

Guidelines for Lafayette Residential & Non-Residential

Stafford/Optimist Parks & Community Center Usage

PURPOSE

It is the purpose of the LaFayette Community Center and Stafford/Optimist Parks to provide a social and organizational gathering place for the citizens of LaFayette. The LaFayette Community Center and Parks is the property of the Town of LaFayette and is under the administrative direction of the Town Clerk and the Town Board. As such, the Town Board has discretionary authority regarding the rules and usage of the facilities.

RESERVATION PROCESS & FEES

All reservations shall be handled through Town Clerk via the Town Office (and may be subject to Town Board approval). Reservations shall be accepted on a "first come- first served basis". The fee for usage of any Town facilities is **\$100.00** for residents and **\$250.00** for non-residents and businesses. Refer to the attached fee schedule for non-residents and businesses. Payment should be made in the form of either check or money order made payable to the LaFayette Town Clerk.

Returned checks will be assessed a **\$20.00** fee, Cancellations and refunds will not be made unless the user notifies the Town Clerk at least thirty (30) days prior to the date of reservation.

A deposit of **\$50.00** made payable to the LaFayette Town Clerk is required for private parties. This check will be returned upon satisfactory inspection.

There is a **\$10.00** deposit for keys to the Community Center, which may be picked up at the Town Clerks Office the Thursday or Friday prior to your event date. This deposit will also be return upon return of the keys.

The Town reserves the right to void the reservation should the facility become unavailable for any reason.

SAFETY & GENERAL RULES /REGULATIONS

1. **Community Center** – No more than 93 people may be in attendance for any occasion.

Stafford/Optimist Parks – If more than 250 are in attendance to an event at one of the parks , a Public Assembly Permit Application must be obtained from the Town Clerk and filed at least thirty (30) days prior to the event.

2. Parking at the Community Center is limited to the front of the building, unless other arrangements have been made in advance with the neighboring property owners. (The front of the building between building & Route 11).

Parking at Stafford/Optimist Parks is limited to the designated parking areas. Please DO NOT park/drive on the grass near the pavilions.

3. The Town of LaFayette is under a “Carry In – Carry Out” policy for the removal of all trash brought in by users. We appreciate your help in keeping our facilities clean. If trash is in need of disposal, the bags may be taken to the Town’s dumpster pick in the lower parking lot of the LaFayette Commons Office building; there are also dumpsters at the south end of the parking lot behind the True Value Hardware Store.
DO NOT PUT ANY TRASH IN THE DOLLAR GENERAL DUMPSTER!!
4. Compliance with all required Health Department regulations is a requirement of the user. (Refer to County Website)
5. The person reserving/signing for the usage of either the Community Center or Stafford/Optimist Parks is a representative of the group is legally responsible for any and all actions of the group members while they are in/on the property. This person will be held financially accountable for any and all damages to the property caused by a member of his/her group. This person is responsible for his/her group’s adherence to all regulations, including those pertaining to Alcohol use. (See regulations attached)
6. Illegal drugs, controlled substances and firearms are prohibited
7. Alcohol – REFER TO THE ATTACHED ALCOHOL POLICY
8. There is no smoking allowed on Town property – REFER TO THE ATTACHED SMOKING POLICY
9. Children must be supervised by an adult at all times.
10. The United States Flag shall NOT be lowered or removed for any purpose. Please notify the Town if you notice the flag is missing or needs attention.

11. If using the backyard at the Community Center, please stay within the fenced in area owned by the Town and DO NOT go beyond this area onto neighboring properties.
12. The Community Center is heated by an oil-fired, forced air furnace and paid for by all of us. During the winter months, the thermostat/heat comes on automatically on a motion sensor upon entering the building and returns to 60 degrees when the building is not in use. The front foyer doors are to remain closed throughout the winter months.
13. Folding Tables and chairs are to be refolded and placed neatly against the wall where they were found.
14. Lights must be shut off when leaving the Community Center and PLEASE make sure the facility is locked securely. Be sure no exits are blocked by furniture, trash or any other items.
15. Playground equipment, Tennis, Basketball and Volleyball courts are to be used in a safe and respectful manner.
16. Use of the Ball Fields, Playground Equipment, Basketball Court, Horseshoe Pits Tennis Court, and Volleyball Court are at the participants' own risk.
17. The pond and streams are not to be used for wading or swimming.
18. Fishing is permitted with a proper New York State DEC License that can be obtained from the LaFayette Town Clerk.
19. Dog owners must follow the Town Dog Local Law 5-2009 (See Attached)
20. Town Parks open at sunrise and close at sunset. All users must be out of the Parks by sunset.

DECLARATIONS

1. There shall be no posting of signs and/or advertisements at the Community Center (inside or out) or Parks. The LaFayette Community Center or Parks shall not be referenced in any public advertisements such as newspaper, radio, general mailing, publically posted flyers or the internet without specific approval from the Town Board.
2. Use of the Community Center or Parks does not in any way imply that the Town of LaFayette endorses or approves the organization, individual and/or purpose of the user.

