



SUNSET PARK FACILITY & FIELD USE POLICIES & PROCEDURES

Port Washington Water Pollution District
70 Harbor Road
Port Washington, NY 11050

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Purpose

The PWWPCD owns Sunset Park which features a clubhouse, basketball court and natural grass athletic fields for use by a range of players from pre-schoolers to senior citizens. The purpose of this document is to establish an orderly and fair procedure for the allocation of permits for the use of these fields and for the safe use of these facilities. This document outlines the regulations and guidelines and provides organizational priorities for use as well as standard procedures for requesting use. This document is based on national standards of practice. Suggestions for how this policy may be improved should be made to the Port Washington Water Pollution Control District, 70 Harbor Road, Port Washington, NY 11050.

Philosophy and Goals

All programs utilizing Sunset Park will adhere to this statement of goals and philosophy. The PWWPCD believes the park's recreational facilities belong to the people of the Town. The District accepts the responsibility for making the park available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, and recreational activities. The Commissioners of the District or designees shall have the authority to deny the use of District facilities for such activities that are judged inappropriate. Such activities that may be deemed inappropriate include but are not limited to:

1. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the facilities, or the participants or spectators of the event;
2. Any purpose in conflict with municipal activities;
3. Commercial advertising not previously authorized;
4. Fundraising campaigns except as authorized by the District; and
5. Activities which are discriminatory in nature or promote discrimination or other illegal activity.

The PWWPCD believes that the purpose of recreational sports programs is to encourage and develop a love for sports, and to provide residents of all ages the opportunity to participate in a safe and positive environment.

Procedure for Obtaining Permits for Facility/Field Use:

1. Each team, league, conference, or organization desiring to use Sunset Park facilities or fields shall download the appropriate form on the [PWWPCD website](#) and drop off payment (via check) to the PWWPCD as far in advance of the desired use date as possible. Such notice should inform the District of the desired field/facility, date(s), the desired use (sport, game, or practice), whether the use is

for youths or adults, and whether the league or conference is not-for-profit or otherwise.

2. Each team, league, conference, or organization desiring to use the field or facility shall complete, sign, and submit a Facility Use Request Form, in the form attached, together with any documentation requested.
3. The District will hold a Sports Group Meeting, as needed in the discretion of the Commissioners of the District, in order to coordinate maintenance needs, league organizational issues, and facility usage for the various clubs and organizations and for the organizations to submit any additional documents that are required for usage. A follow-up meeting to confirm field use schedules may be scheduled seasonally.

Each league **MUST** provide one representative to act as a liaison between the group and the District to be present at Sports Group Meetings for the season(s) the organization wishes to utilize District facilities, and prior to the meeting shall provide the District with the organization's representative's contact information, including phone number and email address.

Subsequent to each Sports Group Meeting, the District staff will review the documents submitted to ensure that the organization meets required standards. If the staff determines that an organization's documents are inadequate, or has questions relating to the documents, the organization will be contacted by mail or email with details outlining the discrepancy or questions. This communication will provide a mitigation plan for the organization to make required changes, or submit additional documents or answer questions, and resubmit same for approval. **Failure to provide the requested information within a stated time may result in the organization being denied access to the field or facility until all requirements are met.**

4. **Any group or league that has any outstanding amount due for facility or field or equipment usage will not be permitted to apply for further usage of any grounds, facility or equipment until the balance due is paid in full.**
5. All applicants must be classified by the Department of Parks before any field assignments shall be determined and/or permits issued.

General Guidelines and Regulations

1. All leagues must comply with regulations and policies of Washington Water Pollution Control District, as interpreted and enforced by the Commissioner, District, or his/her designee, including policies and decisions regarding weather.
2. All applicants must submit statement that legitimate background checks have been run on all coaches, managers, and directors.

3. Each permit applicant must submit a complete contact list, including phone number and email address, of coaches, managers, and directors.
4. If any fee is due for the permit applied for, the permit fee must be paid within ten (10) days by check payable to "PWWPCD", forwarded to the District at 70 Harbor Road, Port Washington, NY 11050.
5. Permits issued are issued to named teams or organizations. THE NAMED PERMITTEE SHALL NOT GIVE, ASSIGN, TRANSFER, LEND, OR IN ANY FASHION CONVEY ITS RIGHT TO USE A FIELD/FACILITY ON A GIVEN DATE AT A GIVEN TIME TO ANY OTHER PARTY. TO DO SO WILL BE A VIOLATION OF THE PERMIT.
6. Field/facility use is in high demand during the respective seasons. If a team or organization that has received a permit becomes aware that it will not be using a field/facility at a given time they MUST advise the Department of Parks of that situation as soon as possible.
7. Coaches and managers acknowledge that all players must be immediately removed from the field in case of lightning, and shall not return to the field until instructed to do so by District personnel. Actions contrary to this guideline will be considered a violation of the permit.
8. Each team shall have in their possession while using a field/facility, a copy of the permit for the field/facility for that date and time.
9. Coaches and managers are required to police the grounds before and after each field use and immediately report any condition to District personnel.
10. Coaches and managers of youth teams are to control the conduct of the parents of their players, and the parents shall be responsible to control the conduct of the players' siblings.
11. Any litter in the dugouts or on the fields shall be removed and placed in an appropriate receptacle. Leaving a field or dugout without litter being removed will be considered a violation of the permit.
12. Coaches and managers shall ensure that no players remain on a field in the dark if lighting is not functioning or has been turned off, doing so will be considered a violation of the permit.
13. Each responsible adult affiliated with each team must have, or have access to, a cell phone for use in the event of medical emergency (**Dial 911**) or to contact the PWWPCD or the PWPD (516-883-0500).
14. Each organization must adhere to all current safety standards and regulations of their respective leagues/conferences and use proper equipment that is inspected pursuant to league/conference regulations and/or recommendations.
15. Employees, staff, and/or designees of the PWWPCD, including but not limited to those of the District, may conduct unannounced field visits to ensure that all organizations are in compliance with all requirements. Said employees, staff, and/or designees have the right to request to see field permits and have the right to remove teams from the field if deemed appropriate in their discretion. Failure or refusal to produce a requested permit will be considered a violation of the permit.

