

Office of Zoning and Building Inspection

June 2024 Activity Report

Building Permits

| | |
|------------------------------------------------------------|----|
| Building permits issued this month | 20 |
| Building permits closed & Certificate of Compliance issued | 20 |
| Building permits closed & Certificate of Occupancy issued | 4 |
| Total building permits open | 98 |
| Total expired building permits | 14 |
| Building permits expired - <i>Inactive</i> | 11 |

Inspections

| | |
|------------------------------------------------------------------------------------|----|
| Building permit related inspections | 34 |
| Fire safety & property maintenance inspections – business | 6 |
| Fire safety & property maintenance inspections – multi-unit dwelling | 3 |
| Fire safety & property maintenance re-inspections – business & multi-unit dwelling | 6 |
| Letter of Compliance issued | 11 |

Notices

| | |
|----------------------------------------|---|
| Notices of Violation issued this month | 6 |
|----------------------------------------|---|

Appearance Tickets

| | |
|--------------------------------------|---|
| Appearance tickets issued this month | 0 |
| Court appearances | 0 |

Service Requests

| | |
|--------------------------------------|--|
| Service requests received this Month | |
| Service requests resolved | |
| Service requests open | |

Other

| | |
|--------------------------|-----|
| Site visits | 12 |
| Letters sent (all types) | 133 |

Chief's Report

Penn Yan Fire Department

From: 6/1/2024 To: 6/30/2024

From: 1/1/2024 To: 12/31/2024

Membership

| | | |
|----------------------------|----------------------------|-----------------------------|
| Total calls: 27 | Total calls: 163 | Active: 57 |
| Structure Fires: 0 | Structure Fires: 4 | Career: 0 |
| Vehicle Fires: 0 | Vehicle Fires: 1 | Inactive: 0 |
| Vegetation Fires: 0 | Vegetation Fires: 0 | Probationary: 0 |
| Acres Burned: 0 | Acres Burned: 0 | Military Leave: 0 |
| EMS: 5 | EMS: 13 | Medical Leave: 1 |
| Rescue: 0 | Rescue: 1 | Disability: 0 |
| MVA: 3 | MVA: 16 | Social: 0 |
| Extrication: 1 | Extrication: 2 | |
| Hazardous Condition: 4 | Hazardous Condition: 40 | |
| Service Call: 0 | Service Call: 17 | Firefighter: 57 |
| Good Intent Call: 4 | Good Intent Call: 13 | Interior Firefighter: 28 |
| False Alarm: 8 | False Alarm: 47 | CFR: 0 |
| Cancelled Enroute: 3 | Cancelled Enroute: 7 | EMT: 1 |
| Other: 0 | Other: 4 | Paramedic: 0 |
| Mutual Aid Given: 0 | Mutual Aid Given: 11 | Driver: 25 |
| Mutual Aid Received: 0 | Mutual Aid Received: 2 | Diver: 1 |
| Average Personnel: 14.4 | Average Personnel: 14.6 | Fire Police: 15 |
| Average Enroute Time: 1:11 | Average Enroute Time: 1:06 | Haz-Mat: 1 |
| Average Onscene Time: 4:02 | Average Onscene Time: 4:23 | Juniors, Explorers, RAMS: 0 |
| Firefighter Injuries: 0 | Firefighter Injuries: 0 | Student, Bunk-in: 0 |
| Firefighter Deaths: 0 | Firefighter Deaths: 0 | Support Staff: 0 |

| | |
|-------------------|--------------------|
| Meetings: 11 | Meetings: 62 |
| Drills: 6 | Drills: 28 |
| Training: 0 | Training: 6 |
| Miscellaneous: 30 | Miscellaneous: 210 |
| Stand-by: 0 | Stand-by: 1 |

