

**City of Newburgh Recreation Department**  
**401 Washington Street**  
**Newburgh, NY 12550**

Phone: (845-565-3230)/Fax (845) 562-6306

**Rules and Regulations**

**FACILITY USE REQUIREMENTS**

The use of all City of Newburgh Recreational facilities shall be subject to the approval and rules of the City of Newburgh Recreation Department administered by the Director of Recreation.

1. City of Newburgh Recreational Park closes at 10pm
2. Last games must begin by 7pm.
3. Organization must provide their own first aid kit and seek your own medical attention if needed.
4. Any and all events sponsored by the City of Newburgh shall have priority in scheduling over other any Non- City events.
5. Organizations wishing to use the City of Newburgh Recreation facilities shall first submit an application to the Recreation Director or designee for approval. Application fee is non-refundable.
6. The Recreation Director or designee shall have the final authority on the use of the recreation facilities.
7. No application will be approved without insurance.
8. Approval schedule cannot be changed at free will once it has been approved.
9. Payments and contracts must be finalized before using the facilities.
10. Organization must sign a facility use checklist at the beginning and end of facility usage.
11. Any organization with youth under 18 years old requires the presence of adequate adult.
12. Organizations using the facilities must clean-up after each event. Including pick up and emptying the trash in the dumpster located in back of the Activity Center. Bathrooms must be kept clean at all times.
13. Organizations that have approval to use the Recreation Facility cannot contract to sub organizations.
14. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating will be ejected from the premises.
15. No maintenance repairs or alterations will be made to City property.
16. Possession of alcoholic beverages or controlled dangerous substance is strictly prohibited, and those violating will be ejected from the premises.
17. Any damages to the Recreation facility shall be promptly prepared at the user's expense and submit a Recreation Incident Report. The City of Newburgh Recreation Director or designee is authorized, at his/ her discretion, to require that payment be made immediately.
18. No refunds will be issued without a 30 day notice.

