

## **Department of Parks & Recreation Rules and Regulations**

- I. Purpose.** These *Rules and Regulations* shall apply to the use of Town parks and facilities listed in Section II and are intended to provide the fullest enjoyment of the Town park system for its patrons.
- II. Town parks and facilities.** The following are the Town parks and facilities with 911 addresses are covered by these *Rules and Regulations*:
- Fred D. Abele Park, 6 Strawberry Lane  
DiCaprio Park, 3420 East Lydius Street  
Fort Hunter Park, 25 Anne Drive  
Roger Keenholts Park, 6355 French's Mill Road  
McKownville Park, 1475 Western Avenue  
Nott Road Park and Dog Park, 6073 Nott Road  
Carl J. Walters Tawasentha Park & Winter Recreation Area, 188 Route 146  
Volunteer Firefighters Memorial Park, 1028 DiBella Drive
- III. General Rules.** The following provisions shall apply:
- A. Hours.** Except for special events and as provided below, park hours are from dawn until sunset, year around. If a park's entrance is blocked or the gate is locked, entry to and use of the park is prohibited.
- B. Fees.** Any fee for use shall be determined on an annual basis by the Town Board.
- C. Use.** Park facilities are available for public use on a first-come, first-serve basis except those areas that are reserved as provided in Section V. Patrons shall preserve the peace and tranquility of the parks. Offensive language and undesirable noise amplification is prohibited.
- D. Refuse and Trash.** Any trash which is a result of legal park use such as picnicking shall be placed in the proper receptacles where provided. Where such receptacles are not provided, all rubbish and trash shall be removed from the park. The rental of pavilions includes a carry-in, carry-out requirement unless a fee is paid.
- E. Vehicles.** All vehicles shall be only operated on park roads and in designated parking areas. Access and maintenance roads shall

remain clear at all times. The maintenance of vehicles, including changing oil and cleaning, is prohibited except for emergencies.

- F. Fires.** Fires are only allowed in cooking grills and such area as designated by the Department of Parks & Recreation. Portable camp stoves and grills are permissible.
  - G. Tobacco Free Zones.** Playgrounds, playing and athletic fields, dog park, tennis and basketball courts, and pool area are tobacco free.
  - H. Assumption of Risk and Loss.** All patrons using Town parks and recreational facilities do so at their own risk. The Town assumes no responsibility for loss of personal property.
- IV. Prohibited Activities.** Except as authorized by the Department of Parks & Recreation, the following activities are prohibited:
- A. Alcohol.** Except as provided under Section VI, the possession or consumption of alcoholic beverages.
  - B. Damage and Removal of Plants and Natural Features.** Damaging, cutting, carving, transplanting or removing trees, vegetation, or plants. Picking flowers, injuring bark or removing seeds. Digging or disturbing ground or injuring the natural beauty of the park. Damaging or removing soil, rocks, trees, fence posts, or collecting of firewood.
  - C. Damage to Property and Erection of Structures.** Driving nails or staples into trees, buildings or picnic tables or constructing, installing or erecting any building or structure.
  - D. Disruptive Behavior.** Patrons engaging in disruptive, destructive or hazardous behavior may be directed to stop such behavior by any park employee or enforcement official. Such conduct may result in the expulsion of the patron from the park and at the discretion of the Town official, the issuance of a legal summons.
  - E. Fireworks.** Fireworks of any type.
  - F. Golf.** Golf and driving ranges.