Comments: _____

Prepared by: _____

Monday, July 8, 2024

Member Hours Report

From: 6/1/2024

To: 6/30/2024

Penn Yan Fire Department

| MEMBER | Drills | FIRE / RESCUE | Misc. | Monthly Meeting | TOTAL |
|------------------------|--------|---------------|-------|-----------------|--------------|
| 151 ALLISON, WILLIAM | 2.50 | 6.62 | 0 | 1.00 | 10.12 |
| 256 BENEDICT, ADAM | 2.50 | 5.88 | 0 | 0 | 8.38 |
| 218 CARMEL, MICHAEL | 2.00 | 8.60 | 0 | 2.30 | 12.90 |
| 194 CHRISTENSEN, ADAM | 2.00 | 1.22 | 0 | 0 | 3.22 |
| 197 CHRISTENSEN, DEREK | 2.00 | 20.85 | 4.00 | 2.30 | 29.15 |
| 279 CLANCY, CONOR M | 2.00 | 19.32 | 0 | 0 | 21.32 |
| 103 CLANCY, MIKE | 2.00 | 16.53 | 2.00 | 3.00 | 23.53 |
| 229 CRANMER, JASON | 2.00 | 2.85 | 0 | 1.50 | 6.35 |
| 104 DAILEY, RYAN | 2.50 | 0 | 0 | 0 | 2.50 |
| 174 DEBRINE, PAUL | 6.50 | 12.33 | 2.50 | 1.00 | 22.33 |
| 178 DOYLE, DAN | 0 | 4.78 | 0 | 1.50 | 6.28 |
| 106 ELLIS, FRANK | 4.50 | 22.58 | 16.00 | 3.00 | 46.08 |
| 258 FITZPATRICK, KAREN | 0 | 6.85 | 0 | 2.80 | 9.65 |
| 215 GALUSHA, ROBERT L | 0 | 0 | 0 | 0 | 0.00 |
| 270 GOODELL, PRESTON J | 2.00 | 1.08 | 0 | 0 | 3.08 |
| 186 HAYES, ROBERT | 4.50 | 10.31 | 0 | 1.50 | 16.31 |
| 217 HENRIES, DANIEL | 0 | 2.30 | 0 | 1.50 | 3.80 |
| 252 HOPKINS, DAVID | 0 | 0 | 0 | 1.50 | 1.50 |
| 248 HOPKINS, MARK | 4.00 | 15.63 | 5.70 | 2.50 | 27.83 |
| 275 HOPKINS, SUSAN L | 4.00 | 6.58 | 4.70 | 2.50 | 17.78 |
| 156 HOUSEL, JEFFERY | 3.00 | 8.28 | 0 | 2.00 | 13.28 |
| 278 HULSE, MATT L | 0 | 5.13 | 0 | 0.80 | 5.93 |
| 187 JENSEN, ANDREW | 0 | 5.55 | 0 | 0.80 | 6.35 |
| 255 JENSEN, RYAN J | 4.50 | 16.47 | 2.00 | 1.00 | 23.97 |
| 269 KING, NICHOLAS J | 2.50 | 2.52 | 0 | 0 | 5.02 |

