



Ogden Parks and Recreation
269 Ogden Center Road Spencerport, NY 14559
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PINEWAY PONDS PARK LODGE RESERVATION RULES & REGULATIONS

NOTICE:

- Residents may request/make reservations (1) year in advance of event date; Non-residents may request/make reservations (6) months in advance of event date. Online reservations must be requested/made at least one week in advance of event date.
- Requests are processed by OPR Administration during business hours only. Requests are processed on first come-first served basis via the date and time of request submittal. Holidays/Office Closures may delay request approval/denial; please allow up to 5 business days for a response. Request will be approved or denied. If denied, the reason(s) why the request was denied will be stated. If approved, an invoice will be sent.
- Payment must be made within 48 hours of request approval to secure reservation using cash, check, or credit card (Visa, Mastercard, Discover- additional processing fee applies); a separate security deposit of \$50 cash/check is to be made at key pick up. LODGES ARE NOT RESERVED UNTIL PAYMENT IS MADE.
- Facilities are available to rent between 8:00am-9:45pm; Facilities are closed for most holidays; there will be an additional charge for select open holidays. FACILITIES CAN ONLY BE ENTERED ON THE DAY/TIME OF PERMIT.
- Online requests/reservations must be completed by account holder. Applicant contact information must match applicant payment information.

Town owned buildings and facilities, when not in use for Town purposes may be used for recreational, civic, and educational purposes by the community in accordance with the policy outlined by the Ogden Town Board and the regulations herein provided.

1. **APPLICANT MUST BE 21 YEARS** of age or older and must be present during the activity and assume responsibilities for their guests.
2. **PERMIT IS NON-TRANSFERABLE.**
3. **FACILITY IS NOT TO BE USED** until date and time specified on permit. No rentals can start prior to 8:00am; All rentals must end (including clean-up) by 9:45pm. Entering the lodge prior to the date on your permit will result in an additional rental charge and the loss of security deposit.
4. **RENTER IS RESPONSIBLE FOR** picking up the key, opening and closing the building (including all windows and doors), and returning the key. Failure to pick the key up by the deadline may result in not being able to use the lodge.
5. **A SECURITY DEPOSIT OF \$50 IS REQUIRED** in addition to the above fees with all rentals. Deposit can be made in the form of a cash or check at the time of key pick-up. Deposit will be returned if: the policies are adhered to; facility, equipment and grounds are found to be in satisfactory condition; and if key is returned to OPR Admin. Office within 1 business day of rental. Should damages exceed the \$50 deposit, the renter will be billed the additional costs.
6. **CANCELLATION/REFUND POLICY**
 - Refunds will only be given if cancellation is received in writing at least 30 days prior to rental date.
 - No refunds will be given if cancellation is made less than 30 days prior to rental date.
 - All refunds/credits are subject to a \$50 processing fee and town board approval. It may take 4-6 weeks to receive refund.
 - Credit card processing fees cannot be refunded.
 - Any changes to your permit (date/lodge) are subject to a \$25 processing fee (plus additional processing fees if paying with credit card).
7. **PINEWAY PONDS PARK IS SMOKE-FREE.** Tobacco and other smoking products are not permitted anywhere on Park Property.
8. **ALCOHOL** is allowed only in non-breakable containers and only if the permit is marked. No alcohol should be served to any person under the age of 21. Alcohol is permitted inside and around the lodge, only; Alcohol may not be consumed on recreation areas, ball fields, or parking lots. The sale of alcohol is not permitted.
9. **NO PERSON** shall deface, injure, or disturb any building, sign, equipment, or property located within the park. No signs or balloons are permitted on the Pineway Ponds Park entrance sign.
10. **GRILLS** are to be used for cooking purposes only. Use of large or pull behind BBQ grills or smokers, portable grills, is not permitted without prior approval. Personal charcoal/gas grills may be used but are not allowed under the roof or inside any lodge. A protective surface under BBQs is required. Coals and grease must be safely removed from the park by the user and may not be dumped in the trash receptacle. Deep fryers are not permitted.
11. **FIRECRACKERS, FIREWORKS, FIREARMS, EXPLOSIVES, SMOKE BOMBS, or other INCENDIARY DEVICES** are not allowed in the park.
12. **ANIMALS** (with the exception of service animals) are not allowed in the lodges. All pets must be leashed while in Pineway Ponds Park, and cleaned up after. Ponies/Horses or petting zoos are not permitted anywhere at Pineway Ponds Park.
13. **PERMIT IS ONLY FOR USE OF THE FACILITY SPECIFIED IN THE PERMIT FOR DATE/TIME SPECIFIED IN THE PERMIT.** All other areas in the park remain open to the public and must not be affected by the permitted use. Fields/Courts/Play areas may be closed or unavailable. Lodge discounts will not be provided during times of closure.
14. **ALL GARBAGE IS TO BE REMOVED FROM LODGES AND SURROUNDING AREAS AND DEPOSITED IN DUMPSTERS** provided for that purpose. Area should be left in same or better condition than it was found.

