



Town of Clay Recreation Department Field Use Request Form 2026

Please complete all fields applicable to your request

Name (First, Last):		Date of Birth:
Street Address:		City, State, Zip Code:
Phone #:	Email:	
Organization/ Group/ Team Name:		Sport:

Fields: Please check desired field(s)

Clay Park North (Rt.31)	Clay Park Central I (Wetzel)	Clay Park Central-West (Henry Clay)	Meltzer Park (Stearns)	Clay Park South (Buckley)
<input type="checkbox"/> Softball Field <input type="checkbox"/> Little League Field <input type="checkbox"/> Baseball Field(90 ft)	<input type="checkbox"/> Soccer FieldU8 <input type="checkbox"/> Soccer Field U10 <input type="checkbox"/> Soccer Field U13 <input type="checkbox"/> Soccer Field O14 <input type="checkbox"/> Softball Field 1 <input type="checkbox"/> Softball Field 2 <input type="checkbox"/> Baseball Field (90ft) <input type="checkbox"/> Soccer Field 1 (11v11) or (9v9)	<input type="checkbox"/> Soccer Field 1 (9v9) <input type="checkbox"/> Little League field 1 <input type="checkbox"/> Little League 2 <input type="checkbox"/> Football Field 1 <input type="checkbox"/> Football Field 2 <input type="checkbox"/> Football Field 3 (Non Fenced)	<input type="checkbox"/> Little League Field <input type="checkbox"/> Baseball (90ft) <input type="checkbox"/> Soccer Field 1 O13 <input type="checkbox"/> Soccer Field 2 O13	<input type="checkbox"/> Softball Field 1 <input type="checkbox"/> Softball Field 2 <input type="checkbox"/> Softball Field 3 <input type="checkbox"/> Soccer Field U6 <input type="checkbox"/> Soccer Field U8 <input type="checkbox"/> Soccer Field U12 <input type="checkbox"/> Soccer Field O13

Field Requesting	Activity Practice or Game	Day	Start Date	End Date	Start Time	End Time
<i>Example: Meltzer Park Soccer Field 1</i>	<i>Practice</i>	<i>Tues</i>	<i>6/2/21</i>	<i>7/8/21</i>	<i>1pm</i>	<i>3pm</i>

Athletic Field Rates: 2023 Season

Organization Type	Fee
Non-Profit w/ certificate of proof	\$15.00/Hour
For-Profit	\$30.00/Hour
Special Events	Contact Recreation Dept.

*Additional Fees may apply for use of field lights or maintenance requirements beyond the expectations stated on the Field Use Procedures, Rules & Rates form.

Town of Clay Recreation Field Use Procedures, Rules & Rates

For the 2026 Season

Scheduling Procedures:

- The “Field Request Form” shall be completed for all requests
- A single request form can be used for multiple requests
- “Field Request Forms” must be submitted in person to the Recreation Office at Clay Town Hall, or emailed to jmuscatello@townofclay.org
- A confirmation of reserved fields will be provided and a permit will be issued by the Town of Clay Recreation Department
- Fields may be rented out when available as long as there are no conflicts with Town of Clay Recreation Department events. The Town of Clay Recreation Department has the right to cancel any field rentals at any time. A refund, if applicable, will be processed for cancelations.
- Fields may be requested based on request periods below:
 - Spring/Summer Season- Requests accepted Feb 1st
 - Fall Season- Requests accepted June 1st
- Fees, if applicable, will be due within 48 hours of scheduled end time or as coordinated with the Recreation Department.
- All dates on “Field Request Forms” are just requests. No dates are guaranteed.

Priority of Use:

- 1) Town of Clay
- 2) Historical use and existing organization agreements
- 3) Date of submitted request form
- 4) First come basis

Insurance:

Organizations and groups MUST carry a minimum of \$1,000,000.00 Commercial General Liability Coverage with \$1,000,000.00 per occurrence, any insurance liability coverage must name the Town of Clay as an additional insured.