Member Hours Report

From: 6/1/2024

To: 6/30/2024

Penn Yan Fire Department

| MEMBER | Drills | FIRE / RESCUE | Misc. | Monthly Meeting | TOTAL |
|-------------------------|--------|---------------|-------|-----------------|--------------|
| 272 KING, STACY | 2.50 | 0 | 0 | 1.50 | 4.00 |
| 159 KOEK, NORMAN | 0 | 7.55 | 2.00 | 1.50 | 11.05 |
| 205 KUEHNE, ALEX | 4.50 | 14.41 | 1.00 | 0.50 | 20.41 |
| 138 LAROCK, WILLIAM | 2.00 | 16.41 | 2.00 | 0 | 20.41 |
| 161 MACKERCHAR, MARTIN | 2.00 | 23.67 | 18.00 | 1.00 | 44.67 |
| 240 MACKERCHAR, MATTHEW | 0 | 7.52 | 0 | 2.00 | 9.52 |
| 110 MANAHAN, PATRICK | 0 | 0 | 0 | 1.50 | 1.50 |
| 163 McCORMACK, THOMAS | 2.50 | 3.89 | 0 | 1.50 | 7.89 |
| 111 MILES, JOHN | 0 | 3.79 | 0 | 1.50 | 5.29 |
| 254 MINESES, MARLON M | 2.50 | 1.38 | 0 | 2.00 | 5.88 |
| 112 MORSE, STEVE | 2.00 | 15.71 | 8.00 | 2.00 | 27.71 |
| 114 PADDOCK, RANDY | 2.00 | 9.39 | 4.00 | 0.50 | 15.89 |
| 277 PAGE, EMILY A | 4.50 | 13.12 | 2.00 | 1.50 | 21.12 |
| 141 PALLAR, KEVIN | 4.00 | 9.91 | 0 | 0.80 | 14.71 |
| 166 PEDERSEN, MICHAEL | 0 | 18.99 | 3.50 | 2.50 | 24.99 |
| 257 PEDERSEN, PRESTON M | 4.50 | 16.63 | 2.00 | 1.00 | 24.13 |
| 143 RAPALEE, DONALD | 2.50 | 21.94 | 6.00 | 0.80 | 31.24 |
| 144 RAPALEE, DOUGLAS M | 2.50 | 13.96 | 0 | 0.80 | 17.26 |
| 145 RAPALEE, STEPHEN | 6.50 | 25.35 | 2.00 | 0.80 | 34.65 |
| 132 RETORICK, RICK | 0 | 2.36 | 0 | 1.00 | 3.36 |
| 276 ROUGHT, TAMI L | 4.00 | 4.88 | 4.70 | 1.50 | 15.08 |
| 223 SAMPSON, TIM | 2.00 | 1.08 | 0 | 0 | 3.08 |
| 115 SCHMIDL, MATTHEW | 2.00 | 0 | 2.00 | 0.50 | 4.50 |
| 274 SEBRING, ROBERT W | 4.50 | 8.19 | 2.00 | 2.00 | 16.69 |
| 147 SIMPSON, RICHARD L | 3.00 | 20.58 | 11.80 | 0.80 | 36.18 |

Member Hours Report

Penn Yan Fire Department

From: 6/1/2024

To: 6/30/2024

| MEMBER | Drills | FIRE / RESCUE | Misc. | Monthly Meeting | TOTAL |
|---------------------------|---------------|---------------|---------------|-----------------|--------------|
| 188 SIMPSON, Jr., RICHARD | 5.50 | 4.35 | 2.00 | 1.50 | 13.35 |
| 148 SNYDER, ROGER | 2.50 | 19.07 | 0 | 0.80 | 22.37 |
| 266 SUTTON, VICTOR N | 8.50 | 19.40 | 5.70 | 2.00 | 35.60 |
| 177 VANAUKER, MIKE | 0 | 12.38 | 0 | 0 | 12.38 |
| 116 WINSLOW, BART | 0 | 9.06 | 0 | 0 | 9.06 |
| 117 WINSLOW, BRIAN | 2.00 | 10.23 | 2.00 | 1.50 | 15.73 |
| 243 WOOD, TIM | 0 | 5.36 | 0 | 0 | 5.36 |
| Total Hours | 133.50 | 542.82 | 117.60 | 67.80 | 861.7 |

VILLAGE OF PENN YAN
Resolution No. 52-2024

**Determination of Best Value With Respect To Procurement of a Motor Vehicle For
the Chief of the Village’s Fire Department**

Motion by Trustee _____, seconded by
Trustee _____ to adopt the following Resolution:

WHEREAS, the Village of Penn Yan controls and manages a Fire Department as part of the Village government; and

WHEREAS, the Village’s Fire Department consists of volunteer personnel as well as fire fighting apparatus and various motor vehicles owned by the Village, including a vehicle for use by the Fire Chief in his regular duties as the Chief; and

