



2017 Facility Rental Deadlines, Fees, & Regulations Athletic Fields/Hockey Rink

Seasons:

Spring/Summer: March – August

Fall: September – November

Important Dates:

Jan 9-20	Re-booking period for Spring/Summer 2017
Jan 23	Open booking period for Spring/Summer 2017
July 3-14	Re-booking period for Fall 2017
July 17	Open booking period for Fall 2017

Tournaments

- All tournaments are booked on a field per day rate.
- All approved tournament dates require a non-refundable deposit of \$175 one (1) week from approval. (This fee may be CREDITED if tournament is cancelled one (1) week prior to reserved date)
- Full-payment is due one (1) week before reserved date. Failure to make full payment on time will result in loss of field(s). The fields/dates will then open up to the next person on the waiting list.

Field Rates

\$175 per field/day

Lights & Attendant

\$50 per hour/field

(Required for rentals after sunset)

Leagues/Sanctioned Games/Camps/Clinics

***Fees Apply to Hockey Rink**

- May be booked for up to 12 weeks at a time.
- Full payment is required one (1) week prior to the starting date.
- Leagues may not be reserved and pushed back for the purpose of holding dates.
- Payment must be received prior to original start date, dates may be adjusted as permitted.
All organizations are required to bring their own bases and fields are reserved as is.
- Leagues are booked on half day per field rate.
 - (Morning (AM) up until 4pm and Evening (PM) after 4pm)

League Rates

\$75 per field/day (AM/PM)

Sanctioned Games/Camps/Clinic Rates

\$25 per hour/field

Lights & Attendant

\$50 per hour/field

(Required for rentals after sunset)

Practices/Recreational Use

***Fees Apply to Hockey Rink**

- *Weekly practices may be booked for up to twelve (12) dates at a time.*
- *Full payment is required 3 days prior to the first practice date. Dates may be adjusted as permitted.*

All organizations are required to bring their own bases and fields are reserved as is.

RESIDENTS:

- Teams who hold a roster of 75% or more Town of Riverhead Residents.
- \$25 application fee required PER season
- Rosters with addresses are required for proof of residency.

Lights & Attendant Fee

\$10 per hour/ field

NON-RESIDENTS:

- Teams who hold a roster of less than 75% Town of Riverhead Residents.
- \$25 application fee required PER season

Field/Rink Rate

\$10 per hour/field

Lights & Attendant Fee

\$10 per hour/field

LOCAL BUSINESSES:

- Town of Riverhead Business & Company Picnics & Tournaments

Application Fee

\$25.00

Field Rate

\$10 per hour/field

Picnic Area Rate

\$10 per hour/area

Payment Options

In-person- Check, Cash, Credit Card, Money Order.

Over the Phone- E-Check, Credit Card

Cancellation Policies & Procedures

In the event the Town of Riverhead Recreation Department requires the use of the fields during the dates and times stated in the signed contract, the Recreation Department has first preference and can cancel the permit during the said dates.

The Recreation Department retains the right to refuse activity in the event of bad weather. In this event, the Recreation Department will credit OR refund the agency their payment.

TOURNAMENT CANCELLATIONS:

- **Cancellations must be submitted one (1) week before reserved date to be eligible for a REFUND/CREDIT.**
 - **Non-refundable deposit of \$175: Account will be CREDITED if received by cancellation deadline.**
 - **Additional payments: Account may be REFUNDED if received by cancellation deadline.**
- **Refunds/Credits will not be permitted after one (1) week deadline unless cancellation is made due to inclement weather or by the Town of Riverhead Recreation Department.**

LEAGUE CANCELLATIONS:

- **Cancellations must be submitted 24 hours prior to start time to be eligible for a CREDIT.**
 - **All Cancellations submitted LESS than 24 hours prior to start time WILL NOT be eligible for a REFUND/CREDIT.**
 - **All Cancellations made due to inclement weather or by the Town of Riverhead Recreation department will be eligible for a REFUND or CREDIT.**

GAME CANCELLATIONS:

- **Cancellations must be submitted 24 hours prior to start time to be eligible for a CREDIT.**
 - **All Cancellations submitted LESS than 24 hours prior to start time WILL NOT be eligible for a REFUND/CREDIT.**
 - **All Cancellations made due to inclement weather or by the Town of Riverhead Recreation department will be eligible for a REFUND or CREDIT.**

PRACTICE/RECREATIONAL USE CANCELLATIONS:

- **Midweek Reservations**
 - **Cancellations must be made before 2:00pm on reserved date to be eligible for a CREDIT.**
 - **All Cancellations submitted AFTER 2:00pm WILL NOT be eligible for a REFUND/CREDIT.**
 - **All Cancellations made due to inclement weather or by the Town of Riverhead Recreation Department will be eligible for a REFUND or CREDIT.**
- **Weekend Reservations**
 - **Cancellations must be made before 4:00pm on the Friday prior to the reserved date to be eligible for a CREDIT.**
 - **All Cancellations submitted AFTER 4:00pm WILL NOT be eligible for a REFUND/CREDIT.**
 - **All Cancellations made due to inclement weather or by the Town of Riverhead Recreation Department will be eligible for a REFUND or CREDIT.**