- G. Group Assembly.** Group assemblies that may conflict with normal park use are prohibited unless a Large Gathering Permit under Town Code §124-3 is issued.
- H. Hunting.** Except for authorized law enforcement personnel, the carrying, possessing, or use of firearms including, but not limited to, bow hunting and trapping devices. Shooting into park areas from beyond park boundaries is illegal.
- I. Litter and dumping.** Dumping, littering, depositing or leaving any bottles, glass, ashes, paper, boxes, cans, dirt, rubbish or other trash.
- J. Motorized vehicles.** All-terrain vehicles, off-road motor bikes, snowmobiles, air-supported vehicles, and overnight parking.
- K. Overnight camping.** Overnight camping, tents, and enclosures.
- L. Special devices and activities.** Inflatable slides, slip ‘n slides, bouncy bounces, trampolines, and pony rides.
- M. Unmanned aircraft.** Drones, unmanned aircraft systems, rockets, model planes, and other remotely piloted vehicles.
- N. Vending, Fundraising and Performances.** Sales, peddling, fundraising, advertising, or staging performances.
- O. Wildlife.** Feeding or disturbing wildlife.
- V. Reservations.** Reservations are required for the following facilities and athletic fields:

  - A. Pavilions.** Any request to use any pavilion shall require a completed *Request for Use of Facilities* and fee payment.
  - B. Athletic Fields.** Except as provided in a Licensing Agreement with the Town, any request to use any athletic field shall require a completed *Request for Field Permit* and fee payment.
- VI. Alcohol.**

  - A. Prohibited.** Except for a *Beer and Wine Permit* issued under Section VI(B), the possession or consumption of alcoholic beverages is prohibited.

**B. Beer and Wine Permit.** Beer and wine shall be served under the following conditions:

1. The issuance of *Beer and Wine Permit* by the Department of Parks & Recreation.
2. Beer and wine may not be sold and may not be served to persons under the age of 21.
3. Beer and wine are the only alcoholic beverages which may be served.
4. Beer and wine shall be only served from beer balls, kegs, cans or boxes.
5. Glass bottles and glass containers are prohibited.
6. Beer and wine are restricted to the pavilion areas and adjoining softball, diamond, volleyball court and horseshoe pits.
7. The *Beer and Wine Permit* shall be posted at the pavilion.
8. Any violation of these requirements may result in immediate revocation of the *Beer and Wine Permit*.

**VII. Animals.**

**A. Leash.** Except as provided in Section VII(B), all animals shall be kept on a leash at all times pursuant to Town Code §120-19. Dog excrement shall be removed immediately and properly disposed of in a sanitary manner.

**B. Nott Road Dog Park.** The use of the Nott Road Dog Park shall comply with following requirements:

1. **Permit.** Use is restricted to Town residents with a permit issued by the Town Clerk.
2. **License.** A current dog license is required. Dogs shall wear a collar with license and permit tag at all times.

3. **Hours of Operation.** From 8:00AM to dusk (from late October until April, one section of the exercise area will be lighted until 7:00PM).
4. **Limits of Use.** No more than two dogs per owner family are permitted at one time. Puppies under 4 months old are prohibited.
5. **Clean-up.** Owners shall clean up after their dog and deposit feces in the appropriate container. Littering is prohibited.
6. **Supervision.** Owners shall accompany and supervise their dogs at all times and are legally responsible for the actions and behavior of their dogs. Dogs shall be leashed outside the exercise area. Owner shall have a leash available in the exercise area.
7. **Children:** Children under 10 years old are not permitted to use the Dog Park. Children 10 to 17 years old must be accompanied by an adult. Running with or chasing dogs is prohibited.
8. **Prohibited behavior.** The following dog behavior and activities are prohibited:
  - a. Dogs in heat.
  - b. Dogs with a history of aggressive behavior when other dogs are in the park.
  - c. If dog shows any signs of being dangerous towards people or other dogs, the dog shall be immediately removed.
  - d. Habitual barking that unreasonably disturb any person.
  - e. Digging holes.
  - f. Dog training classes.
  - g. Rawhide, dog treats and food.

**VIII. Athletic Fields.** Except as otherwise provided in a licensing Agreement with the Town, the following rules shall apply to the use of athletic fields.