WHEREAS, the present Chief’s vehicle is reaching eight (8) years of age due which could result in future costly repairs; and

WHEREAS, replacement of the Chief’s vehicle is a priority due to the vehicle’s age; and

WHEREAS, it is anticipated that the present Chief’s vehicle would be retained by the Fire Department for needed uses, albeit uses not necessitating a level of reliability required by the Chief’s vehicle; and

WHEREAS, three (3) quotes have been received for replacement of the Chief’s vehicle with a new Chevrolet Tahoe; and

WHEREAS, the second lowest quote is for a 2024 Chevrolet Tahoe available immediately from Joe Basil Chevrolet in Depew, New York for a cost of \$55,863.44; and

WHEREAS, another such quote is for a 2025 model Tahoe deliverable at the earliest in several months, upon production thereof, at a slightly lower price than the Joe Basil Chevrolet quote; and

WHEREAS, the third quote was for a 2024 Chevrolet Tahoe for a cost \$2,500.00 higher than the Joe Basil Chevrolet quote; and

WHEREAS, Section 103 of the General Municipal Law of the State of New York authorizes municipalities to enact a Local Law permitting the award of purchase contracts on the basis of best value to a responsible offer; and

WHEREAS, the Village previously adopted such a Local Law, as Article I, “Award of Contracts on Basis of Best Value” of Chapter 25 of the Village Code, which authorizes the Board of Trustees to award purchase contracts to a responsible offeror based upon

best value, which Local Law remains in full force and effect as of the date hereof; and

WHEREAS, the Board of Trustees intends to act as “Lead Agency” with respect to any SEQR issues related hereto.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board of Trustees of the Village of Penn Yan designates itself as “Lead Agency” with respect to SEQR issues related to this action and finds that the acquisition anticipated herein action does not exceed any of the thresholds set out in 6NYCRR617.4 of the SEQR Regulations. Therefore, the Board of Trustees declares this to be a “Type II” action and accordingly no SEQR review of this action will be necessitated.
2. Based upon the several quotes for purchase of a Fire Chief’s vehicle, the quote provided by Joe Basil Chevrolet in Depew, New York for the price of \$55,863.44 with delivery thereof upon payment, is determined to be the “best value” of the three (3) quotes due to its immediate availability.
3. Accordingly, the vehicle purchase is awarded to Joe Basil Chevrolet at the quoted price of \$55,863.44.
4. The Village Mayor and Village Clerk/Treasurer are authorized and directed to execute such documents and expend such sums as are required to procure the 2024 Chevrolet Tahoe from Joe Basil Chevrolet at the above stated price.
5. The present Fire Chief’s vehicle shall be retained by the Penn Yan Fire Department for Fire Department use.



Penn Yan Fire Department

125 Elm Street, Penn Yan, NY 14527

Membership approval

Name: Patrick Brewer Has been elected to membership in the
Ellsworth Hose Company of the Penn Yan Fire Department.

We herewith submit the above named for your approval for membership on our "Active Roll"

Date: 7/2/24

[Signature]
Chief, Penn Yan Fire Department

PENN YAN VILLAGE BOARD

Approved Disapproved

Date: _____

Signature – Penn Yan Village Board

Membership removal

Please remove the following member from our "Active Roll": _____

Date: _____

Chief, Penn Yan Fire Department

USE BALL POINT PEN – PRESS FIRMLY

PYPD MONTHLY REPORT

June 2024

CALLS FOR SERVICE (CFS): The reports that are generated by staff to document their daily activities.

