

<b>POLICY/PROCEDURE TITLE:</b> <b>Permitting Fields and Facilities with  the Nassau County Parks Department</b>	<b>DATE ISSUED:</b>  <i>3/25/19</i>
<b>DEPARTMENT ISSUING:</b>  <b>Parks, Recreation and Museums</b>	<b>AUTHORIZED and SIGNED BY:</b>  Commissioner  <i>Eileen Krueb</i>

**POLICY:** To ensure an open and easy to comprehend method of obtaining permits from the Parks Department for your use and enjoyment.

**PURPOSE:** To set forth clearly policies and procedures as they relate to: (i) applying for a permit; (ii) priorities in permit approvals; (iii) use and cancellation of permits by the permittee; and (iv) payments and credits.

**SCOPE:** All parties interested in using a Parks field or facility.

**PROCEDURE:** All procedures are set forth in Attachment A.

# **ATTACHMENT A**

## **Permitting Fields and Facilities with the Nassau County Parks Department**

### **Section 1 – Definitions.**

a. **The following terms (as they are used in this policy) will have the meanings listed below:**

**"Permit Requester"**

A Permit Requester is any person or organization who requests an Application for New Permits as stated below:

1. any person or entity that has received permits for the previous year or season, and wish to apply for different dates, days & times; at either the same location or facility as the previous season, or at different location or facility.
2. A person or organization who has never previously sought a permit from Nassau County Parks.
3. A returning Permit Requester who includes new or additional requests in their permit requests are treated as New Permit Requester for such new or additional permit requests.

**"Returning Permit Requester."**

Returning Permit Requester are those requesting the same days & times at a Park or Facility that they received pursuant to their permits for the previous year or season.

**"Youth League. "**

Youth Leagues are Youth Recreation Leagues, Teams or Groups, like Little League Baseball or Boy Scouts that have an all-volunteer staff with no paid personnel, administrator or independent contractors (such as coaches & trainers).

**"Senior League. "**

Senior Leagues are Senior Recreation Leagues, Teams or Groups, like the Senior Softball League that have an all-volunteer staff with no paid personnel, administrator or independent contractors .

### **Section 2 – Applications.**

#### **(a) Applying for Nassau County Parks Field Permits & Facility Permits:**

If you are an organized group, league or team, and you would like to request a Nassau County field, court, ice rink or swim lanes for any type of formal use, you must put in a request to the Nassau County Parks Department.

**(b) Permits – Athletic Fields, Aquatic Center, Ice Rinks, Tennis Courts & Special Events:**

To request Permits and to check availability, you can email or call one of the contacts below:

**Athletic Fields** - Dave Graziosi [DGraziosi@nassaucountyny.gov](mailto:DGraziosi@nassaucountyny.gov) Office Phone # 516-572-0521

**Athletic Fields** - Mark LaMarr [mlamarr@nassaucountyny.gov](mailto:mlamarr@nassaucountyny.gov) Office Phone # 516-571-7009

**Athletic Fields** - Paul Grzymalski [pgrzymalski@nassaucountyny.gov](mailto:pgrzymalski@nassaucountyny.gov) Office Phone # 516-572-0401

**Special Events** - Trish Hood [phood@nassaucountyny.gov](mailto:phood@nassaucountyny.gov) Office Phone # 516-572-0252

**Aquatic Center** - Jim Muessig [jmuessig@nassaucountyny.gov](mailto:jmuessig@nassaucountyny.gov) Office Phone # 516-572-0553

**Ice Rinks** - Mark LaMarr [mlamarr@nassaucountyny.gov](mailto:mlamarr@nassaucountyny.gov) Office Phone # 516-571-7009

**Tennis Courts** – Karen Beckhard-Ravener [kbeckhardravener@nassaucountyny.gov](mailto:kbeckhardravener@nassaucountyny.gov) Office Phone # 516-572-0210

**PLEASE NOTE:**

All phone requests, or in person requests must be followed-up with a written email request.

**(c) Choosing a Season:**

We have established seasonal request periods to ensure that we process applications in advance of the start date for each season. Tournaments and/or Special Events can be requested earlier so that the Requester can market their event. You may make a request after the start date, but requests made within the optimal period for the season are given priority.

Returning Permittees/Users must submit their requests for their requested Dates & Times by **December 15** for the **Spring & Summer Seasons**, their requests by **June 15** for the **Fall Season**, and their requests by **September 15** for the **Winter Season**, or these Athletic Fields will be open up to New User Requests on a "First Come, First Serve Basis".

**When You Want to Play**

Spring & Summer: March 15\*\* through August 31

Fall: September 1 through November 30

Winter: December 1 through March 16

\*\* Grass Fields open on or after April 15

**When to Apply**

December 15 through June 15

June 15 through October 15

September 15 through December 15

\*\* Some dates are held until February due to scheduling and coordinating other Events.

