



# Town of Riverhead Parks & Recreation

## Facility Rental Guide

### LIST OF FIELDS, PICNIC AREAS & COMMUNITY CENTERS

Stotzky Park: 55 Columbus Avenue Riverhead NY 11901

Fields Open April 1 - Wednesday before Thanksgiving

Bathrooms available April – Early November

- Softball #1
  - Grass/Dirt Skinned adult softball field with 273' Center Field Fence, 60' or 65' bases.
  - Grass flag football field 80yds x 30yds (September-November)
  - Lights
- Softball #2
  - Grass/Dirt Skinned adult softball field with 272' Center Field Fence, 60' or 65' bases.
  - Grass Flag football field 80yds x 30yds (September-November)
  - Lights
- Baseball #3
  - Grass/Dirt youth baseball field with 194' Center Field fence, 60' bases, 46' permanent pitching plate.
  - Lights
- Softball #4
  - Grass/Dirt skinned youth softball field with 202' Center Field fence, 60' bases
  - Lights
- Baseball #5
  - Grass/Dirt youth baseball field with 198' Center Field Fence, 60' bases, 46' permanent pitching plate
- Baseball #6
  - Grass/Dirt youth Tball field.
- North Multi-purpose Field
  - Gated Grass field lined for soccer games and practices
  - **Opens June 1st**
- South Multi-purpose Field
  - Grass field lined for soccer practices
- Roller Rink
  - Lights
- Picnic Area #1
  - Located near the basketball court and Field #1 Bathroom Facility
  - Grass Volleyball Court
  - Picnic Tables & Charcoal Grills
- Picnic Area #2
  - Located near the Childrens Playground
  - Next to Field #3 & #4 and Little League Bathroom Facility
  - Picnic Tables

## Veteran's Memorial Park: 5789 Middle Country Road Calverton NY 11933

### Fields open April 1 – Wednesday before Thanksgiving

Portable Bathrooms available near ballfields April – November.

Unit available in upper level of park near dog park and recreation path year round.

- Baseball #1 (SGT Jonathan Keller Field)
  - Grass/Dirt 90ft baseball field, 320' Center Field Fence, 90' bases/base anchors
  - HS Flag football March-May, Modified Lacrosse Field May-November
- Softball #2 (SFC Anthony Venetz Field)
  - Grass/Dirt skinned adult softball field, 309' Center Field Fence, throw down bases.
  - Modified Lacrosse field outfield
- Softball #3
  - Grass/Dirt skinned adult softball field, 307' Center Field Fence, throw down bases.
  - Modified Lacrosse field outfield
- Softball #4
  - Grass/Dirt skinned adult softball field, 305' Center Field Fence, throw down bases
  - Modified Lacrosse field outfield
- Picnic Area
  - Located on the upper level of the park near the large parking lot adjacent to the gravel driveway on the West End of Park.
  - Picnic Tables
  - Near Swing Set, Pickleball, Bocce

## Police Officers Memorial Park- Bayberry: Address

Park is open dawn to dusk. Bathrooms available April – Early November.

Bathroom Facilities available April - October

- Youth size baseball field
- Multi-purpose Outfield available for modified lacrosse/flag football/soccer skills.
- Picnic Area- Lower Level of Park near playground

## George Young Community Center (GYCC)

Facility is not available to rent during the months of July & August.

Room A (Riverhead Room)- Large space for parties/gatherings

Room C (Calverton Room)- Multi purpose room/Wall length Mirror/Dance/Exercise

Room D (Jamesport Room)- Meeting Room

## Rental Rates

Facility Use Rates for all Town of Riverhead Athletic, Picnic, Indoor Facilities. Full payment for use is due prior to using the field/court/rink/facility.

Rate Type	Fee
<b>ATHLETIC &amp; PARK FACILITIES</b>	
Application Fee	\$25.00/ permit
Hourly	\$35.00/hour
Tournament	\$250.00/field/day
Lights*	\$30.00/hour
Ballfield Preparation (if available) <i>Rake, Drag, Lines, Speedy Dry if necessary</i>	\$20.00/field
Multi-purpose field preparation (if available) <i>Lines</i>	\$25.00/field/week
Group Picnic/Beach Party	\$50.00/day (resident) \$150.00/day (non resident) <i>Park Reservations required for groups of 25+ Beach reservations always required and not available during beach operation, parking permits required.</i>
Gazebo/Pavillion Rental	\$50.00/day (resident) \$100.00/day (non-resident)
Park Attendant & Cleaning Fee	\$50.00 Flat Fee <i>*required for all picnics/beach rentals</i>
<b>COMMUNITY CENTER</b>	
Application Fee	\$25.00/permit
Single Usage Meetings	\$20/hour (min. 2 hours)
Reoccurring Weekday Meetings during business hours	\$75.00 surcharge (every 6 months)
Weekend Events/Parties	\$70.00 per hour (min. 4 hours)**
Non-Resident Usage Fee	\$100.00 per hour (min 4 hours)**

\*lights are required for all rentals after sunset, available until 10pm.

\*\*require a \$100.00 Security deposit, deposit will be refunded if the building guidelines are followed and there is no damage to the building.