- TOTAL CFS for the month of June: **777**

UNIFORM TRAFFIC TICKET (UTT's)

- TOTAL UTT's for the month of June: **54**
- Failed to Obey Traffic Control Device: **6**
- Moved From Lane Unsafely: **2**
- Failed to Keep Right: **1**
- DWI/DWI 0.08% BAC or Greater: **2**
- Operating out of Ignition Interlock Device Restriction: **1**
- Suspended Registration: **5**
- Suspended Licenses: **6**
- Unlicensed Operator: **3**
- Unregistered/Uninspected/Uninsured Motor Vehicle: **6**
- Unattended Vehicle: **1**
- Equipment Violation: **13**
- Unsafe Backing: **1**
- Speed in Zone: **2**
- Improper Passing: **1**
- Improper or Unsafe Turn without a Signal: **1**
- No Hands on Wheel or Steering Device: **2**
- Dirty or Covered Plate: **1**

PARKING TICKETS

- TOTAL PARKING TICKETS for the month of June: **15**
- Double Parking: **1**
- Parked Between 2am-6am Business District: **4**
- Parking in Prohibited Area: **2**
- Parked at the Boat Launch without a Permit: **6**
- Parking in Undesignated Area: **2**

ARRESTS:

- TOTAL ARRESTS for the month of June: **24**
- DWI's (Drugs/Alcohol): **1**
- Drug Related: **1**

OVERDOSES:

- TOTAL OVERDOSES for the month of June: **0**

SRO:

- TOTAL CALLS HANDLED BY SCHOOL RESOURCE OFFICER for the month of June: **185**

MENTAL HEALTH ARRESTS for the month of June: **5**

VILLAGE OF PENN YAN
Resolution No. 51-2024

Adoption of Pro-Housing Communities Pledge

Motion by Trustee _____, seconded by Trustee _____ to adopt the following resolution:

WHEREAS, the Village of Penn Yan (hereinafter "local government") believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State's economic growth and community well-being;

WHEREAS, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities;

WHEREAS, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities;

WHEREAS, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant;

NOW, THEREFORE, IT IS HEREBY RESOLVED that Village of Penn Yan in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.
2. Adopting policies that affirmatively further fair housing.
3. Increasing development capacity for residential uses.
4. Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing

VILLAGE OF PENN YAN

RECREATION AND FACILITIES DEPARTMENT

PAVILION RENTAL APPLICATION

APPLICATIONS ACCEPTED BEGINNING THE FIRST MONDAY OF APRIL

Applicant Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Number: _____

Group, Organization, or Family Name: _____

Rental Date: _____

Approximate Number of Attendees: _____

Start Time: _____ **End Time:** _____

****Note:** Pavilions may be rented to multiple applicants in one day. Please ensure you include adequate set up/clean up time in your request.

Pavilion:

| | |
|--|-------------------------------------------|
| | Red Jacket \$125 / \$250 |
| | Indian Pines \$125 / \$250 |
| | Boat Launch – Large Pavilion \$50 / \$100 |
| | Boat Launch – Small Pavilion \$25 / \$50 |
| | Lake Street Pavilion \$50 / \$100 |

Facility Use:

| | |
|--|----------------------------|
| | Birthday/Anniversary Party |
| | Graduation Party |
| | Family Reunion |
| | Wedding |
| | Celebration of Life |
| | Employee Picnic |
| | Other: _____ |

Will alcohol be available at your event? Yes _____ No _____

****If yes, please complete the Alcoholic Beverage Permit application form.**

I acknowledge that:

- I have received and reviewed the Informational/Rules & Regulations sheet regarding rental of Village Pavilions, and I understand the Pavilion Cancellation Request Policy.
- Summer brings along significant constructions projects for the Village of Penn Yan, and I am aware of the potential my selected reservation date/facility may not be available and alternative dates/facilities may be provided.
- I understand that all Village Parks are Carry-In/Carry-Out facilities. I am responsible to remove all garbage, decorations, signs, etc. from the facility at the conclusion of our gathering.
- I understand that failure to abide by the rules and regulations may result in privileges being revoked with no refund given.
- I understand that alcohol consumption is not permitted unless I complete the Alcoholic Beverage Permit application form with authorized approval.

