

Rules and Regulations of the Town of Trenton

1. The Town Clerk will accept applications for use of the pavilions the first business day of the year for Town Residents only and will take them on a first come, first served basis upon receipt of the signed Application, Fee and Deposit. On the first business day of February, reservations will be open to town residents and non-town residents alike.
2. No applications will be taken in the current calendar year for any use in a subsequent year.
3. Checks returned for insufficient funds will result in cancellation of the reservation and an Insufficient Funds Charge of \$20.00.
4. Applicants will be required to provide proof of Town Residency to be eligible to use the pavilions at the Town Resident Rate. A state issued identification card or driver's license, tax bill, utility bill in the applicant's name, or any other official document showing both name and an address within the Town of Trenton will be deemed sufficient proof of residency. A photocopy of all proof of residency documents will be made at the time of reservation. Organizations will be subject to the same residency rules as individuals. **Documents showing a Post Office Box address will NOT be accepted.**
5. No reservations will be taken by mail or phone. Reservations must be made in person. Applications are available at the Trenton Municipal Center. No applications will be mailed out. Every effort will be made to accommodate preferences for pavilions, however, the town reserves the right to reassign pavilions to accommodate other users.
6. **If you need to cancel, please notify the Town Clerk as soon as possible. Fees are non-refundable unless pavilion can be re-rented. Deposits are fully refundable for unused reservations.**
7. Alcoholic beverages are allowed only if a certificate of additional insured is obtained indemnifying the Town of Trenton from any damages incurred by persons using such beverages. Such certificate shall be filed with the Town Clerk's office at least two weeks prior to the event. **Failure to disclose use of alcoholic beverages and provide a certificate of additional insured will result in a permanent ban from the use of Town Facilities and forfeiture of any deposits paid.**
8. The pavilions will be open from May to October each year between the hours of 9:00 AM to 9:00 PM. Use of the pavilions beyond these hours is prohibited.
9. No connection to the electrical service is permitted except at designated outlets.
10. No fixtures, tables or equipment may be moved from one pavilion to any another. All tables must be left in substantially the same configuration as they were at the commencement of the rental.
11. Applicants must be at least 18 years of age or 21 years of age if alcohol is being served. **The person executing this Use Agreement must be at the park for the entire duration of the reservation and available if required by the town or any law enforcement agency. The applicant's signed copy of the agreement must be available if requested by Park Staff.**
12. The organization/individual who executes the Use Agreement is responsible for the conduct of all guests using the park facilities. Any damage or destruction of park property will result in forfeiture of any deposit paid. Park property shall include, but not be limited to, buildings, trees, shrubs, and amusement and convenience fixtures and appurtenances. Damage in excess of any deposit, will be billed to the party or parties executing this agreement and will become a legally enforceable debt to the Town of Trenton.
13. All Town Facilities are strictly **NO SMOKING**.
14. No animals shall be allowed in the park except dogs and cats, **which are to be leashed and under control at all times** while within the park. Any animal waste shall be cleaned up and disposed of.
15. Littering is specifically prohibited. All refuse shall be deposited in receptacles placed at various places throughout the park. This includes all decorations, streamers, balloons, confetti and the like. **All fasteners (tape, staples, tacks, etc.) must be removed.**
16. Those persons within the boundaries of the park, whether using park facilities or not, are subject to the rules and regulations contained herein, and may be ejected from the park in the event they violate any rule or regulation, or other patron's right(s).
17. Weapons, including firearms, bows and arrows and/or any other instruments that may be classified as weapons along with fireworks, explosives and dangerous instruments (as defined by Penal Law), are forbidden within the park at any time.
18. ***Rest rooms will be open between 11:00AM and 9:00PM daily between May and October as needed.***
19. The pavilion will be used exclusively by the party or parties executing this agreement.
20. The Town Swim Beach is open daily from late June to mid August (dates to be announced each year), 11:00 AM until 7:00 PM, weather permitting.
21. Provision for the use of town recreation equipment will be made if available (ex: horseshoes, volleyballs, bats & balls) depending on other activities occurring at the park. Specific requests should be made as part of the application to the Town Clerk. All recreation equipment must be returned at the end of the pavilion use.
22. Cooking fires are restricted to those receptacles furnished for general use, or in the alternative, grills owned by the users thereof. Any other open fires are forbidden.
23. No motorized vehicles such as 4 wheelers, ATV's, snowmobiles, etc. are allowed on the premises.
24. **All keys must be returned within 72 hours of your event. You are welcome to use the drop box outside the main doors to the Municipal Center.**
25. **Failure to abide by the foregoing rules and regulations will result in forfeiture of any deposit made in consideration of this application. A letter detailing the reason(s) for any forfeiture will be mailed to the address provided on the application. Repeat offenders will be banned from further use of Town Facilities.**
26. Provided all rules and regulations are adhered to, deposits will be refunded via a check mailed to the address on the application within forty-five days of the date of pavilion use. There will be no cash refunds of any kind.

The officials and entire staff of the Town of Trenton hope your event is a great success!