15. **PULLING A FIRE ALARM WHEN THERE IS NO EMERGENCY MAY BE A CRIMINAL OFFENSE.** When a fire alarm is pulled, Security Personnel, Maintenance Personnel, and Emergency Personnel are dispatched. If there is no emergency found, your \$50 security deposit will be forfeited.
16. **MUSIC and NOISE MUST BE KEPT AT REASONABLE LEVELS AS TO NOT DISRUPT OTHER FACILITY AND PARK PATRONS.** Live bands and DJs are only allowed at Boetcher lodge with permission from the Town of Ogden Parks and Recreation Director.
17. **CERTIFICATE OF INSURANCE NAMING THE TOWN OF OGDEN AS ADDITIONAL INSURED IS REQUIRED** for music/dj/band, serving caterers, tents, etc. These items must be listed on page 1 of this form. Permission must be given to have live music, disc jockeys, and tents.
18. **TABLES AND CHAIRS** are to be cleaned and stacked after use. Tables and chairs must remain inside the lodge.
19. **DECORATIONS...** Only free standing or table decorations are allowed. No tape, tacks, nails, staples, or glue. Fog, fog machines, bubbles, confetti, glitter, candles/open flame, straw, or hay are not permitted. Balloons must be securely anchored. All decorations are to be removed at the end of the rental.
20. **TENTS** are permitted at Boetcher Lodge and Canal Days Lodge with approval from the Town of Ogden Parks and Recreation Director. Proof of insurance from the tent company is required prior to rental. Tent must be set up and removed during the time periods of the lodge rental. No tent stakes shall be installed within 15 feet of any facility.
21. **INSURANCE COVERAGE...**The Town may require the group/organization to provide coverage for the event.
22. **GAMBLING** on Town property is not permitted except when allowed by the Town Board.
23. **NO FOOD OR MERCHANDISE** may be sold in Town recreational facilities or on Town property without written approval from the Town of Ogden Parks and Recreation Director.
24. **FOOD TRUCKS as caterers are only allowed with Lodge Rentals. Please see Food Truck Policies. Request Form must be submitted with payment.**
25. **RULES OF PLAYGROUND, SPLASH PAD, AND FISHING POND** must be followed by all park patrons and lodge users.
26. **ATVS, SNOWMOBILES, AND OTHER RECREATIONAL EQUIPMENT IS NOT ALLOWED** at Pineway Ponds Park.
27. **WATER BALLOONS, RECREATIONAL WATER TOYS, POOLS, SLIP AND SLIDES, BOUNCE HOUSES, DUNK BOOTHS, AND OTHER AMUSEMENT APPARATUS (PERSONAL OR COMMERCIAL) ARE NOT ALLOWED.**
28. **PARKING LOTS ARE OPEN FOR ALL PARK USERS.** Vehicles must be parked in designated parking lot areas. Vehicles are not allowed on pathways, curbs, playing fields, or grass areas. Loading or unloading from vehicles must be done from designated parking lot areas only.
29. **FACILITIES MAY NOT BE USED FOR** personal gain or profit, religious purposes, sales promotion, social meetings, fundraising, or for the benefit of private individuals or commercial concerns engaged in marketing. A Special Events Use Request form may be required for some events.
30. **OPR RESERVES THE RIGHT TO PROHIBIT CERTAIN ACTIVITIES/EVENTS ON TOWN GROUNDS.**
31. **THE TOWN OF OGDEN RESERVES THE RIGHT TO MODIFY OR CANCEL ANY AND ALL FUNCTIONS/RESERVATIONS** now or in the future based on local, state, or federal guidelines.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

The applicant/group/organization hereby agrees to indemnify and hold harmless the Town of Ogden from any and all claims or actions based upon property damage, personal injury, or death resulting from any acts, omissions, or any other matter whatsoever of the above mentioned group/organization, its members, guests, and invitees, while on the premises of the Pineway Ponds Park located in the Town of Ogden.

This agreement shall include indemnity to the Town of Ogden for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Ogden as a result of the applicant/group/organization's use of the Town of Ogden facilities.