

TOWN OF RAMAPO
Facility Rules, Regulations & Insurance Requirements

1. Insurance Requirements: Those who need insurance include: (a) ANY group that is renting space on a field, park, pool, in a Town facility or use of the portable stage for an event. (b) ANY vendor that is hired to perform a service on Town Property. Examples: musicians, performers, etc. (c) ANY person or company hired to work on Town property. Examples: plumbers, electricians, etc.

If a not-for-profit group that does not have insurance would like the Town to consider a sponsorship for their program, they must write a letter explaining their request, the program and how they would like the Town to be involved. The letter should be sent to Michelle Antosca at the Department of Parks & Recreation, upon which she will bring it to the attention of the Town Board. If the board adopts a resolution stating they will be sponsors, the Town and the group will work together to run the event.

2. Insurance Specifications: Prior to issuance of a permit for the use of any Town of Ramapo facility, park, field, pool or use of the portable stage, the applicant must provide a Certificate of Insurance for the period for which the aforementioned location is to be used. Said certification must indicate general liability coverage with a \$1,000,000/\$2,000,000 coverage for Personal Injury including death, and Property Damage coverage with a \$250,000 limit, and include the following statement:

“The policy issued relative to this certificate of Insurance indemnifies and saves harmless the Town of Ramapo from any and all claims for personal injury or property damage arising out of the activity or operations of insurance covered by the license or permit, including the operation, ownership and maintenance of any vehicle used by the insured in the Town”

Description of operations/locations must:

Name the Town of Ramapo as an **“Additional Insured”** and read **“Insurance will be primary to the Town of Ramapo.”**

Town of Ramapo
237 Route 59
Suffern, NY 10901

3. Starting Dates: Facilities and stage shall become available when it is determined by the Department of Park & Recreation that they are ready for regular use. Fields, parks and pools shall become available for use in the spring of the year when it is determined by the Department of Parks & Recreation that the aforementioned location is in a safe condition for regular use. The actual beginning date for all locations may differ from the date requested and may vary from facility to facility. Facilities, parks, fields, pools or stage may not be used prior to notification to the permit holder by the Department of Parks & Recreation regardless of approved permits.

4. Permit Requests: (a) Requests are subjects to final confirmation upon receipt of schedules. (b) Permits are non-transferable. Changes in schedules must be reported to the Department of Parks & Recreation and are not guaranteed. (c) Fields will be set by time slots and games must be played accordingly as groups are often back to back. (d) No facilities are to be used past 12am. All events must end in time for facility to be cleaned and vacated by 12am.
5. Priority of Use: (a) Due to the large number of requests for the Town's facilities, parks, fields, pools and stage, priority shall be given to organizations within the Town of Ramapo and Town sponsored functions. (b) For fields: Priority will be given to Ramapo Leagues and Town sponsored functions. From April 1 – June 30, where conflicts occur in field requests between Little Leagues and Softball Leagues, Little Leagues will be given priority.
6. Fees: All fees must be paid in full prior to the first date listed on the permit.
7. Maintenance: No one is to maintain any facility, park, field, pool or stage other than the Department of Parks & Recreation. Any groups using methods that damage Town property may risk their permit being revoked and loss of security deposit.
8. Equipment: No personal equipment may be stored at the rental site without approval by Michelle Antosca. Any items left onsite are the responsibility of the owner, not the Town. At no time is anything permanent to be added. If you rearrange anything for your use, it is expected you will return it as it was found.