## Payment

- Online by card (instructions emailed to you with field permit and invoice)
- In Person at the Parks & Rec Office 4 West Main St Riverhead NY 11901 (Town Hall)
- Mail In check to below address (check payable to Town of Riverhead)
  - Town of Riverhead Parks & Recreation Dept, 4 West 2<sup>nd</sup> Street Riverhead NY 11901

## Insurance Requirements

Ongoing user groups, sanctioned games, clinics, camps, practices and tournaments are required to submit insurance information to the Town of Riverhead prior to each year. Requirements are:

- Minimum insurance limits, including \$1,000,000 each occurrence and \$2,000,000 general aggregate in US Dollars.
- Insurance company must be located and licensed to do business in the USA.
- The insured name on the certificate must be identical to the legal entity name listed on the exhibit contract.
- Policy period must cover the dates of the contract.
- Name the Town of Riverhead, 4 West 2<sup>nd</sup> Street Riverhead NY 11901 as additionally insured.

## Athletic Facility Rental Policies and Additional Procedures

- All new rentals must fill out a field rental application on [www.riverheadrecreation.net](http://www.riverheadrecreation.net) prior to finalizing request. Once a request is received then communication will be through phone/email. Please allow 1-2 business days for correspondence.

### FIELD RENTAL TIMELINE

**On-Going User Groups** may submit their request for any or all field use for the year at ANY time.

However, requests submitted early **WILL NOT** be processed early. Requests received **AFTER** the below re-booking deadlines will be processed in the order they are received based on availability after the allocation for that season.

**ON-GOING USE** for multiple months (full season/year round) or multiple dates (sports camp or league) must utilize the below schedule. (usually more than 4 dates). The rebooking due date is for facility renters who have used the facility in the previous year and are looking to reserve the same dates and locations for the current year.

Field Use Date Range	Rebooking Due Date	Approx Sched Release Date
April 1 – June 30 (Spring)	January 31st	Feb 26 – Mar 8
July 1 – August 31 (Summer)	April 15th	April 22-May 3
Sept 1 – Thanksgiving (Fall)	July 15th	July 22 – Aug 2

**ONE-TIME/SHORT TERM USE** on a few select dates, usually less than 4 dates. (tournament, field day, team practices, company/family event). Submit a request application on the website at anytime.

- All Rental permits require a \$25 application fee, for ongoing rentals this will be applied seasonally.
- Facility Scheduling will close the **WEDNESDAY** before the upcoming week. Rentals/Additions must be booked by Tuesday 3pm for the following week.
- Hourly Rentals

- All fees are due 1 week prior to the first scheduled date on the facility rental contract.
  - **If payment is not received on time the field will be released.**
- Tournament Rentals
  - All tournaments must be reserved at least 2 weeks in advance.
  - A non-refundable \$200.00 deposit is required to secure reservation. Customers re-booking dates from the previous year may do so with a non-refundable deposit, any dates outside of their re-booked dates will require full payment upon reservation.
  - Full payment for all other tournaments is due 3 days prior to scheduled event date.
    - **If payment is not received on time the fields will be released.**

### On-Site Contact Number: 631-466-0883

- For any on-site needs during the time of your rental please contact the above number for assistance. This is for the onsite staff.
  - Lights are not on and you have the field reserved
  - Field is missing preparation and you have a field prep paid for on your contract.
  - Gate is locked
  - **THIS NUMBER IS NOT TO BE USED FOR SCHEDULING PURPOSES.**

### Cancellations- Refund/Credits

- A full refund/credit will be received if event is cancelled by the Town of Riverhead due to inclement weather/any reason.
- In the event the Town of Riverhead requires the use of the facility during the dates and times stated in the signed contract, the Town of Riverhead has first preference and can cancel the permit during said dates.
- ALL cancellations for reservations DURING business hours (Mon-Fri 8am-3pm), unrelated to weather, must be made the day before to be eligible for a credit.
- ALL cancellations for reservations AFTER business hours (after 3pm), unrelated to weather, must be made by 1pm on the day of rental to be eligible for an account credit.
- ALL weekend cancellations, unrelated to weather, must be made by Friday 12pm, to be eligible for an account credit.
- All tournament cancellations, unrelated to weather, must be cancelled at least one week prior to event date to be eligible for an account credit (\$200 deposit is non-refundable/creditable as stated above)
- **NO SHOWS:** In the event that the facility renter does not show up for reserved time slot more than two times, the Town of Riverhead reserves the right to cancel the remaining contract dates.
- Any credits accumulated and not used by the end of the calendar year will be converted to a refund check and mailed to the applicant/group.

The applicant/group must adhere to the following Town of Riverhead guidelines. Failure to comply could result in loss of permits:

- Alcoholic beverages, illegal substances, open flames (including candles, firepits, and fireworks) are strictly prohibited. Pets are only allowed in properly designated areas.
- Smoking indoors or within 20 feet of building entrance/exit is prohibited.
- Vehicles must be parked in designated areas.
- Use of fire escape for any purposes other than an emergency is prohibited.
- Use of elevator (if available) requires at least one adult present at all times.
- Children may not be left unattended/unsupervised at any time.
- All Trash must be picked up and stored in trash cans.
- No admission fees, products sold will be permitted in any town facility.
- A clean-up Security Deposit, attendant fee, and/or certifications of insurance may be required for large groups and organizations.
- No metal spikes are allowed on playing fields.
- Use of decorations must have prior approval of the Parks and Recreation Department.
- The applicant group agrees to be responsible for any incurred damages to any town facilities and or property or injury to other persons caused by applicant/group using the facility under this agreement.
- Applicant/Group may not display anything that contains obscene, foul, profane, illegal or unacceptable language, pictures, symbols, images or phrases, etc.