3. The Town of LaFayette is not responsible for accidents and/or injuries arising from the utilization of the Community Center and/or any of the Parks.
4. All rules/ regulations are subject to change. Exceptions to these rules maybe made under special circumstances with the approval of the Town Board.
5. The selling of any item is prohibited without the necessary approval from the Town Board and permits are required. Commercial for-profit activities are prohibited.
6. Appeals Process: All questions and concerns regarding the use of the Community Center and/ or Stafford/Optimist Parks shall be directed in writing to the Town Board.

Please be reminded, Town facilities belong to everyone in the Town of LaFayette. Please report any problems such as, but not limited to: exit signs and lights, improperly working, hazardous conditions such as ice, lack of heat or an area of concern that might have been caused by a prior user. Please report them to the Town Clerk @ 315-677-3674.

In case of Emergency: CALL 911

Town Board Member: Steve Zajac @ 315-727-5883

If not available, Town Supervisor: William McConnell @ 315-677-7201

If not available, Town Clerk: Jackie Roorda @ 315-677-3674

Town of LaFayette

Smoking Policy

New York State Public Health Law requires that employers adopt and implement a smoking policy. In compliance with this law, the Town of LaFayette's smoking policy follows:

1. No smoking is allowed in any town indoor buildings. This includes the Town Offices and LaFayette Public Library at the LaFayette Commons, the Highway Garage, the LaFayette Community Center, as well as any other indoor buildings on town property.
2. No Smoking is allowed in any town vehicles, unless all of the non-smoking occupants in the vehicle specifically agree to it. If there aren't any non-smoking occupants or if the vehicles contains only smoking people then smoking is permitted. Permission may be revoked at any time by any non-smoking occupant.

Thank you for your cooperation in providing a safe and healthy workplace for employees as well as the public we serve.

ALCOHOL POLICY

The Town of LaFayette does not encourage the use of alcohol while utilizing town facilities under this agreement. Any use of alcohol is the **sole responsibility** of the individual or the organization that has reserved the facility.

1. If applicable, (any event that involves the sale of alcohol or serving of alcohol as part of admission) a liquor license must be obtained and a copy provided to the town clerk fifteen (15) days prior to the event. Any event that includes the issuance of liquor license shall be reviewed by the Town Board for final approval.
2. Alcohol is limited to the facility reserved.
3. Consumption of Alcohol is prohibited in the parking lot.
4. No person under the New York State legal drinking age may possess or consume alcoholic beverages on town property.
5. Public Intoxication is prohibited and subject to intervention by law enforcement.
6. The individual or organization reserving the facility is responsible for informing all members of their group of the information contained within this policy.
7. For frequently asked questions regarding the implications of drinking and driving please go to: www.nydmv.state.ny.us/dmvfaq.htm
8. The Town of LaFayette is not liable for any alcohol related incidents that occur or originate during the use of the facility reserved in this agreement.

FOR "PROFIT" ORGANIZATION USAGE OF FACILITIES

Any group of individual using town facilities and receiving any money or goods from the event, must follow the below guidelines in addition to those previously stated.

1. Cannot use the facility more than once a week five (5) times in a month.
2. Reservation of facility cannot be made more than one (1) week in advance of event to allow residents to use the facility.
3. As previously stated in the RESERVATIONS & FEES PORTION of this document, there will be a fee of \$250.00 for each usage.
4. There will be a \$50.00 rental deposit and a \$10.00 key deposit; totaling \$60.00, which will be refunded the following week upon a satisfactory inspection and return of the key to the Town Clerk Office.

FEE SCHEDULE **NON-RESIDENTS**

Non-Residents will be charged a fee of \$250.00 for usage of the Community Center, and or any of the Stafford Parks.

The above pay schedule is in addition to the \$50.00 rental deposit and a \$10.00 key deposit for the Community Center (only). These deposits will be refunded to you upon a satisfactory inspection and return of the key to the Town Clerk Office.

Notice of cancellation must be received by the Town Clerk thirty (30) days in advance of scheduled reservations in order to be refunded the above usage fees.

LAFAYETTE FACILITIES USAGE RESERVATION

Resident Non-Resident /// Business Profit Non- Profit

____ PAVILION 1 (Next to Playground)
____ PAVILION 2 (Near Optimist Ball Fields)
____ Community Center

Reserved For: _____

Date(s): _____

Time(s): _____

Name of Applicant: _____

(must 21 years or older)

Address: _____

Telephone: (h) _____ (c) _____ # of Attendees: _____

Deposit Amount: \$ _____ Form: Cash/Check # _____ Date: _____

Fee Amount: \$ _____ Form: Cash/Check # _____ Date: _____

Approved by: _____ Date: _____

PERMIT HOLDER'S SIGNATURE

Person listed on this form and signing below is representing the above names group and is legally responsible for any and all actions of the group members while they are on the town property. This person will be held financially responsible for any and all damages to the property caused by a member of his/her group. This person is responsible for his/her group's adherence to all policies/guidelines including those pertaining to alcohol use.

I hereby acknowledge that I have read, understand and agree to comply with the policies and guidelines for the Town of LaFayette Park usage. I further verify that I am 21 years or older and assume all responsibility for the action of those attending under my supervision.

Name: _____ Date: _____

Permit Holder's Signature (MUST BE SAME AS THE NAME listed on Reservation Form)