

**TOWN OF WESTERLO
RULES FOR RESERVATION OF PARK FACILITIES
South Westerlo and Westerlo Town Parks
(as set forth in Local Law No. 3 of 1989)**

The Town of Westerlo proudly maintains its park facilities for use by all Town residents. The Town further understands and realizes that there is need for residents to use certain facilities within the parks for large gatherings. The Town permits that certain facilities within the parks be reserved for personal use. The following Rules, in conjunction with the restrictions set forth in Local Law No. 3 of 1989, apply to all park reservations.

1. The park reservation fee is \$50 for residents and \$100 for non-residents. The South Westerlo park reservation fee is \$25 for residents and \$50 for non-residents. The reservation fee for special events is \$100. In order to benefit from the reduced residency fee, proof of residency must be submitted with your application for reservation of park facilities. The Town Supervisor may at their discretion waive park reservation fees and/or deposits for not for profit organizations or worthy community groups.
2. In addition to the park reservation fee, the Town requires a \$200 park deposit fee and \$100 park deposit fee for South Westerlo, which shall be paid with the reservation fee. The deposit must be paid via check only and shall be returned via check when the bathroom key is returned, unless there is any damage or cleanup required by the Town after the subject usage. The deposit fee shall be used to pay the personnel and repair costs resulting from the use of the park facilities. Any balance remaining thereafter will be returned to the applicant.
3. The applicant/responsible party must be over the age of 21.
4. Only the pavilion and/or softball field (Westerlo) can be reserved for private use. The remainder of the park facilities remain open for public use, including but not limited to the tennis courts, basketball courts, Little League fields, and hiking paths.
5. A Certificate of Insurance naming the Town of Westerlo as a loss payee for any rental service that will be present at your function must be submitted to the Town Hall, and approved by the Town Attorney, at least one week prior to the date of use.

6. There is a designated area for large BBQ pits (i.e. Brooks BBQ, Giffy's BBQ, etc.)
7. If picnic tables are moved outside of the pavilion they must be placed back in the pavilion.
8. All paraphernalia used during the rental period must be removed and/or cleaned up, such as balloons, confetti, streamers, etc.
9. All garbage must be placed in the garbage bags which are located inside the garbage cans in the park. **DO NOT REMOVE THE BAGS FROM THE CANS.**
10. Park bathroom facilities must be checked, and excess paper towels, etc. must be placed in garbage cans.
11. If you cancel your reservation, in order to have your park reservation fee returned, your cancellation must be received in writing by the Town of Westerlo, by fax or U.S. mail, two weeks prior to your scheduled date of use.
12. All activities cannot start until the Park is officially opened and must cease when the Park is closed unless other arrangements have been made in advance. All patrons must vacate the park upon its closing.
13. Failure to abide by these rules may result in the Town's refusal to permit the applicant/responsible party to reserve the park facilities on future occasions