Maintenance and Supervision Requirements

1. Maintenance of facilities, field preparation needs, and special requests for work or materials from the District must be submitted to the District in writing. NOTE: There is no guarantee that the request will be granted or will be accommodated in time regardless of the advance notice provided, but the District will make its best effort to accommodate all reasonable requests.
2. Any group or organization using a Sunset Park facility or field will be responsible for providing proper supervision of the participants and their spectators.
3. Cooperation with the PWWPCD is expected at all times. Practice schedules may need to be altered to accommodate field maintenance.
4. The determination as to whether a field is in playable condition or not shall be within the sole discretion of the PWWPCD.
5. The Permit Holder shall be forbidden from using shovels or any mechanical devices on field, or from placing dirt, sand or water absorbing materials on fields without the prior consent and supervision of the PWWPCD.
6. No party shall have the authority to place any storage containers, dumpsters, and/or portable toilets in/on any District facility or field without the prior approval of the PWWPCD as to placement, location and ADA accessibility, and compliance with a Security Deposit, if any, required by the PWWPCD for the maintenance and removal of such items.

Violations and Consequences

Any permit holder who violates the Guidelines and/or Regulations stated in this Policy, or subsequently issued by the Port Washington Water Pollution Control District will be subject to the following actions:

1. A Permit Holder's first violation will result in a written warning to the Permit Holder, who must distribute the written warning to all parties covered by the Permit (league, conference, etc.) and all parties involved in the act which constituted the violation;
2. A Permit Holder's second violation will result in i.) a written warning to the Permit Holder, who must distribute the written warning to all parties covered by the Permit (league, conference, etc.) and all parties involved in the act which constituted the violation; ii.) a possible suspension of the Permit and/or a fine (if the violation resulted in a monetary expenditure by the District); and iii.) the possible requirement to post a security deposit with the District; all at the discretion of the Commissioners of the PWWPCD. A copy of the written warning will be forwarded to the Office of the District Attorney; and
3. A Permit Holder's third violation will result in forfeiture and revocation of the Permit and the allocated field usage for the remainder of the season or the period of the Permit, whichever is longer, and a possible fine (if the violation resulted in a monetary expenditure by the District); **in the event of the forfeiture of a Permit, the Permit Holder and a representative of the league/conference**

wich the Permit Holder is part of, must participate in a meeting with the Commissioners of the PWWPCD, or his or her designee, for any future Permit Applications to be considered, and the District may require a Security Deposit as a requirement for the issuance of any future permits.

The disciplinary actions outlined above may be waived or superseded by the Commissioners of the PWWPCD based on the severity of the incident or infraction.

Appeals

Any party who feels that the determination of the PWWPCD that a violation of a Permit has occurred is incorrect, may appeal such determination by following this procedure:

1. Submit a letter in writing to the PWWPCD for their consideration, within ten (10) days of the alleged violation.
2. All appeals will be investigated and reviewed by the Commissioners of the District or his or her designee.
3. All decisions regarding appeals will be distributed in writing within thirty (30) days of the appeal being submitted.

Records are held in the strictest confidence and will not be shared with the general public.

Fees

Any fees for District facility/field use and/or the use of any District equipment (including but not limited to Showmobile, portable lights, etc.) will be imposed pursuant to a schedule as approved by the District Board.

Security Deposits/Damages

If in the discretion of the Commissioners of the PWWPCD, a security deposit is required for the issuance of a Permit, the following guidelines will apply:

1. The amount of the deposit will be determined on a case-by-case basis by the Commissioners of the PWWPCD or his or her designee. The deposit must be received, in the form of a bank or certified check, prior to the issuance of a Permit;
2. The deposit will be retained by the District if the conditions of the deposit agreement are violated, including but not limited to damage to the facility/field;
3. The PWWPCD will inspect the facility/field for damage from time to time during the Permit period, and at the end of the event/permit period or upon notice of an incident/violation;
4. In the event that the Commissioners determine that an event leading to the forfeiture of the deposit has occurred, the Permit Holder will be notified before the end of the next business day;

5. In the event of damage, the Permit Holder's cost of a repair will be based on the District's cost to repair same. Should the cost of the repair exceed the amount of the security deposit, the Permit Holder will be billed for the balance, and shall agree to make payment within thirty (30) days;
6. If a security deposit is not made and damages occur, the Permit Holder will be billed for all damages incurred, and shall agree to make payment within thirty (30) days.

Contact Information

Port Washington Water Pollution Control District
Melanie Cassens, Eddy Marinelli, Joe D'Alonzo (Commissioners)
Tel. 516-944-6100

In the event of an emergency, call 911