TOWN OF WALWORTH
3600 Lorraine Dr., Walworth, NY 14568

Town of Walworth

Facility Rental Policies &Procedures Form

Walworth Recreation Department • (315) 986-1400 (Option 7)

FACILITY RENTAL & REQUEST PROCESS

Renters are responsible for the conduct of all members of their party. Disorderly conduct, failure to follow facility and/or park rules, or disturbance of the public peace will result in being required to vacate the premises, as well as forfeiture of damage deposit and rental fees. The following are required to reserve a facility:

- Contact the Town of Walworth Recreation Department to inquire about available facility dates.
- Complete a Facility Reservation Form for a chosen available date.
- Upon approval of facility use by Walworth Recreation applicant's will receive a signed copy of your reservation form. Full payment **(in the form of CASH or CHECK ONLY)** is due at this time.
- Any and all groups are required to fill out an additional Alcohol Permit if serving any alcohol during their time in the facility. This permit is at no extra cost to the rental party.
- Lodge renters are required to pick-up a Lodge key during the two business days leading up to their scheduled rental. A Recreation Department representative will contact renters by phone to remind them of key pick-up. An additional $75.00 security deposit **(in the form of CASH or CHECK ONLY)** is required at this time. Security deposits are refunded contingent upon the return of the Lodge key within two business days following rental, adherence to facility and park rules, and provided the "post-use" inspection by Town employees proves satisfactory.

POLICIES SPECIFIC TO THE USE OF THE LODGE AT GINEGAW PARK

Lodge reservations allow renters access to the facility **ONLY** between the hours of 9:00am and 10:00pm on the specific date reserved.

- Admittance for decoration and/or storage prior to or following your scheduled rental date is strictly prohibited.
- All materials **must** be removed and the facility cleaned prior to leaving on the day of rental.
- Failure to abide by these policies will result in billing charges for an additional rental day and/or revoking future rental privileges.
- ***Accessing the building outside of rental hours and setting off any security alarm will result in the forfeiture of your security deposit.***

CANCELATION/CHANGE OF DATE POLICIES

In the unfortunate situation that an event cancels or a reserved date requires changing, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, the following cancellation policy applies to all paid facility rentals:

- Refunds for cancellations will only be issued if the facility is rented again for the same date to another party following its release.
- Refunds for changes of dates will only be issued if the facility is rented again for the same date to another party following its release.
- Funds **WILL ONLY** be transfered from one paid date to another subsequent date should a date change request be made at least 90-days in advance of the new date. For changes within a 90 day window renters must pay in full in advance for new date and will receive a refund only if their previous date is rented again.

I have read the rules, regulations, and policies pertaining to facility use in the Town of Walworth and agree to the same*. In addition, I hereby agree that we will not hold the Town of Walworth responsible for any actions/injury resulting from our use of the park and/or facilities on the agreed upon date(s).

Signed: _____ **Date:** _____

The Town of Walworth reserves the right to impose limitations upon park and/or facility usage as necessary at any time.

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FACILITY USE RESERVATION APPLICANT INFORMATION

The Lodge in Ginegaw Park ☐ **First Responders Outdoor Pavilion** ☐

Ginegaw Park Outdoor Pavilion ☐ **Sherburne Park Outdoor Pavilion** ☐

Date of Reservation: _____/_____/2027 **Lodge Capacity = 99 persons**

Person(s) Reserving Facility: _____

Please Check One: Walworth Resident: _____ Non Resident: _____

Address: _____ City, Zip: _____

Primary Phone Number: _____ Size of Group: _____

Email: _____

Purpose for Reserving Facility: _____

Alternate Key Pick-Up Contact: _____ Phone Number: _____

I hereby acknowledge the above information is both correct and factual and commit to reserving the above facility on the date indicated.

