

PARKS AND RECREATION DEPARTMENT  
467 Broadway KINGSTON, NY 12401  
(845) 481-7330 [www.kingstonparksandrec.org](http://www.kingstonparksandrec.org)

**2023 APPLICATION FOR USE OF PARKS/FACILITIES**

DATE SUBMITTED \_\_\_\_\_ DATE(S) OF RESERVATION \_\_\_\_\_

PARK/FACILITY REQUESTED \_\_\_\_\_  
(Rotary Park See Rule #6, Loughran Park Rule #7 Kingston Point Beach Rule #8)

TIME (SET UP/START) \_\_\_\_\_ (CLEAN UP/END) \_\_\_\_\_

DESCRIBE EVENT \_\_\_\_\_

**\*ALCOHOL NOT PERMITTED UNLESS AUTHORIZED BY THE MAYOR\***

BAND/DJ (noise permit may be needed) \_\_\_\_\_

EVENT OPEN TO THE PUBLIC? \_\_\_\_\_ # ATTENDING \_\_\_\_\_

WILL ADMISSION BE CHARGED? \_\_\_\_\_ IF YES HOW MUCH? \_\_\_\_\_

WILL EVENT BE PUBLICIZED IN ANY FORM OF MEDIA/POSTERS? \_\_\_\_\_

IF YES WHAT/WHERE? \_\_\_\_\_

ANY TENTS BOOTHS OR STRUCTURES? \_\_\_\_\_

**PERMIT HOLDER INFORMATION (PLEASE PRINT)**

NAME OF ORGANIZATION/GROUP \_\_\_\_\_

NAME OF PERSON (PLEASE PRINT) \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

PHONE (DAY) \_\_\_\_\_ (NIGHT/CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

*As permit holder, I have read all of the rules and regulations regarding use of parks/facilities and consumption or sale of alcohol. I agree to abide by & enforce these regulations during my use of the facility. I understand that the Parks & Recreation Department reserves the right to deny any rental request based upon availability, failure to comply with rules or regulation, or if the nature of request is deemed in appropriate. I will not advertise my event until I've received approval from the department staff.*

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**FEE STRUCTURE**

**PARK PAVILION RENTALS** (see Rules pg 5)

Weekends & Holidays-  
Includes 8 picnic tables, bathrooms, electric

**CITY RESIDENT\***

\$125.00/Day no pavilion  
\$135.00/Day with pavilion

**NON-RESIDENT**

\$175.00/Day no pavilion  
\$190.00/Day with pavilion

Weekdays -

Includes 8 picnic tables, bathrooms, electric

**CITY RESIDENT\***

\$75.00/Day no pavilion

**NON-RESIDENT**

\$85.00/Day with pavilion

**YOUTH ORGANIZATIONS**-nonprofits located in Kingston (*Mon-Fri*)

NO FEE

**TRASH REMOVAL** – Resident and Non-Resident

\$120.00

**PARK RENTAL MOVIES** –

Up to 8 hours plus \$60/Hour Staff

\$400.00

**HASBROUCK STONE BUILDING** (see Rules pg. 3)

**CITY RESIDENT\***

\$ 150.00/Day

**NON-RESIDENT**

\$215.00/Day

**FIELD/COURT RENTAL**

Field/Court rental (no lights) for City League teams for two hours

\$5

Field/Court rental (no lights or field lining) per hour

\$10/hr. City Resident, \$15/hr. Non-Resident

Field/Court rental with lights or field lining during business hours,  
per hour

\$25/hr

Field/Court Rental with lights or field lining during non-business  
hours, per hour

\$60/hr.

non-business hours, per hour

**ANDY MURPHY OR RONDOUT CENTER RENTAL**

\$300.00/8 hrs.

**MAINTENANCE FEES (Min 3 hrs) in addition to rental fee**

\$60.00/ hr. staff fee

**MURPHY OR RONDOUT CENTER RENTAL (MOVIE RENTAL)**

\$500.00 (8) hrs plus \$60.00/hr. staff fee

**Dietz Stadium**

Basic Field Rental Weekdays

\$100/hr.

