

**RYE BROOK RE CREATION DEPARTMENT PROCEDURE
FOR USE OF THE RYE BROOK ATHLETIC FIELDS AT KING STREET**

Goal of Field Use Schedule:

To accommodate a variety of athletic programs on these fields, with a preference to groups with a majority of Rye Brook residents as participants.

Guidelines for Field Use:

- ❖ All teams or groups interested in using this field should make their request for field use in writing to the Parks and Recreation Superintendent.
- ❖ The Parks and Recreation Superintendent shall maintain the season schedule and transmit this schedule to the Steering Committee for their consideration.
- ❖ The Steering Committee was established by agreement and consists of the Superintendent of Parks and Recreation, Village Administrator, BBSD Assistant Superintendent/Business Manager, and BBSD Athletic Director. They shall consider and approve the final field usage schedule for the use of the fields at King Street.
- ❖ In the event a group is denied their request for use, dates or times, the group may make a written request that the Steering Committee members seek a recommendation from the Parks and Recreation Advisory Council. Following such consultation, the Steering Committee shall make a final determination.
- ❖ One time-events: Such written requests should be made to the Village at least 45 days and no more than 120 days prior to the event. The Village shall have the right to rescind any requested or previously approved use of the field up until 30 days prior to the event. These time frames may be waived by the Parks and Recreation Superintendent should it be determined that it is in the best interest of the Village of Rye Brook.
- ❖ Recurring events: Any group requesting use of the field on a recurring schedule within a season (i.e. weekly) should make this request at least 45 days and no more than 120 days prior to the date of the first event.
- ❖ Rye Brook Recreation and Blind Brook School District Events: The Rye Brook recreation programs and Blind Brook School District programs have the following priority times established by an agreement. Please note that these time are not exclusive.
 - Blind Brook School District has 1st priority during interscholastic sports season when school in session, Monday to Friday between 3pm and 6pm. Provided games start no later than 4:30pm, can complete games after 6pm on no more than one field.
 - Blind Brook School District has 1st priority on Saturdays for varsity football (up to 5 games) and varsity soccer (up to 3 games). Must have 30 days prior notice, and games must end by 12noon.
 - Blind Brook School District can also use the field at other times with 30 days notice of a sporting event, subject to availability, and must provide an alternate field for Village recreation use.
- ❖ The Village Board, in its annual budget establishes a fee schedule for use of this field. Please refer to the Village's License & Permit Fee Schedule. The resident rate shall apply as long as 50% of the participants reside in Rye Brook.
- ❖ All groups requesting use of the field shall provide the appropriate insurance certificates naming the Village of Rye Brook and the Blind Brook School District as additional insured, and shall provide a primary contact name and telephone number of the individual responsible for the event, including cleanup of the field and parking lot areas.
- ❖ All groups are responsible for proper cleanup during and after the event. The field must be left in the same condition as prior to the event or the group will be responsible for the financial cost of restoring any items in disrepair to their prior condition.
- ❖ All groups except the Blind Brook School District shall provide a \$250 maintenance deposit. This deposit shall be returned to the sponsor at the end of the event or season providing there are no maintenance issues resulting from the use of the field.
- ❖ The Village has the right to charge for security or maintenance for the event, and may deny access by a group due to prior violations of this policy.
- ❖ Any schedule will apply only to the upcoming season. There are no guarantees of times for future seasons.
- ❖ No glass or gum chewing is permitted on the field and no alcohol or tailgating is permitted on Village or School properties.
- ❖ The field shall be closed at dusk.