.

QUESTIONS SHOULD BE DIRECTED TO THE RECREATION AND PARKS DIRECTOR 225-1400, WEEKDAY BUSINESS HOURS.

## **Town of Kent - Code of Conduct**

The Town of Kent has adopted the following code of conduct as a result of its concerns for good sportsmanship in all athletic event

Sports can be used as an opportunity for young and old alike to learn how to engage in healthy competition while maintaining respect for/their opponents. All parties involved in athletic competitions should adhere to the highest standards of constructive support for the contestants. By utilizing the Town of Kent recreation facilities, all parties must abide by this Code of Conduct. Violations may result in the loss of privileges at town facilities.

\* Participants and spectators will be a positive role model and encourage sportsmanship by showing respect and courtesy for all players, coaches, officials, and spectators at every game, practice, or sporting event.

\*We will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent, such as booing and taunting, refusing to shake hands, or using profane language or gestures.

\*We will respect the officials and their authority and will refrain from questioning, discussing, or confronting coaches during the game. If warranted, we will take the time to speak with the officials or coaches at an agreed upon time and place in a courteous and considerate manner.

\* We will keep in mind that children participate to have fun and that the game is for the youth, not the adults. Adult leagues, please take heed of your behavior during participation in your particular sport.

\*We will provide a sports environment that is free from drugs and alcohol and will refrain from their use at all sports events.

\*We will remain respectful of the athletic facility in which we are using and will not damage or deface park or town property.

***\*In a nutshell, play fair, be a good sport and role model, and remember the golden rule.***

The applicant/group/organization agrees to indemnify and hold harmless the Town of Kent, its officials, employees, and/or agents from all claims, lawsuits, hospital and/or doctor bills, actions, proceedings, and liabilities for the loss or damage to property, or any injury, the death of a person, including any expenses incurred by the Town of Kent defending any claims, lawsuits, or action that may arise as a result of the conduct, actions, including the negligence of the applicant/group/organization to the fullest extent permitted by applicable law.

**FOR FURTHER INFORMATION, PLEASE CONTACT**

**THE ,KENT RECREATION DEPARTMENT AT**

**845-225-1400**

THE UNDERSIGNED has read the rules/and regulation of the Kent Recreation Commission pertaining to the use of Kent Recreation and Parks Facilities, and agrees to abide by them. Undersigned further assumes all risks incident to its operation on said grounds and facilities agrees not to sue the Town of Kent Recreation Commission or the Township of any injury to person or property occurring during the use of the lands and premises of the Kent Recreation Commission of the Township of Kent. The undersigned further agrees to indemnify the Kent Recreation Commission and the Township of Kent and save it harmless from any and all claim or claims brought against it by or on behalf of any person, firm or corporation based upon any act or omission or any alleged negligence of the undersigned. This Agreement is made in consideration of the issuance of a permit to the undersigned permitting its requested operations by the undersigned on lands and premises of the Kent Recreation Commission, subject to all rules and regulations pertaining thereto.

The applicant understands that the Township of Kent assumes no responsibility for injury or damage to persons or property related to any activities to be conducted at Kent Park and Recreational Facilities. The applicant is aware that the Township of Kent insurance does not apply to groups and their members using recreational facilities, as evidenced by the signature that appears on the attached application for the use of Kent Park and Recreational Facilities.

At the conclusion of each activity for which permission to use park and recreational facilities has been granted to this applicant, it shall notify the Kent Recreation Director, in writing, of any repairs to any facilities that are required.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
(Legal Signature)

ANY GROUP WHOSE MEMBERS FAIL TO FOLLOW THE RULES AND REGULATIONS SET FORTH IN THE FACILITIES USE PACKET MAY HAVE ITS PRIVILEGE OF USING KENT TOWNSHIP BUILDINGS AND GROUNDS REVOKED AT ANY TIME THROUGH WRITTEN NOTICE BY THE RECREATION COMMISSION. REINSTATEMENT OF THIS PRIVILEGE SHALL REQUIRE RE-APPLICATION AND RE-APPROVAL BY THE COMMISSION. MY SIGNATURE ABOVE ACKNOWLEDGES I HAVE RECEIVED AND REVIEWED THE FACILITIES USE PACKET. **PLEASE ATTACH A COPY OF YOUR CERTIFICATE OF INSURANCE**

**ACTION TAKEN BY RECREATION COMMISSION:**

Approved

Denied

Recreation Director

Date

Permit #

**TOWN OF KENT  
RECREATION AND PARKS  
EDWARD RYAN MEMORIAL TOWN PARK  
HUESTIS TOWN PARK  
GROUP FIELD USE APPLICATION**

