

**Town of Watson**  
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## **USE OF COMMUNITY FACILITIES RULES & REGULATIONS**

The following information is provided to communicate a uniform policy that shall apply to everyone while visiting or using Town of Watson facilities that are open to the general public. Reservations and scheduling for use of these public spaces is required for any community, special or private event that involves more than visiting or routine use by the public at large.

### **Applications and Making Reservations**

Organizations practicing, supporting or promoting activities, which are contrary to local, State or Federal law, shall not be permitted to use Town of Watson public spaces. Scheduling shall be on a first-come, first-serve basis

Applications will be processed in the order received. Submittal of an application does not guarantee availability. Applications shall be reviewed and can either be accepted, limited, or denied. To have confirmed reservations for a designated public space, Users need to complete the following three steps: 1. Complete, sign and return an application form (available at [www.townofwatsonny.com](http://www.townofwatsonny.com)). 2. Pay the required non-refundable security deposit (the first half of the use fee) for the public space area or facility. NOTE: The remainder of the use fees and the refundable damage deposit are due at least ten business days prior to use of the public space. The reservation will be canceled if the remaining user fees and minimum refundable damage deposit are not timely made. For users who reserve a public space within ten business days of the intended use, the use fees and damage deposit are due in full upon receipt of the application. NOTE: The minimum refundable damage deposit may be increased at the Town of Watson's discretion depending on the type of activity. The minimum refundable damage deposit is not a limitation on the liability of the user for damage to the premises. If the damage exceeds the amount of the minimum refundable damage deposit, the user will be required to pay the excess within fifteen days of receiving an invoice. 3. Provide appropriate insurance, if determined by the Town of Watson, naming the Town of Watson as an additional insured.

### **Rights and Privileges**

Individuals or groups without confirmed reservations must relinquish the public space when proof of a valid Town of Watson receipt for the reservation of that public space is presented. If no receipt of reservation for the public space is presented, then the public space is available on a first-come, first-served basis. If unauthorized or uncooperative individuals will not relinquish their hold on the public space for which you have a confirmed reservation, you should first attempt to notify the Town of Watson. However, if the situation warrants, you have the right to notify local law enforcement. In the event of an emergency, call 911

### **Cancellations and Refunds**

After the event, Users will receive a refund of their damage deposit upon the return of the public space to a neat, clean and undamaged condition. Damage and Clean-up deposit must be claimed within fourteen (14) days after the event or will be donated to the Park Fund. If the public space is not returned to pre-event condition, the Town of Watson will clean or repair any damage and deduct the labor and materials from the minimum refundable damage deposit. If the damage exceeds the amount of the minimum refundable damage deposit, the user will be required to pay the excess within fifteen days of receiving an invoice. Should the Town of Watson be required to cancel reservations due to an emergency or other Town of Watson requirement, the applicant is eligible for a full refund.

## **Breakdown & Clean Up**

Use of a public space is conditioned upon the return of the premises to a neat, clean and undamaged condition at or prior to the ending time that user has reserved the space. Failure of individuals to vacate public space at designated time may result in forfeiture of damage deposit and denial of subsequent use of Town of Watson public spaces. The individual or entity signing and completing the application form will be considered the responsible party for usage of the public space and shall be responsible for the actions of their guests and/or caterer. The minimum refundable damage deposit is not a limitation on the liability of the user for damage to the premises. If the damage exceeds the amount of the minimum refundable damage deposit, the user will be required to pay the excess within fifteen days of receiving an invoice.

## **Conduct**

All persons shall conduct themselves in a civil manner consistent with community standards and Town of Watson policies. Individuals or groups being disruptive or causing damage may be asked to leave and or denied subsequent use of facilities.

## **Music**

Music may be permissible as long as it does not interfere with Town of Watson business operations. Unreasonably loud music that interferes with Town of Watson business operations or neighbors will not be allowed.

## **Litter**

No person shall throw or deposit litter on any Town of Watson property, except in public receptacles and in such a manner that the litter be prevented from being carried or deposited by the elements upon any part of the facility or grounds, or upon any street or other public place. Where public receptacles are not provided, all litter shall be carried away and properly disposed of. Fines for littering shall be imposed in accordance to local municipal codes and regulations.

## **Fireworks**

Whether permitted by state law or not, the possession or discharge of any common fireworks are prohibited in or upon all Town of Watson public space areas.

## **Safety and Security**

Persons using Town of Watson public spaces do so at their own risk and agree to defend, indemnify, and hold harmless the Town of Watson as to any claims or suits arising out of such use. Individuals shall be responsible for the security of all personal items while visiting or using any Town of Watson facility. The Town of Watson is not responsible for the damage, loss or theft of personal items and does not provide security for users of public spaces.

## **Motor Vehicles**

Motor vehicles may be operated only on paved or graveled roadways and may be parked only in designated paved or graveled parking areas. "Paved roadways" as used in this subsection does not include paved ways marked for the exclusive use of pedestrians, bicycles, or wheelchairs. The general speed limit for all vehicles on Town of Watson paved roadways and within Town of Watson parks is ten miles per hour (10 mph) unless otherwise posted.

## **Pets and Animals**

All pets and animals, where allowed on Town of Watson property, must be under control by means of a leash, restraints or in suitable carriers. Owners or handlers are responsible for cleaning up their animal's waste deposits left on Town of Watson property. Owners and handlers are required to have in their possession the equipment necessary to remove their animal's fecal matter when accompanied by said animal on Town of Watson property or adjacent public easements or right of ways.

### **Overnight Camping**

Overnight camping is prohibited on or in Town of Watson public spaces.

### **Campfires**

Campfires are prohibited on or in Town of Watson public spaces.

### **Destruction, Removal or Encroachments of Town of Watson Property**

It is prohibited for any person to remove, injure, deface, damage, or destroy Town of Watson property. This applies to all aspects of the natural or landscaped environment and to any structure, object, equipment, improvement, or other Town of Watson property.

### **REFUNDS**

Fees and deposits are determined by Town Board. The Town of Watson has discretion on what portion of an Applicant's fees and deposits may be refunded to Applicant, based on the specific circumstances and the Town of Watson's Facility Rental Procedures and Rules. Refunds resulting from cancellation of an Event may be calculated as follows: TIMING OF CANCELLATION PERCENTAGE OF REFUNDABLE FEES AND DEPOSITS: More than 20 calendar days prior to the Event 100%. 20 calendar days or less prior to the Event 100% of the Damage & Clean-up Deposit will be refunded.