Town of Clay

4401 State Route 31
Clay, NY 13041

Rates:

Non-Profit w/ certificate of proof: \$15.00/Hour

For-Profit: \$30.00/Hour-Please contact Recreation Department for eligibility

*Field lighting subject to additional hourly fee

**Additional field lining and maintenance subject to additional fee

Rules & Regulations:

- A. Town of Clay Recreation Department will give user groups a permit to show authorization to use the field(s) or facilities.
- B. Field use is limited to the specified times as noted on the permit.
- C. Permits may be revoked, at any time, as directed by the Commissioner of Recreation.
- D. Any group or organization that plans to offer food/beverage through a food truck or outside vendor, must receive written permission from the Recreation Department. Outside parties must also should be licensed by the NYS Health Department and proof thereof.
- E. Any maintenance issues should be reported to the Town of Clay Recreation Department via email or phone call.
- F. The rental groups/organizations are responsible to supply their own equipment. Any equipment that is left at a Town Park or facility is the responsibility of the Organization. Existing equipment that is supplied at a Park through the Town of Clay Recreation Department may be used upon request.
- G. Any damages to Town equipment will be the responsibility of the rental group/organization.
- H. The rental group must clean up all trash in dugouts, sidelines or fields after the last game or practice each night.
- I. Town of Clay will be responsible for mowing and maintaining athletic fields dependent upon weather, to the best of their ability.
- J. Any special markings to fields may increase rental fees, including field size changes and additional field layouts or setup. Organizations may line or touch up fields at their own expense with permission from the Recreation Department. No fields may be altered without the permission from the Commissioner of Recreation.
- K. User groups who are given keys to facilities (buildings or other) and are responsible for opening and closing, must ensure the area is locked and secured prior to vacating the site; this includes securing gates, doors, locks, and turning off field lights. Failure to do so may result in non-refundable cancelation of field use for the remainder of the season. User groups may be responsible for the cost of additional lighting or damages to the area, i.e. vandalism, defacement, breakage, etc. Groups may also be subject to fees associated with lost keys.
- L. Vending/Selling merchandise is prohibited in all parks including the fields and parking lots. Special permits may be requested by contacting the Recreation Department.
- M. Automobiles shall be parked only in designated areas. Driveways and entrances must be clear at all times. The posted speed limit must be observed. No parking on the grass. Violators may be ticketed or towed at the owner's expense.
- N. Town of Clay is not responsible for loss or damage or personal property belonging to those using the fields.
- O. No pets allowed on the athletic fields.

P. Moving of goals, bases, fences or bleachers is not allowed unless the property of the rental organization. No goals or bleachers may be moved outside the field of play rental area unless written permission is received from the Recreation Department.

Q. Each user group needs to designate a Responsible Party for all field rentals, and must inform team coaches, representatives and players about Town of Clay procedures and rules. The Responsible Party is asked to report any problems with field conditions, equipment or lights.

R. User groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning.

S. The Town of Clay typically maintains restroom facilities in coordination with rental groups/organizations. However, it is understood that rental groups/organizations will keep the facilities clean and stocked with their necessary items at their own expense during rental hours.

T. Town of Clay reserves the right to cancel any event or restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns.

U. Town of Clay is not responsible for any personal property loss or damage to vehicles.

V. Organizations and rental groups may not sub-rent fields or transfer field use that has already been permitted to any other user group under any circumstances. All organizations must request fields and have a permit through the Recreation Department.

W. All Town of Clay Park Laws apply to all field utilization. These can be viewed by visiting:
www.townofclay.org

Statement of understanding:

I the undersigned, representing the _____ organization, have reviewed this document and agree to inform all members of its contents and to assume that this organization enforces and follows all provisions of this agreement. I further give assurance that the organization or group that I represent is in compliance with all applicable Federal, State and local laws.

It is fully understood and agreed that the representative and their organization guarantees to indemnify and hold harmless the Town of Clay, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising directly or indirectly in connection with any town property as a result of this agreement. It is also understood that the organization will provide and maintain at its own expense, insurance coverage as outlined in the Field Use Procedures, Rules, and Rates.

On behalf of the above mentioned organization, we, the undersigned, agree that our participants, officials and spectators will abide by the attached rules & regulations and understand that failure to fulfil our obligations to the Town of Clay will result in immediate revocation of all permits issued to the organization and any future use without reimbursement of fees or expenses. This document supersedes all others for activities requested by this organization.

Printed Name of Responsible Party_____ Title:_____

Signature of Responsible Party _____Date of Signature:_____

Please sign and return this Rental Application and Agreement to:

**Town of Clay Recreation Department
4401 State Route 31
Clay, NY 13041
Phone: (315) 652-3800 ext 139
Email: Recreation@townofclay.org**