Signature: _____ **Date:** _____

Village Office Use Only

Authorized Signature of Approver: _____ **Fee Collected:** _____

VILLAGE OF PENN YAN

RECREATION AND FACILITIES DEPARTMENT

ALCOHOLIC BEVERAGE PERMIT

Applicant Name: _____ **Date of Birth:** _____

Street Address: _____

City, State, Zip Code: _____

Contact Number: _____

Approximate Number of Attendees OVER 21 Years of Age: _____

Permit holder assumes all responsibility for the legal consumption of alcoholic beverages for persons covered under this permit. Permit must be in possession of applicant and be present at the gathering. Any violation of Park rules will void this permit. Full content of Parks and Playground Rules and Regulations are contained in Chapter 53 of the Code of the Village of Penn Yan.

Adherence to all New York State and Federal laws regarding possession and consumption of alcoholic beverages are the responsibility of the applicant and their guests. The Village of Penn Yan is not liable for failure of the applicant or their guests to adhere to any laws pertaining to the possession and consumption of alcoholic beverages on Village property. I understand that an approved Alcoholic Beverage Permit must be completed for alcohol to be consumed in Village Parks.

Signature: _____ **Date:** _____

Village Office Use Only

Place Applicant's Driver's License Here for
Photocopy

Authorized Signature of Approver: _____ **Date:** _____

Copy: Applicant, Penn Yan Police Department, Pavilion Rentals File

Village of Penn Yan



on Keuka Lake

Mayor Danny Condella
Trustee Kevin McCloud
Trustee Daniel Henries, Jr.
Trustee Teresa Hoban
Trustee Daniel Irwin
Trustee Norman Koek
Trustee Brenda Travis
Clerk-Treasurer Holly Easling

PO Box 426, 111 Elm Street
Penn Yan, New York 14527
Phone 315-536-3015
TDD 800-662-1220
www.villageofpennyan.com

Park and Pavilion Information

Indian Pines Park offers one of the best views of Keuka Lake and opens May 1st. The Park Pavilion is a roofed structure (no sides) with an asphalt floor with electric service. Indian Pines Pavilion can accommodate more than 100 people. There are 18 picnic tables and two grills for your use. Beach access with swimming is available when the lifeguard is on duty, the end of June through August. The Park also offers a playground for your little ones to enjoy. Bathroom facilities are conveniently located in the Park as well. Indian Pines boasts a large parking lot for your guest parking needs. There is no additional cost for parking.

Red Jacket Park offers yet another special view of Keuka Lake, opening on May 1st. This Park offers an enclosed uninsulated Pavilion that can accommodate approximately 100 people with electric service. There are 18 picnic tables and one grill with a small counter/sink area for your hosting needs. There is also an indoor water spigot. Beach access with swimming is available when the lifeguard is on duty, the end of June through August. Red Jacket offers a large playground with two bathrooms on the premises. Ample parking, at no cost, is also provided with your reservation. Please know that Red Jacket Pavilion is a rustic style structure. Although our maintenance staff cleans the Pavilion before each use, there will be signs of wear and dirt on the wood floor.

Boat Launch Pavilions... it's all in the name! Located in the public boat launch along the Keuka Outlet, two open Pavilions are offered here. The small Pavilion contains two picnic tables; the large Pavilion, 8 tables. There is no electric or water at the site, but public restroom facilities, as well as our newly opened tennis/pickleball courts are available for public use.

Lake Street Park offers an open Pavilion, accommodating approximately 60 people. There are eight picnic tables, one grill, and a small playground available for your use. There is no electric, water, or bathroom at this facility.

