



Town Parks Policy

Purpose

The purpose for this policy is to protect the public health, safety and wellbeing, by regulating park activities and to secure the quiet, orderly and suitable use and enjoyment of public park properties, equipment and facilities.

Opening and Closing Times

Town parks shall be open to the public from Memorial Day through Labor Day during daylight hours. Shelters and restrooms are open on a seasonal basis. The Town park shelters and restrooms shall be closed immediately following the first snowfall and shall reopen the following spring. Vehicle access to the Town Forest is prohibited during the time the Forest is closed. However, the park facilities will be accessible to people during daylight hours for walking, snow shoeing, or skiing during the winter months. Gravel parking lots will be plowed after storms once primary roads are cleared of ice and snow. Grassed parking areas will remain closed to avoid damage. Hunting is only allowed in the Town Forest and regulated by State Statute and rules.

Individuals or groups may receive written permission from the Director of Public Works or Town Manager to be in a facility during the hours it is closed. The written permission shall designate specific hours within which the exemption is granted. The exemption from closing hours shall be in effect only for those hours exempted. Such written permission must be presented to any police officer, Town official, or employee upon demand. Written exemption from closing hour prohibitions shall not void any other penalties or violations of this ordinance.

Park Uses

Bay Park and Cohen Park have large beachfronts and offer a variety of facilities. The park bathhouse/bathroom facilities are open from Memorial Day weekend through Labor Day weekend. Exclusive use, which includes any specific use by a group of 25 or more persons, of any park amenity, facility, or structure will be through a reservation and application process as described below. The picnic shelters, Stone House, softball fields, volleyball court, and basketball court may be reserved for exclusive use.

Note: applications are available on the Town website or at the Town Clerk's Office.

Reservations

Requests for exclusive use shall be made a minimum of fourteen (14) days and a maximum of twelve (12) months prior to the date of requested use. Applications are accepted based on a first come – first serve basis. All applications for use shall be



signed by an adult eighteen (18) years of age or over who shall be responsible for compliance with the terms of the permit.

Application Requirements

The following items must be included on the application:

1. Name of the applicant, the sponsoring organization(s), and name of the person in charge of the proposed activity;
2. Address, telephone number, and email of applicant(s);
3. Bay Park and Cohen Park amenity/facility being applied for and the area involved;
4. Date and starting time of the proposed activity;
5. Finishing time of the proposed activity;
6. Number of persons expected;
7. Nature of the proposed activity or activities, including equipment and vehicles to be brought into the park, duration and nature of the use of any amplified sound whether sound, or speech.

Confirmation of Reservation

Upon approval of a Park Reservation Form by the Parks Director, the Town Clerk's Office will issue a permit upon receipt of applicable fees. Due to inclement weather or other mitigating factors, the applicant may reschedule the event at a future time and date at no additional charge.

Fees

The following fees apply to the use of park facilities:

1. Bay Park Picnic Shelter, Stone House, or Cohen Park Picnic Shelter. For groups of 25 persons or less, \$100.00 per day. For groups of 25 persons or more, \$200.00 per day. Town residents may receive a 50 percent discount upon proof of residency.
2. Bay Park Ball Fields. Exclusive use of one of the softball fields is \$50.00 per day. A seasonal fee for use of a field on a single night (5pm to dusk) each week during the season is \$250.00.
3. Basketball and Volleyball Courts. Exclusive use of the basketball court or volleyball court is \$20.00 per day.



Refunds may be granted by the Town Manager on a case by case basis as explained in the “Town of St. Albans Fee Refund Policy”.

Waivers will not be granted to non-profits with the exception of the Maple Run Unified School District.

Permit Revocation/Denial

A permit may be revoked or denied if any terms or conditions of the permit or this policy are violated by the permittee or any agent or employee of the permittee. Said permit may be revoked by the Town Manager with notice to the persons to whom the permit was issued.

Appeals

A person may appeal to the Selectboard the revocation or denial of a permit by filing a written notice of appeal with the Town Manager within five (5) days of receipt of notification that the permit is revoked or denied. The Selectboard shall consider the appeal at the next scheduled Selectboard meeting after notice to the applicant at which the applicant is entitled to be present. The Selectboard may affirm or reverse the Town Manager’s decision, or attach such additional conditions to the permit as will, in their best judgment, protect the public’s health, safety and welfare and to prevent the damage of park property.