DATE FILED: \_\_\_\_\_

FACILITY REQUESTED \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

LEADERS NAME \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_ ADULTS \_\_\_\_\_ MINORS \_\_\_\_\_

HOW MANY OF THE ABOVE ARE NON-RESIDENTS \_\_\_ ADULTS \_\_\_ MINORS \_\_\_

WILL THERE BE A FEE CHARGED TO PARTICIPANTS? \_\_\_\_\_

**NO ALCOHOL PERMITTED**

**CERTIFICATE OF INSURANCE (1,000.000.)NAME TOWN AS INSURED**

DATE REQUESTED \_\_\_\_\_ FROM - TO \_\_\_\_\_

THE UNDERSIGNED HEREBY AGREES TO ABIDE BY THE PARK RULES .  
TAKE CARE OF THE PREMISES AND BE RESPONSIBLE FOR ANY LOSS OR  
DAMAGE TO PROPERTY AND/OR EQUIPMENT.

FURTHERMORE, WE RELEASE THE TOWN OF KENT AND ALL RELATED  
OFFICIALS AND EMPLOYEES FROM ANY RESPONSIBILITY IN CONNECTION  
WITH USE OF THIS FACILITY.

\_\_\_\_\_  
SIGNATURE OF APPLICANT  
(KENT RESIDENT)

\*\*\*\*\* TO BE COMPLETED BY RECREATION DIRECTOR\*\*\*\*

APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_ DATE \_\_\_\_\_

FEE CHARGED; \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

TO; TO KENT TOWN BOARD

FROM; KENT RECREATION COMMISSION

RE; AMEND THE FIELD POLICY

DATE; MARCH 10, 2009

WE WOULD LIKE TO AMEND THE USER FEES FOR RENTAL OF TOWN FACILITIES.

THIS WOULD INVOLVE SCHOOL DISTRICT GROUPS, INDEPENDENT-OUTSIDE GROUPS SUCH AS AAU, ELITE TRAVEL ALL STAR FROM OUTSIDE AREA, NON AFFILIATED GROUPS INVOLVING NON RESIDENTS WHEN TOWN FACILITIES ARE AVAILABLE.

(FIELD USE ONLY)

BASEBALL FIELD 90 FT	\$100.00 PER 2 HOUR BLOCK
WITH LIGHTS	\$175.00 PER 2 HOUR BLOCK
BASEBALL/SOFTBALL FIELD	\$75.00 PER 2 HOUR BLOCK
WITH ATHLETIC LIGHTS	\$150.00 PER 2 HOUR BLOCK

BASKETBALL COURT	\$50.00 PER 2 HOUR BLOCK
TENNIS COURT	\$50.00 PER 2 HOUR BLOCK
SAND VOLLEYBALL CT	\$50.00 PER 2 HOUR BLOCK

PAVILION	\$300.00 PER PICNIC (4HOUR?)
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ADDITIONS

\*MUST HAVE PROPER ADULT SUPERVISION TO USE PRESS BOX (SCOREBOARD, PUBLIC ADDRESS SYSTEM) \$25.00 PER EVENT

ALL PRACTICE AND SCHEDULE GAMES AND OTHER EVENTS MUST BE APPROVED BY THE RECREATION COMMISSION AND PAID FOR IN ADVANCE OF SCHEDULED GAME-PRACTICE OR EVENT.

KENT RECREATION IS NOT RESPONSIBLE FOR CANCELLATION OF GAMES-PRACTICES OR EVENT DUE TO INCLEMENT WEATHER CAUSING POOR FIELD CONDITIONS. KENT RECREATION HAS FINAL SAY AS IT RELATES TO FIELD CONDITIONS.

\*A SEPARATE \$150.00 REFUNDABLE DEPOSIT IS REQUIRED IN ADVANCE. THE DEPOSIT SHALL BE USED TO DEFRAY AN EXPENSE THE TOWN MAY INCUR FOR CLEANING, OR DAMAGE RESULTING FROM THE USE OF THE PAVILION/BALL FIELDS.

WE LOOK TOWARDS DISCUSSING THIS FURTHER AS THIS POLICY WILL BE FINE TUNED FROM TIME TO TIME.

THANK YOU FOR YOUR COOPERATION.

FIELDS ARE CLOSED FROM NOVEMBER 1<sup>ST</sup> UNTIL APRIL 1<sup>ST</sup>.