Important Note: Each year we have comments about the geese and their droppings in the Parks. This ongoing battle to control the resident geese population is never ending. This is a problem throughout New York State and we have been in contact with the NYS Department of Health and the NYS Department of Environmental Control. To this date, we have no solution to the problem. Our maintenance staff, throughout the week, spends hours each day shoveling and cleaning the Parks of the goose droppings. Due to staffing constraints, we do not have enough personnel to work weekends to clean up after these birds. Please understand that there will be goose droppings in the Parks, not only on weekdays, but especially on weekends. We ask that you do your part to help us out by **NOT FEEDING THE GEESE.**

ADDITIONAL IMPORTANT PARK AND PAVILION INFORMATION

PAVILION CANCELLATION REQUEST POLICY

- Refund requests received **30 days or more** before a scheduled rental date will be eligible for a full refund to the rental applicant without approval needed by the Village Board.
- Refund requests received **less than 30 days** before a scheduled rental date must be re-rented to another applicant before a refund may be issued.

OPENING THE PAVILION (Red Jacket Only):

Village of Penn Yan staff will open the Pavilion no later than 15 minutes prior to your reserved time. In the rare occurrence that the Pavilion is not open and it is:

- After 11:00am – the lifeguard has a key
- Before 11:00am – call the Police Department at 315-536-4426

CLOSING THE PAVILIONS:

- Clean up of garbage including inside decorations and the surrounding area of the Pavilion
- Make sure lights are turned off and there is no water running
- Put any moved picnic tables back as you found them
- Close both doors and lock the padlocks (Red Jacket Only)
- Close and lock all windows (Red Jacket Only)

ALCOHOL CONSUMPTION:

Alcohol is permitted if you complete the Alcoholic Beverage Permit application form.

- A photocopy of your driver's license will be taken as is required on the application form
- Permit holder will be responsible for making sure that all people consuming alcohol are 21 years of age

GRILLS:

- There are charcoal grills located at various points throughout the Parks.
- You are permitted to bring your own grill as long as it is used outside of the Pavilions.

DECORATIONS:

- Streamers, posters, balloons, signs are all permitted.
- We reserve the right to request removal of any sign for any reason.
- Please clean up ALL decorations before you leave.

BATHROOMS:

- Bathrooms are open to the public from May 1st through October 1st
- Bathrooms may be closed due to service problems – advance notice may not be given.

SWIM AREAS:

Swim areas are open from June 25th through Labor Day.

- Based on staffing and weather, it may be open before and after these dates.
- Hours of operation will vary, however hours will be posted at each Park.
- Please follow all rules and regulations.
- Swim Area Closures:
 - Beaches may be closed due to inclement weather.
 - In the event that adequate lifeguard staff is not available, beaches will be closed without prior notice.
 - The swim area may be closed at any other time due to unforeseen circumstances.
 - Refunds for Pavilion rentals will not be provided due to swim area closures.

GARBAGE:

- All Parks and Pavilions are Carry In/Carry Out – no trash receptacles are on site in any Park.

DOGS, GEESE, and OTHER WILDLIFE:

- All dogs must be on a leash and cannot be in the swim area.
 - Lifeguards have been instructed to not leave their post to rescue any animal.
 - Be respectful and courteous to clean up waste.
- Please **DO NOT FEED** the geese, seagulls, or other wildlife.

VILLAGE OF PENN YAN PARKS
Pavilion Reservation Cancellation Form

Pavilion Cancellation Request Policy:

- Refund requests received **30 days or more** before a scheduled rental date will be eligible for a full refund to the rental applicant without approval needed by the Village Board.
- Refund requests received **less than 30 days** before a scheduled rental date must be re-rented to another applicant before a refund may be issued.

Pavilion Location: _____

Name: _____

Address: _____

Phone: _____

Rental Date: _____

This is to inform the Village Office that I am unable to keep by rental date as listed above. I am aware of the Pavilion Cancellation Request Policy as described above.

Signature

Date

Office Use Only

Date Cancellation Request Received: _____ In Person _____ By Phone _____

Cancellation Request Received By: _____

Village Board approval needed?: Yes _____ No _____ Date Approval Received: _____