



Putnam Valley Parks and Recreation

Area Request Form:

Please keep in mind that different rules and/or fees may be applicable for each location

Town Park

- Union Field \$75 (Residents) \$125 (Non-resident)
- Keating Field \$75 (Residents) \$125 (Non-residents) Night/Lights \$95 (Residents only)
- Johnson Field \$75 (Residents) \$150 (Non-residents)
- Pavilion \$150 \$200 Kitchen included (Residents only)
- Tennis Courts \$50 (2 hour block) Night/Lights \$70 (Residents only)
- Volleyball Courts \$50 (2 hour block) Night/ Lights \$70 (Residents only)
- Basketball Courts \$50 (2 hour block) Night/ Lights \$70 (Residents only)
- Rotary Field \$50

Event Information

Type of event: _____

Dates of event: _____

Time of event : _____

Person in charge: _____

Phone# / Email: _____

Additional Contacts: _____

Organization or Personal Information

Name: _____

Address: _____

Phone# / Emergency# _____

Additional Notes: _____

ALL TEAMS/ CLUBS MUST PROVIDE FULL ROSTERS WITH NAMES, ADDRESSES AND PHONE NUMBERS

Department Manager Signature

Date



Putnam Valley Parks and Recreation

To All Interested Parties

All policies set forth by the Crew Chief that are attached are to be adhere to. If they are violated penalties will be imposed in the form of suspension of field of field usage.

Our Department, School System and Putnam Valley Residents (minimum 75%) take priority in facility usage.

The Facility usage procedures are as follows:

1. We will require that anyone using the facilities must pay a minimum of 50% of the total balance **before facilities are considered reserved**. The remaining percentage will be due before start of season or usage time.
2. **Everyone is required to provide office with the necessary insurance information for the organization before using facilities.**
3. Facility priority and fees will be based on a residential percentage. (minimum 75% residents) **Rosters will be required, Failure to supply a roster will result in non-residential fees**
4. Person in charge of event must be 21 or older. A RESIDENT OF PUTNAM VALLEY. Must remain on site. If person is not on site department must be notified of new person responsible for facility. Failure to do so will call for immediate dismissal from field or facility.
5. Field use slots are on a three block please honor that. Fees will be different for double headers.

**** Read rules and regulation regarding fields and facilities usage. Please provide signature agreeing to terms and conditions. ****

Signature

Date

Town of Putnam Valley Field and Facility Rules and Regulations



Union and Keating Fields

A. Determining Field Playability

The decision to play on fields that are too wet is the number one cause of damage to ball fields and the top reason for player injury. And often, techniques used to make a wet field “playable” cause additional damage. Making the tough call to postpone a game due to wet conditions is the best decision for player safety and to preserve season-long playability of the ball fields and continued use.

B. Water Removal Techniques for Skinned Infields

The most important mistake to avoid is the removal or movement of infield mix. A level field will drain better and have fewer puddles. Low spots or depressions catch and hold water EVERY TIME IT RAINS!

ONLY Use a pump to remove puddles.

1. Dig a small hole and place the clay off to the side.
2. Let the water drain into the low spot you’ve created.
3. Use the pump to move the water into a bucket.
4. Empty the bucket outside of the playing field into a drain.
5. Replace the clay into the hole and level with a rake.

DO NOT use brooms to disperse puddles.

DO NOT sweep a puddle into the grass.

DO NOT remove muddy infield mix from the field.

All of these unfortunate techniques move infield material and leave a depression or low spot that will hold water every time it rains.

For small or shallow puddles, use the water absorbent pillows that should be provided by your organization. 1. Allow the absorbent material to soak up the water. 2. Have a bucket nearby to wring out the pillow or sponge. 3. Empty the bucket of water off the field of play into a drain. After the standing water has been removed, use a rake to loosen the infield mix so it will dry more quickly. Allow time to air dry.

Filling the holes at the mound and batter’s box after each game will prep the field for the next user, but more importantly, prevents massive puddles and mud holes when we do get rain.

C. Addition of Field Drying Agents

Calcined and vitrified clay marketed under the brand names Turface, Pro’s Choice, Diamond Pro, Rapid Dry, and Profile are the most common products used to assist with wet infield conditions. These products should be used judiciously for two reasons: they are an expense to the program and they change the properties of the infield mix when used abundantly.

Never use more than TWO bags of drying agent to make a field playable! If it takes more than TWO bags, the field is unplayable!!!

D. Maintenance Closures



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Fields may be closed at the discretion of the Grounds Maintenance Manager or designated PVPR representative during times when the fields are unmanageable. Continued or un-repairable damage by the permitted users will result in the discontinuation of field use. Primary field users will be notified in advance of PVPR's intentions to change, discontinue or temporarily suspend use.

Additional rules for Baseball/ Softball field use:

1. Alcoholic beverages are not allowed at the field during youth LITTLE LEAGUE or TRAVEL games.
2. **PETS OF ANY KIND ARE NOT PERMITTED ON THE FIELD (ONE STRIKE POLICY)**
3. The facility and equipment should be left as clean and in as good a condition as it was found.
4. All trash and perishable foods should be disposed of after each use and placed in proper receptacles.
5. Use of the field does not include the use of town supplies (unless previously arranged).
6. When bases are removed for the sake of playing at another distance, **ALL BASE PLUGS MUST BE PUT IN HOLES** (or the next group scheduled to use the field will not be able to anchor their bases when the holes fill up with clay)
7. Never throw batting practice from the infield grass without throwing from a mat. If you bring a screen out onto the field, remove it from the grass when you are finished.
8. Never hit hard balls into the fences. **NO PEPPER ALLOWED!**
9. Always look after our fields. If you see someone abusing our facility ask them to stop or seek out someone that will.
10. If you notice a broken sprinkler or leaking pipe please contact Ray Gallagher or the PVPR rep at the field.

*Town Park field and facilities will be inspected after each use and prior to the next use. If any of the above rules do not pass inspection, future use privileges may be revoked. **If the field seems unplayable, IT IS!!!** Use great discretion or your privileges will be revoked.*

Johnson Field



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- 1. NO PETS PERMITTED INSIDE THE FENCE OF JOHNSON FIELD (ONE STRIKE POLICY)**
2. Please clean up all garbage (bottles, cans Etc.)
3. ABSOLUTLY NO Golfing on field
4. Please replace Divots or loose grass after games
5. NO Jumping Castles or Tents Permitted on Johnson Field
6. No BBQ Grills Permitted on field

Pavilion

A. No-Kitchen

1. NO PETS ALLOWED!
2. Garbage cans must be emptied and re-lined with provided bag.
3. Bathrooms must be clean (paper towels, toilet paper off floor), lights turned off and locked.
4. Charcoal grill must be emptied and cleaned
5. Tables must be put back under pavilion

B. Kitchen

1. Sinks must be cleaned out (no food particles left)
2. Kitchen garbage's must be emptied and relined
3. Kitchen floor must be swept and mopped with cleaner provided
4. All Kitchen counters must be disinfected and cleaned
5. NO food or drink left behind
6. Do not touch what is not yours (Items located in Fridge and Freezer are 100% off limits)
7. If cooking in kitchen hood fan must be placed in ON position
8. Make sure gas, lights and hood fan are turned off upon departure.

**Please see instructions of proper Pilot lighting techniques (If unable to light call numbers provide on bottom of sheet for assistance) **

Courts and Rinks

1. NO PETS ALLOWED
2. Clean up all garbage (Bottles, Cans Ext.)
3. Clean and empty Charcoal grills
4. DO NOT CLIMB on fences or Referee chairs
5. DO NOT HANG on Nets/ Rims