Signed: _____ **Date:** _____

Please make all checks payable to: TOWN OF WALWORTH

Completed facility reservation forms and payment may be mailed to: ***Walworth Recreation***
3600 Lorraine Drive
Walworth, NY 14568

OFFICE USE ONLY

Approved By: _____ **Date:** _____

PAYMENT INFORMATION & RECEIPT CONFIRMATION (CHECK BOX) ☐

Form of Payment: Check _____ (Check #) (_____) Cash _____

Amount Received: _____ Date Received: _____ Received By: _____

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FACILITY RENTAL FEE DETERMINATION*

Fee Structure #1: Walworth Resident

- Rental is in the name of a Walworth Resident
  1. Property taxes must be paid to the Town of Walworth.
  2. Walworth Recreation reserves the right to consult the Town's master address file to determine and/or verify resident status.
  3. Accompanying payment **MUST** be in the same name as the rental applicant (in the case of check payment).

Fee Structure #2: Non Resident

- Rental is in the name of a non Walworth Resident
  1. Property taxes are paid to any outside Township other than Walworth.
  2. Walworth Recreation reserves the right to consult the Town's master address file to determine and/or verify resident status.
  3. Accompanying payment **MUST** be in the same name as the rental applicant (in the case of check payment).

Location	Fee Structure #1 (Resident)	Fee Structure #2 (Non Resident)
The Lodge in Ginegaw Park	**$200 (Full Day Rental) 9am-10pm Day of Reservation**	**$250 (Full Day Rental) 9am-10pm Day of Reservation**
Ginegaw Park Open Air Pavilion	**$35 (Full Day Rental) Dawn to Dusk Day of Reservation**	**$60 (Full Day Rental) Dawn to Dusk Day of Reservation**
Sherburne Park Open Air Pavilion	**$35 (Full Day Rental) Dawn to Dusk Day of Reservation**	**$60 (Full Day Rental) Dawn to Dusk Day of Reservation**

Please Note: The Town of Walworth reserves the right to impose limitations upon park and/or facility usage as necessary at any time.

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ADDITIONAL CONSIDERATIONS SPECIFIC TO THE USE OF TOWN OF WALWORTH FACILITIES

Rental Rules & Regulations:
Misuse of any Town of Walworth facility or the failure to comply with rules and regulations serves as sufficient reason for forfeiture of security deposit and/or denial of future reservations:

- Rental hours for the Lodge in Ginegaw Park are between 9am and 10pm on **the day of your reservation ONLY**.
- Outdoor Pavilion rental hours run dawn to dusk (varies throughout the year).
- Rental hours must include time for delivery of supplies, set-up, tear down, cleaning, and exit of all guests.
- Expulsion from an Town facility, for any reason, results in forfeiture of all fees and deposits with **NO REFUND**.
- Use of drugs, smoking, or gambling is not permitted in any facility.
- We do not allow the following:
  1. Staples, nails, or any other item driven into the walls or beams of an facility
     - Decorations on walls, windows, or beams are allowed with non-marring tape
  2. Open flames of any kind (including candles) both indoors and outdoors
  3. **Helium balloons indoors (if balloons are found tied around ceiling fans or in the Lodge ceiling damage deposits WILL NOT be refunded)**
  4. Confetti, loose glitter, sand, rice, or birdseed
  5. Smoking is **PROHIBITED** in parks and facilities
  6. Bounce Houses indoors or outdoors in parks and facilities
  7. Tents larger than 10x10 pop-up style tents
  8. Domestic animals inside the Lodge (with the exception of service animals)

Please note the following with regards to facility rentals:

- All garbage must be placed in provided receptacles. Garbage bags must be tied. For indoor facility usage garbage must be placed in the toters located on the back porch of the lodge before leaving your event. If toters become full place securely tied garbage bags on top and/or next to the toters.
- All town owned equipment made available and used by rental parties must be thoroughly cleaned. This included tables, chairs, kitchen facilities, floors, sinks, restrooms, and hallways.
- Counters and tables must be protected by a hard surface (cutting board/hot plate) when used for cutting or placing hot objects on them.
- Folding tables and chairs are for **inside use only**. Picnic tables must remain on the porch of the Lodge. Additional picnic tables in the park may not be brought to the Lodge area - they are intended for park use.
- The Lodge temperature is controlled by thermostat regulation - not by opening windows.
- All minors on the premises **MUST** have adult supervision at all times.
- The restrooms designated for use for with Open Air pavilions are located in the front of Ginegaw Park. A portable bathroom is located across from the pavilion at Sherburne during rental season.

