

Describe arrangements sponsoring organization will be making for each of the following:

- **Pavilion Bathrooms:** Volunteer *MUST* check bathroom every half hour and complete *Bathroom Checklist*

Volunteer in charge: _____

Phone Numbers _____

- **Additional Port-a-potties:** Rec Dep't will recommend porta-a-potty requirement based on number of participants/attendees and the Tournament League must make the arrangements and payment for same
- **Food Service:** List any food vendors or operators that will prepare food for the tournament. They must obtain their own DOH Temporary Food Service Permit from the Department of Health (838-4801)
- _____
- **Garbage removal:** All containers must be emptied as they fill, relined, and trash brought to a dumpster. Depending on volume expected, a dumpster may be required. Bags should be 40"W x 48"H to stretch over top of garbage cans so no trash falls into the cans
- **Parking:** An appropriate and safe plan must be in place for parking. This may require staking and roping off areas.

Volunteer in charge: _____

Phone Numbers _____

We agree to all conditions on this form, and as stated in the "Department of Recreation and Parks Policies & Procedures for Use of Facilities" and the "Town of Beekman Facility Rental Agreement".

Contact Person's Signature

Tournament Director Signature

FOR OFFICE USE ONLY:

Location	# Port-a-potties needed		Location	# Port-a-potties needed	
Dumpster Required?	TCP	Yes/No	Rec Park	Yes/No	Doherty Yes/ No
Parking Stake off needed?	TCP	Yes/No	Rec Park	Yes/No	Doherty Yes/ No
Other Facilities Booked	Rec Park Pavilion		TCP Pavilion		TCP Indoor Counter
Rental Fee:					
Deposit Fee:					



Town of Beekman Recreation & Parks

29 Recreation Center Road
Hopewell Junction, NY 12533
845-227-5783 845-227-9685F

redirector@townofbeekmanny.us www.beekmanrec.com



Bathroom Checklist for Tournaments
to get Security Returned

Important Reminders

- Bring your own toilet paper
- Bring your own garbage bags
- Bring your own paper towels
- Bring your own soap
- **All trash must be removed from park**

This is a **PUBLIC** bathroom, as such at least every 30 minutes of your event, these items should be checked by one of your staff members

Fill in TIMEs Inspected:																				
All Toilets are flushed																				
All litter picked up off floor																				
Stalls all have toilet paper																				
Countertops are clean																				
Paper towels are filled																				
Soap is filled																				
Garbage is emptied																				
I removed garbage from park																				

Upon leaving for day

- I flushed all toilets _____
- I made sure water is not running _____
- I checked that lights are off and doors are locked _____
- I returned bathroom key _____

Recreation Office: 227-5783 for any questions you may have prior to use
Maintenance: 742-4089 for any facility problems you have during your use