

RRC ANNUAL / RECURRING EVENT RENTAL STATEMENT

POLICY STATEMENT

The Rosendale Recreation Commission (“RRC”) values and recognizes the role of individuals and groups within the Town of Rosendale, and endeavors to support recreational opportunities via annual /recurring public events on property and facilities under RRC purview. *(Rosendale Town Code Chapter 18 Recreation Commission - § 18-7 Powers and duties. - The authority to establish and maintain playgrounds, parks and neighborhood recreation centers shall include all powers as sanctioned by law, including but not limited to complete authority within the Town to equip, operate and maintain playgrounds, parks and recreation centers, the administration thereof, planning, development, organizing, directing, staffing, budget proposals, and to apply for any and all available federal and state aid to effect same. Note: As of January 2014, these sites include: Rosendale Recreation Center facilities and lands; Rutsen Park; Hardenburgh Park, Linear Park; Willow Kiln Park, and; Veteran’s Park. Collaborative-specific relationships limit and/or redefine responsibility for certain RRC lands.)*

The RRC generally considers recreational activities to be those meant to address and enhance self-determined quality of life through non-work related opportunities. The RRC recognizes that designations of specific events as “recreational” may be made by other pertinent and appropriate agencies, boards, and commissions.

POLICY MISSION AND OBJECTIVES

The mission of this policy is intended to provide a structure and process for individual and group rentals for annual / recurring public events that is open, transparent, legal and equitable. The RRC is expected to be responsive to the community at large, while furthering the RRC’s responsibility to provide recreational opportunities on the sites within its purview.

The key objectives of the Annual / Recurring Public Event Rental policy are:

- To provide an equitable process for determining annual / recurring public rental policies.
- To provide opportunity for residents and visitors to enhance their appreciation of local recreational opportunities and attributes;
- To create opportunities to promote, support and enhance Rosendale Recreation sites and facilities;
- To institute a rental policy addressing the wide-ranging needs and interests of all individuals or groups seeking use of the Rosendale recreational parks and facilities based on community benefit and sense of fairness.

PROCESS

All events must be booked and reserved with the Rosendale Recreation Director. Applicant organizations must complete the APPLICATION FOR USE and RRC FINANCIAL STATEMENT RENTER FORM each calendar year.

RETURNING EVENT RENTERS

Each applicant for an annual / recurring public event will be required to submit the RRC FINANCIAL STATEMENT RENTER FORM **Boxes 1 and 3 with required attachments** detailing revenue and expenses.

The financial statement from the prior year must be received before the second Wednesday each January. Rental requests will not be approved and scheduled if the financial statement and attachments have not been submitted.

FIRST TIME RENTERS

A renter who has not yet held an event qualifying as an annual event or a series of events must submit the RRC FINANCIAL STATEMENT RENTER FORM **Boxes 2 and 3 with required attachments**. The financial statement must be received at the time the application is submitted.

ALL RENTERS

- * Requisite deposits must be paid before the RRC approves an application.
- * Incomplete applications will be returned to the renter. The renter will then have five (5) days to resubmit the required application materials, provided the application deadline has not lapsed.

EXEMPTIONS TO THE RRC FINANCIAL STATEMENT REQUIREMENTS

For annual / recurring public event renters who:

- Do not charge member or entry fees AND
- Do not fundraise / accept donations AND
- Do not have vendors or commercial booths

FEE REDUCTION OR WAIVER POLICY FOR ANNUAL / RECURRING PUBLIC EVENTS

Fees will not be charged for annual / recurring public events held ***solely for the purpose*** of raising funds for the maintenance and improvement of Rosendale Recreation sites and facilities. Event costs may be deducted from the donation once the RRC FINANCIAL STATEMENT RENTER FORM has been submitted to the Recreation Director. Financial statement requirements will not be waived.