In the event of a true emergency please call: (585) 905-7690

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DEPARTURE CHECKLIST

Upon your departure, please make sure the floors in the kitchen and bathrooms are swept and mopped, kitchen area cleaned, stove and oven turned off, gas fireplace turned off, and all trash from inside the lodge must be bagged and placed in the toter located on the back porch. If the toter is full, please leave additional garbage outside next to the toter. Tables and chairs should be returned to their proper rack(s) and doors locked securely. If any items supplied in the lodge are missing during post use inspection the renter will be held responsible and their security deposit will not be refunded.

Checklist Area:	**Completed:**
• Oven/Stove Turned Off	☐
• Gas Fireplace Off	☐
• Floors Swept	☐
• Kitchen Cleaned (counter-tops, stove, microwave washed down, floor mopped)	☐
• Bathrooms Cleaned (floors swept and mopped, counter(s) washed down)	☐
• Tables Washed	☐
• Tables & Chairs Returned to Racks	☐
• Trash Bags Tied Securely & Moved to Toters	☐
• Lights Turned Off	☐
• Doors Locked	☐

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THE LODGE AT GINEGAW PARK - GENERAL NOTES

Welcome to the Lodge at Ginegaw Park! We hope that your event will be a memorable one. In order to make your day run smoothly we want to remind renters of the following:

The Lodge IS equipped with the following items for your use:

- Dish Washing Soap
- Window Cleaner
- Multi-Purpose Cleaner
- Broom/Mop & Dust Pan
- Trash Bags

The Lodge DOES NOT have the following items:

- Paper Towels or Dish Towels
- Utensils, Cutlery, or Dishes
- Pot Holders & Hot Plates
- Coffee Pot
- Charcoal, Lighter Fluid, or Grilling Utensils

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TOWN OF WALWORTH PARKS RULES & REGULATIONS

1. Parks are open from one half hour before sunrise until one half hour after sundown.
2. Park users must be in compliance with the Town of Walworth Parks Ordinance at all times.
3. Prohibited acts include (but are not limited to): littering, loitering, gambling, boisterous behavior, defacement of property and any unlawful actions.
4. Alcohol is allowed, subject to Town Board approval and issue of an Alcohol Use Permit. No glass containers are allowed.
5. Fireworks are not permitted.
6. Any groups/persons requesting to reserve the pavilion with a planned attendance in excess of 100 persons require Town Board approval. The maximum capacity for the lodge is 99.
7. Any organized team utilizing the facilities for athletic practices or competitions must fill out a park facility use form. Proof of general liability insurance naming the Town of Walworth as additionally insured will be required. All organizations must notify State Police, Ambulance, Fire Department and provide portable toilets for events as needed.
8. No ATV's, motor bikes, snowmobiles, or other motorized recreational vehicles allowed unless an authorized trail has been designated.
9. Parking is allowed in designated areas only; overnight parking is not permitted without Town Board approval.
10. Open air pavilion may be utilized on a "first come" basis, with the understanding that persons/groups that have reserved the facility have priority over "non-reserving" users. Walworth Recreation programs have priority for park use. Games and athletics must be played in appropriate areas with regard to the safety of other park users.
11. Parent/adult supervision is recommended for youth using playground areas.
12. All garbage generated from use of the park, such as paper plates from a picnic, must be put into receptacles provided. Disposal of garbage, refuse, etc., that was not originated from park use is prohibited.
13. Use and/or possession of firearms, air guns, slingshots, bows and other like instruments are not permitted, unless part of an approved Walworth Recreation program. Trapping or hunting is not allowed.
14. Domestic animals in the park must be held in control by a leash attached to a collar or harness or under voice control when fully trained to obey voice commands. Owner is responsible for cleanup of pet waste.
15. No person shall engage in any business, trade, or commercial transaction, or other activity within a park involving the sale of merchandise or services (including concessions) for which any fee, payment, donation, or other consideration is required or requested – except for duly authorized agreements which shall have been formally approved by the Parks & Recreation Director.
16. No tents larger than a 10 x 10 pop up is permitted.
17. Bounce Houses are not allowed.
18. As conditions warrant, restrictions may be imposed by the Parks & Recreation Director or the Town Board at any time without notice.