**A. Reservation.** Except as provided in a Licensing Agreement with the Town, any request to use any athletic field shall require the proposed user to submit the following:

- 1. Request for Field Permit.** The submission of a completed *Request for Field Permit* and fee payment under Section VIII(B).
- 2. Insurance.** Proof of an insurance policy naming the Town of Guilderland as an additional unrestricted insured on the user's policy; with the following minimum requirements:
  - a. Commercial General Liability Insurance with \$1,000,000 per occurrence and \$2,000,000 aggregated.
  - b. An A.M. Best rating of "secured" NYS licensed insurer.
  - c. A 30-day notice of cancellation.
  - d. The user's coverage is primary coverage for the Town of Guilderland, its employees and volunteers.
  - e. Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- 3. Indemnification Agreement.** The submission of the completed Town indemnification agreement.
- 4. Other.** Any other documents deemed necessary by the Town for the user's proposed field use.

**B. Payment of Fees.**

- 1. Fees.** The following are the required fees for the use of athletic fields:

\$35 per field per game  
\$90 per lighted field per game  
\$200 per field per day for tournaments

If lights are required for safety or any other reason for any amount of time during a game, additional \$55 shall be charged per game.

**2. Payments.**

- a. Any required fee shall be paid by check or money order payable to the Town of Guilderland and delivered to the Department of Parks & Recreation, 181 Route 146, Altamont, NY 12009.
- b. Any required payment shall be made before use of any athletic field. Payment shall be made in full before the start of the season or, with the authorization of the Department of Parks & Recreation, on a month-to-month basis under which the Department will send an invoice to the user on the 15<sup>th</sup> of each month for the next month's scheduled games. Payment shall be received before the 1<sup>st</sup> of each month.

**C. Scheduling.** The scheduling of the use of athletic fields shall be as follows:

1. The Department of Parks & Recreation shall have exclusive jurisdiction over all scheduling of the use of athletic fields.
2. Town-sponsored leagues, games, and functions shall have priority.
3. No user shall use any athletic field or receive approval of a schedule until all requirements of Section VIII have been satisfied.

**D. Cancellation.**

1. **Required cancellation notice.** In the absence of a park or athletic field closure under Section VII(D)(2), the cancellation of a scheduled game by a user shall be made at least 48 hours before the start of the game. The notice shall be made by calling the Department of Parks & Recreation at 456-3150 or by email to [boyta@townofguilderland.org](mailto:boyta@townofguilderland.org) and [curel@townofguilderland.org](mailto:curel@townofguilderland.org) and

[cjgallup@townofguilderland.org](mailto:cjgallup@townofguilderland.org). Absent a timely cancellation notice, there shall be no refund or credit for the cancelled game.

2. **Park or athletic field closure.** The Department of Parks & Recreation reserves the right to close the park and athletic fields, if necessary, due to poor weather, field conditions or safety concerns. If the closure action is taken before 3:30pm on the day of the scheduled game, the notice will be emailed to the user, and also updated on website and by accessing a phone recording at 869-9884. After 3:30pm, the notice will be by accessing a phone recording at 869-9984.

**E. Maintenance.**

1. All maintenance work on athletic field and facilities shall be only performed by the Town.
2. All users shall remove any litter, trash, rubbish, or debris from the field and all equipment at the conclusion of the game.

**F. Practice.** The following requirements shall apply to the use of athletic fields for practice.

1. All practices shall be scheduled through the Department of Parks & Recreation.
2. No practice shall take place on soccer fields 1, 2 and 3 at Nott Road Park.
3. Soccer practice space is available on fields 4 and 5 at Nott Road Park, and on softball fields when not in use.
4. No practice in the goal mouth area prior to the start of a game.
5. No batting of balls into fencing for practice.

**IX. Contacts.** Any questions about these *Rules and Regulations* and the Town parks and facilities should be directed as follows:

**Recreation Office**

181 Route 146, Altamont, NY 12009, ph. 456-3150; fax 456-3156.

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Amy Boyt  
Recreation Administrative Assistant  
[boyta@townofguilderland.org](mailto:boyta@townofguilderland.org)

**Maintenance Office**

188 Route 146, Altamont, NY 12009, ph. 456-8220

Colin Gallup  
Parks Maintenance Foreman & Golf Course Superintendent  
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**Town of Guilderland**

[www.townofguilderland.org](http://www.townofguilderland.org)