

TOWN OF POUGHKEEPSIE FACILITY USE POLICY

The scheduling of meetings and events at Town of Poughkeepsie facilities must be submitted and approved through the Town of Poughkeepsie Recreation Office.

MANAGEMENT AND GENERAL RULES OF OPERATION

1. Booking calendar closes the last day of previous month. Requests for **scheduled** dates and hours for the facility must be submitted to Poughkeepsie Recreation Department on Form TOPREC-110
2. **A 72 hour notification** of cancellation is required in writing. No-shows are subject to \$100 penalty fee.
3. A copy of the renters current Homeowner's Insurance **title page** is required for individual rentals. Organizations must supply a Certificate of Insurance naming the Town of Poughkeepsie as an additional insured.
4. All non-profits must provide a copy of their Federal 501(c)3 certification.
5. Security deposit is to be paid in **cash** only.
6. Organizations/Individuals using town facilities must abide by all the building/park rules and regulations such as emergency evacuation procedures, building limit capacity, **no alcoholic beverages or other illegal substances, no smoking, outdoor fires, candles, fireworks, smoke machines, laser machines, glitter, confetti, bubble machines or water machines**, responsible for the care and upkeep of building furnishings and supplies.
7. The Senior Center closes 9:00pm. Parks close at dusk. Occupancy after closing is prohibited.
8. No decorations are allowed on the walls or ceilings, **NO** hooks, tape, tacks, etc. at the Senior Center.
9. The facility is expected to be left in the same condition as it was upon arrival.
10. **Before leaving** 1) All chairs/tables/picnic tables must be set back up as previously arranged. 2) Floor must be swept, broom located in the custodial closet.
11. Trash should be deposited in trash receptacles and large items places neatly next to trash bins.
12. **Food Trucks and Mechanical Rides are not permitted without a special permit** and must be requested in addition to the facility use permit.
13. No loud or excessive noise, no disturbing the neighbors.
14. The permit holder agrees to assume liability for any damage done to the property. The permit holder agrees to indemnify the Town and hold it harmless against any and all such claims, damages, losses, or expenses.
15. Use of the Senior Center kitchen or supplies is prohibited.
16. All children and activities must be properly controlled and supervised by an adult(s) at all times.

All fees, guidelines, and rules are subject to change at the discretion of the Town of Poughkeepsie. Scheduling of the facilities is subject to change when the Recreation Department deems it necessary. (i.e., emergencies, maintenance issues, conflicts, and special events, etc.)

To request reservations, please create an account on our website and follow instructions for making a reservation.

Rental Fess & Locations on next page



PAVILION Greenvale or Creekside Parks	2024 Resident Same as 2022	2024 Non-Resident Same as 2022
Rental up to 6 Hours	\$150.00	\$200.00
<i>*includes set-up and clean-up</i>		
Security Deposit (cash only)	\$100 cash security	\$100 cash security
<i>*Payment & Security must be received within 7 days of booking.</i>		
<i>*Bookings made within 7 days, payment & security due within 1 business day.</i>		
<i>*Bookings are not guaranteed until paid.</i>		

BALL FIELD	*2024 Town Leagues Same as 2022	2024 Out of Town Leagues Same as 2022
Up to 3 Hours	\$55.00	\$110.00
Up to 3 Hours with Lights	\$110.00	\$165.00
4 - 7 Hours	\$80.00	\$165.00
4 - 7 Hours with Lights	\$135.00	\$220.00
8 + Hours	\$165.00	\$330.00
8 + Hours with Lights	\$220.00	\$385.00
Senior Citizen Leagues Receive 35% Reduction		
TOURNAMENTS, CAMPS, SPECIAL EVENTS*		
	*2024 Town Leagues	2024 Out of Town Leagues
Up to 8 Hours	\$350.00	\$450.00
Up to 8 Hours with Lights	\$400.00	\$500.00
<i>*May incur additional costs</i>		
Greenvale Park - lower level only, 1/2 complex area		
<i>*Town League is defined as a league with 51% or more town residents registered.</i>		
<i>**Additional costs: dumpster, porta-johns, traffic control etc.</i>		

*****Town Leagues that have an active Field Use Agreement with the Town are exempt from fees for regular scheduled league play. Tournaments, Camps, and Special Events are subject to this fee schedule.**