Basic Field Rental Weekdays with Lights

\$125/hr.

Basic Field Rental Weekend Days

\$125/hr.

Basic Field Rental Weekend with Lights

\$150/hr.

Community or Youth Event Fee

\$150/day

Hourly Maintenance Staff Fee (if applicable)

\$60/hr.

### **Dietz Stadium Rules**

1. Availability varies seasonally:  
**January through June** -Saturdays and Sundays only  
**The last week in June through the last week in August** Monday through Sunday  
**September through December** Saturdays and Sunday only
2. Payment and insurance requirements must be received at 30 days prior to reservation.
3. Alcohol is not permitted, unless authorized by the Mayor and NYS Liquor Authority is given.
4. Vending is not permitted, unless authorized by the Mayor and Park and Recreation Director.
5. Any outside equipment being brought in must be approved by Parks and Recreation Director and Parks Maintenance Supervisor in advance.
6. Any damage incurred during your event will be documented by staff and all costs will be invoiced to you as the organizer.

### **MURPHY OR RONDOUT NEIGHBORHOOD CENTERS**

1. Tables and chairs must be provided by USER GROUP.
2. Not available for rental after 9:00 PM or before 6:00 AM without special permission.
3. Payment required 1 month prior to event, Cash, Check, Money Order
4. TRASH RULE - OUR PARKS & FACILITIES ARE CARRY IN/CARRY OUT.  
Take all of your trash with you. DO NOT LEAVE BAGGED TRASH BEHIND  
Park employees will spot check parks at end of event.  
You may opt to have your event trash removed by Parks and Recreation Staff for \$120, paid in advance and noted on your reservation. If prior arrangements and fees are not paid and trash is not taken out of the park, permit holder will be charged a minimum of a \$200 trash removal fee.
5. If use of kitchen has been approved, it must be cleaned immediately following the event.
6. NO glass containers.
7. No food or beverages on gym floor or bleachers.
8. Use of facility for special event/fundraiser –Only City of Kingston Food Vendors/Restaurants can be utilized.

### **HASBROUCK STONE BUILDING**

1. Building holds maximum of 65 people.
2. Permit holder only allowed in building at times specified on application.
3. Chairs and tables are guaranteed for inside of building only.
4. Available 9:00am to 8:00pm only. Permit holders responsible for securing the building.
5. Key can be picked up 9:00am-3:30pm on Friday prior to use.
6. Key must be returned no later than one business day after use or a fee of \$100 will be charged.
7. NO GLASS CONTAINERS.
8. NO HELIUM BALLOONS - NO OBJECTS MAY BE HUNG FROM CEILING FANS.

**CHECKS MADE PAYABLE TO: CITY OF KINGSTON PARKS and RECREATION**

***\*City Residents - people or organization paying general taxes to the City of Kingston***

As permit holder, I have read all of the rules and regulations regarding the use of parks/facilities and consumption or sale of alcohol. I agree to abide by and enforce these regulations during my use of the facility.

- A. You must be 21 years or older to act as permit holder. Proof of identity and age is required. A copy of a valid driver's license or other picture ID with name and age to be provided.
- B. You must complete application online or at Kingston Parks and Recreation thirty (30) days from the time reservation is requested. Park permit fee is due at time of application submission and is non-returnable. In the case of a cancellation, a credit will be placed on your account or returned to your credit card, minus a \$25 cancellation fee, to be used on another park's facility/program within a year of issue. Cash (in office) Check (in office), Credit Card (online or in office) or Money Order (in office) is required.
- C. No facility will be rented or reserved without 30 days prior notification.
- D. NO glass containers are allowed in park areas.
- E. Large events, picnics, or outings advertised in the media and/or open to the public are required to supply an insurance certificate. Insurance must be received 1 month prior to event naming the CITY OF KINGSTON, 420 BROADWAY, KINGSTON NY 12401, as additionally insured in the amount of one million dollars. An insurance certificate can be requested for any event at the discretion of the City of Kingston. If a fee has been waived, an insurance certificate still needs to be provided by the user organization.
- F. EMERGENCY Cell Phone Number: **845-332-8174**. Call this number if a problem arises during your event outside regular business hours.
- G. Please print out your permit and keep it with you during your event. Permit holder has exclusive use of the above mentioned facility for approved length of time.