#### **(d) Accommodating Your Request:**

Nassau County Parks Department makes every effort to fairly accommodate as many requests for fields, courts, ice rinks, and pool swim lanes. As we receive thousands of requests, many for the same dates, days & times, we make every attempt to equitably distribute permits. The order of distribution of field permits is as follows:

1. Nassau County Parks Department organized, run and/or sponsored Events.
2. Returning organizations, groups & users for the same days, dates, times as previous year permitted. (Except for Colleges, High Schools & Special Leagues that have rotating weekend game schedules)
3. All other new permit requests will be processed on a "first come, first serve" basis.

#### **Section 3 – Permit requirements and limitations.**

- a. The Parks Department reserves the right to leave fields & facilities unpermitted at various locations for: (a) other authorized uses; (b) to accommodate Departmental use; (c) for maintenance purposes; or (d) to allow other unpermitted activities.
- b. The Parks Department reserves the right to move permittees to another location if necessary, as determined by the Department or assign a permit to a location other than the location the Permit Requester requested.
- c. The Parks Department reserves the right to cancel permitted ballfield or court activity due to inclement weather and/or conditions that may result in damage to the fields or facilities.
- d. The Parks Department reserves the right to require a clean-up charge and/or liability insurance for the use of fields or facilities, in which case the County shall be named as an additional insured.
- e. All permittees must have their permits, and any other documents required by the Parks Department, in their possession at the time and site of the proposed activity.
- f. All permits are revocable at any time and at the discretion of the Nassau County Parks Commissioner or a Deputy Commissioner. Additionally, the permit may be revoked for cause. Revocation for cause includes but is not limited to: (i) providing incorrect or false information for the Permit, (ii) failure to adhere to Department rules or the conditions of the permit, and (iii) the use, by adults, of a permit issued for a Youth League. The permit holder has the right to appeal the revocation of a permit to the Department's General Counsel, within ten (10) days immediately following the mailing of notice of revocation by the Department. Said appeal must be in writing. The decision of the Department's General Counsel shall be final.
- g. The Parks Department may inspect any field or facility to determine if the permit holder is utilizing all its permitted time. If the Department determines the permit holder is not using all the permitted time, the Department may reduce the amount of permitted time.
- h. If the use of fields or facilities constitutes a special event, a special event permit shall be required in addition to the relevant field permits. If the use of fields or facility permit involves vending, the County concessionaire, currently Dover Catering, must be contacted to provide the services.

## **Section 4 - Athletic Fields Usage Fees Payment / Cancellation Procedures.**

(a) All Permit/Invoices in an amount of under **\$5,000** must be paid when the Permit/invoice is received.

(b) Permit/Invoices totaling between **\$5,000 to \$20,000** are required to remit **50%** of the total reservation amount when the Permit/Invoice is received; then **50%** of the remainder payable prior to the mid-point date of the existing Permit.

(c) Permit/Invoices exceeding **\$20,000** are required to remit **40%** of the total reservation fee, no later than seven (7) days prior to the first game listed in the permit then the next **50%** fees are due and payable prior to the mid-point of the booking. The remaining **10%** must be remitted 7 days prior to the last date on the Permit Reservation.

Cancellations of reservations would be allowed under the follow conditions:

- 1) (a) All weather-related cancellation requests that are accepted by Park Staff will be credited to the applicable household must be emailed to [NCFields@nassaucountyny.gov](mailto:NCFields@nassaucountyny.gov) presuming that the fees have been paid.  
(b) A four (4) week cancellation/give-back of a Permitted day, date & time, will be credited back to applicable household must be emailed to [NCFields@nassaucountyny.gov](mailto:NCFields@nassaucountyny.gov) presuming that the fees have been paid.
- 2) Cancellations due to inclement weather, must be emailed to [NCFields@nassaucountyny.gov](mailto:NCFields@nassaucountyny.gov) within 72 hours of the permit date & time of the inclement weather. A credit will only be issued upon the written approval of the Parks Commissioner or someone designated by the Commissioner to review each such cancellation.
- 3) Any cancellation which involves the cancellation of field usage charges exceeding **\$2,000** must receive the written approval of the Commissioner of Parks or Deputy Commissioner designated by the Commissioner to review each such cancellation.
- 4) Any cancellation which involves the cancellation of field usage charges exceeding **\$10,000** must receive the written approval of the Deputy County Executive of Parks and DPW.

All cancellation requests properly submitted will be reviewed by Parks Supervisory Staff for approval. Reservation Change/Modifications to a Permit due to a rebooking, i.e. change in park, field, date or time will not require a Parks Supervisory Staff approval.

**CHECKS & CREDIT CARDS ARE THE ONLY FORMS ACCEPTED FOR PAYMENT FOR PERMIT/INVOICES.**

**THE NASSAU COUNTY PARKS DEPARTMENT DOES NOT ACCEPT CASH FOR PERMITTED RESERVATIONS.**