



# Town of Southampton

6 NEWTOWN ROAD  
HAMPTON BAYS, NEW YORK 11946

KRISTEN M. DOULOS  
TOWN PARKS DIRECTOR

## PARKS & RECREATION DEPARTMENT

Telephone (631) 728-8585

Fax (631) 728-8525

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## INSTRUCTIONS FOR OBTAINING GROUP SWIMMING PERMITS

- All requests must be made in writing, using a Town of Southampton Special Use Permit Form and Group Swimming Registration Form, and be submitted at least two weeks in advance of the requested start date. In addition, all groups must be aware of all Town of Southampton rules and regulations as outlined on the Policy Sheet provided with each application form.
- Specific beaches requested and the group's name must be listed.
- Requests must list specific days, dates, and times. Blanket requests, such as "May–September/7 days/10 am–5 pm," will not be approved.
- Each group request must include an insurance certificate in the group's name and list the Town of Southampton as "additional insured."
- Schedule changes will only be considered if made by the Coordinator.
- Schedule changes or extensions must be made in writing.

### PLEASE RETURN THE FOLLOWING:

- Special Use Permit
- Group Swimming Registration Form
- Insurance Certificate

### PLEASE MAIL TO:

Town of Southampton  
Parks & Recreation Department  
6 Newtown Road  
Hampton Bays, NY 11946



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### POLICY SHEET

#### YOUTH GROUP USE OF TOWN BEACHES

Due to Suffolk County Health Department regulations, Health Law #225 Sec. 7-2.11, concerning the safety of "summer camps" using public waterfront areas, as well as the Town of Southampton's ongoing concern for the safety of all groups and general public using Town Beach facilities, the following policies have been implemented:

- All non-profit groups requesting access to parks and beaches by bus must have a Special Use Permit and a Group Swimming Registration Form.
- Only groups made up of Town of Southampton residents or groups from organizations located within the Town of Southampton will be considered.
- If lifeguards are not on duty, swimming is prohibited.
- If lifeguards are on duty and the group wishes to go into the water, the following ratio of qualified supervisors provided by the organization to youth must be as follows:

Age 6	1 Supervisor to 6 Children
Ages 7 & 8	1 Supervisor to 8 Children
Ages 9 & Over	1 Supervisor to 10 Children

- All groups must swim in the protected areas only. If the group brings a certified lifeguard as part of the supervisory staff, a maximum of 25 children may enter the water at any one time, subject to the approval of the Town of Southampton lifeguard in charge.
- If the group does not bring a certified lifeguard, a maximum of 10 children may enter the water at any one time. This number may be raised if the lifeguard in charge feels enough Town of Southampton lifeguards are available to properly supervise more than 10 children from the group as well as the other beach patrons.
- The group is responsible for supervising all children while on the beach or in the restrooms at all times. In addition, the "buddy system" shall be in effect, whereas no child will be in the water, in the restroom, or on the beach without his/her assigned "buddy."
- The Town of Southampton reserves the right to disapprove a request and thereby limit the number of groups at a particular beach at any one time if it feels supervision is inadequate to provide for the safety of all groups.
- Groups not adhering to these policies or groups becoming unruly will be advised to leave the beach at once with loss of future permit privileges.

**POLICY EFFECTIVE JUNE 12, 1994**



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### PRE-SEASON BEACH USE EFFECTIVE MAY 2009

Many of our local school districts have used our Town of Southampton beaches for spring field trips prior to our official opening dates. The Parks & Recreation Department wishes to continue to make our facilities available; however, we will need to charge fees to cover the Town of Southampton's costs.

In the past, schools wishing to have students swim were allowed to provide its own lifeguards for the time the students were on the beach. However, due to a recent Suffolk County Health Department interpretation of the New York State Health Code, we can no longer allow this practice.

As the "official permit operator" of the beaches, the Town of Southampton is prohibited from allowing organized swimming to take place unless the event is supervised by Town of Southampton lifeguards working as Town of Southampton employees. As the owner, the Town of Southampton certifies to Suffolk County that all regulations will be followed by lifeguards while the beach is open. The only way the Town of Southampton can insure this is to use our own employees, radios, and rescue and first aid equipment.

After thoughtful consideration, the Parks & Recreation Department has decided to continue to accommodate these pre-season beach usage requests rather than deny them.

The following chart outlines the services we will provide to local school districts for the fee (if any) stated.

Activity	Fee	Applications
Beach use without rest room (most facilities have porta lavs) No swimming	\$ 0 No Charge	Facility Use Permit requested
Beach use with restrooms ONLY No swimming prior to July 1 and after Labor Day	\$ 100 Town opens and closes	Facility Use Permit requested
Beach use with restrooms and lifeguards prior to July 1 and after Labor Day	\$ 100 \$ 180 for 3 lifeguards and equipment, 3-hour minimum \$ 60 per hour for each additional hour	Facility Use Permit requested Insurance Certificate \$1M with TOS as "additional insured"
Beach use with restrooms and Lifeguards July 1-Labor Day	\$ 0 No Charge	Facility Use Permit requested

- Make checks payable to "Town of Southampton Parks & Recreation."
- Fees are non-refundable.
- Rainout dates will be given if the event is cancelled in sufficient time to cancel our staff.
- A Facility Use Permit Application is attached.

If you have questions, please contact us at the Parks & Recreation Office during business hours (M-F, 8:30am-4pm) at 631-728-8585.



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### GROUP SWIMMING REGISTRATION FORM

**THIS APPLICATION MUST BE FILLED OUT COMPLETELY.**

1. Date of Application: \_\_\_\_\_
2. Organization Name: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
5. E-mail: \_\_\_\_\_
6. List Specific Area(s) Needed: \_\_\_\_\_
7. Start Date of Reservation: \_\_\_\_\_ End Date of Reservation: \_\_\_\_\_
8. Number of Children Expected: \_\_\_\_\_ Ages of Children: \_\_\_\_\_
9. Number of Supervisors: \_\_\_\_\_
10. Supervisor in Charge: \_\_\_\_\_
11. Will you bring a certified lifeguard?      Yes       No

If yes, please list his/her name: \_\_\_\_\_

Type/Date of Certification: \_\_\_\_\_

#### AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Town of Southampton for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_, does hereby covenant and agree to defend, indemnify and hold harmless the Town of Southampton from and against any and all liability, loss, damages, claims or actions, including costs and attorneys' fees, for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Southampton's property, facilities and or service by \_\_\_\_\_.

#### Signature of Organization's Representative

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time Start							
Time End							

\*\*\*\*\* OFFICE USE ONLY - CHECK LIST \*\*\*\*\*

INSURANCE CERTIFICATE

BOOK/CALENDAR

Comments for Permit Holder: _____ _____
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