## **PARK RENTAL RULES AND REGULATIONS**

1. Park rentals will cease by 8:00pm unless approved in advance. Permits for parks includes, bathroom facilities, electric and water where available and 8 picnic tables.
2. NO booths, tents or other structures allowed without prior permission.
3. NO vending.
4. NO glass containers.
5. TRASH RULE - OUR PARKS ARE CARRY IN/CARRY OUT. You must take all of your trash with you AT THE END OF YOUR EVENT. DO NOT LEAVE BAGGED TRASH BEHIND Park employees will spot check parks at end of event. Failure to do so will result in a \$200.00 fee.  
You may opt to have your event trash removed by Parks and Recreation Staff for \$120.00, paid in advance and noted on your reservation.
6. ROTARY PARK AT KINGSTON POINT - This is a WALK-IN park. Entrance gate will remain locked, no vehicles allowed past that point, including limos, caterers, band equipment etc. If you opt to sign out the front gate key, it is the responsibility of the permit holder to make sure no vehicles are parked anywhere inside the gate DURING your event. Vehicles may drop off equipment/people only and must be parked outside the gate. The gate must be locked after you leave. It is the permit holder's responsibility to make sure no vehicles are left inside the facility AFTER your event. If vehicles are parked inside the facility during event or locked in after your event you will be charged a \$100 Key Fee.
7. LOUGHRAN PARK PAVILION - Users should use Manor Place parking lot  
Vehicles are NOT allowed to pull next to pavilion. The playground is adjacent to the pavilion and vehicles would cause a safety hazard in the play area.
8. KINGSTON POINT BEACH PAVILION - Rental of this pavilion does not give person/group permission to swim at the Kingston Point Beach. Swimming is NOT permitted unless lifeguards are present. No water is available at this pavilion. Picnic tables are not to be removed from pavilion.
9. Only 2 consecutive days in a 30 day period may be rented by any person, group organization.
10. Advertising banners, posters or signs may not be posted on park property any sooner than 24 hrs. prior to event and must be removed immediately following the event.

## 11. Noise Control

§ 300-6. Maximum permissible sound levels by receiving land use for determining noise disturbance.

[Amended 12-16-1999 by L.L. No. 2-2000, approved 1-3-2000]

A. No person shall operate or permit to be operated on private property any source of sound in such a manner as to create a sound level which exceeds the limit set forth for the receiving land use category in Table 1 when measured at or within the real property boundary of the receiving land use.

Receiving Land Use Category	Sound Level Limit Time (dBA)
Residential	7:00 a.m. to 10:00 p.m. 60
	10:00 p.m. to 7:00 a.m. 55
NB (Convenience Business)	At all times 60
Commercial	At all times 75
Industrial	At all times 75
Another dwelling within a multiple-dwelling-unit building	7:00 a.m. to 10:00 p.m. 55
	10:00 p.m. to 7:00 a.m. 50

NOTE: Levels only apply when the sound source is another location within a multiple-dwelling-unit building. Otherwise, the levels from the residential receiving land use category are applicable.

B. When measuring noise within a dwelling unit or within a multiple-dwelling-unit building, measurements shall be taken in the center of the room affected or as near the center of the room as possible.

C. When measuring noise from a different land use category, the most restrictive sound level limits will be applied for determining permissible sound levels.

D. Where time restrictions set forth in this section are not consistent with those used in other parts of the regulation, the time restrictions for express uses will apply.

### Public/Community Events:

All applicants need to submit a valid Certificate of Liability Insurance, naming the "City of Kingston, 420 Broadway, Kingston, NY" as additional insured for \$1,000,000.00.

All applicants must complete this Facility Use Application and submit it, along with the permit fee and the insurance certificate in order to obtain a permit to use a facility.