

TOWN OF TOPSFIELD
PARKS & CEMETERIES COMMISSION
FACILITIES USE REQUEST FORM

PARKS & CEMETERIES USE
Date & Time Received _____
Field Assigned _____
Request Accepted _____
Denied _____
Schedule Enclosed _____

** Please submit the application early to avoid delays. You will be notified of the status of your request no later than two (2) weeks after the submittal date.

NAME OF TOWN DEPARTMENT OR ORGANIZATION _____
COACH OR CONTACT PERSON _____
ADDRESS _____
HOME PHONE _____ BUSINESS PHONE _____
EMAIL ADDRESS _____
BACKUP CONTACT PERSON _____
ADDRESS _____
HOME PHONE _____ BUSINESS PHONE _____
EMAIL ADDRESS _____
TOWN COMMON, FIELD OR PARK REQUESTED _____
DATE(S) & TIME REQUESTED _____
PURPOSE INTENDED _____
HOW MANY FIELDS NEEDED _____

****NOTE: WATER, ELECTRICITY OR PORTABLE TOILETS MAY NOT BE AVAILABLE IN A GIVEN LOCATION****

Please enclose a copy of your schedule to the Parks & Cemeteries Commission at least four (4) weeks prior to the start of your particular sports program, if you are requesting more than one (1) date. Failure to do so may result in loss of use of the field. All coaches and/or sponsoring organizations shall be responsible for the participants' adherence to these rules and regulations. The Parks & Cemeteries Commission reserves the right to deny requests that are received late or not properly filled out and to remove any group not complying with all of the Rules and Regulations of the Parks & Cemeteries Commission. Note the attached Topsfield Parks & Cemeteries Department Rules and Regulations sheet.

We _____, agree to comply with the Rules & Regulations
(Name of Department or Organization)

governing the use of the grounds and fields, to take utmost care in the use of the property, and to make good any damages to/or loss of Town's property arising from our use of the property.

_____ Date _____
(Signature of Applicant)

_____ Date _____
(Signature of Parks & Cemeteries Commissioner)

All items and/or labor to be donated (e.g. paint, painting contractor for lines, port-o-potties, etc.) need to be approved by The Board of Selectmen, and, petitioner needs to provide usage needs, statistics on the (%) of Topsfield residents vs. total registrants, C.O.R.I. certification and a copy of liability insurance coverage with \$1 Million Limits naming the Town of Topsfield as an additional insured, all per Spring '09 Policy. (See Attached). Failure to submit a field schedule, a statement of CORI certification from the sport director and a copy of the liability insurance certificate will result in immediate forfeit of fees paid and field space.

NOTE: A CHECK MADE PAYABLE TO THE TOWN OF TOPSFIELD MUST ACCOMPANY THIS APPLICATION OR IT WILL NOT BE PROCESSED. FOR CONSIDERATION, SPRING SPORTS MUST RETURN THIS APPLICATION AND CHECK BY MARCH 15TH/FALL SPORTS MUST RETURN THIS APPLICATION AND CHECK BY JULY 15TH. THE ONLY EXCEPTION IS IF THE PARKS & CEMETERIES DEPT. IS AWARE OF CONFLICTS OR SIGN-UP ISSUES, AND AN EXTENTION IS AGREED UPON.

TOWN OF TOPSFIELD PARK DEPARTMENT RULES & REGULATIONS

All groups and organizations must file an application with the Parks & Cemeteries Department for the usage of any town-owned or maintained properties. If any team has not filed a permit and does not appear on the town field use schedule, that team does not have the field. Town events, make-up games or derbys must also file for a permit and follow field use policy and the field use schedule. Fees may apply. Any violations of the Rules & Regulations or any conduct that is deemed unacceptable will result in forfeiture of field use and loss of any fee(s) paid. ***Disclaimer: The terms of this agreement are subject to change at any time. New provisions will be enforceable after each organization has been notified of a change by certified mail. Field usage fees provide user the right to play on fields. Any additional terms must be discussed with the Department and said agreement will be amended in the “comments” section.*** The Parks & Cemeteries Office is open Tuesdays and Thursdays from 9A.M. – 1 P.M. In addition we have a mailbox which is located just outside of our office building. To view the field schedule check the Town website and look under the Parks & Cemeteries Department section to view the The Parks & Recreation Calendar. All groups are liable to adhere to State Laws, Town Bylaws and Park Regulations.

Due to current management issues imposed upon the Parks & Cemeteries Dept. by budget constraints, user demand, user safety and asset preservation, we move that all park usage may be limited to non-profit, user groups against whom the Parks & Cemeteries Commission may assess a permit fee. All fields shall be posted with signs stating no trespassing, police take notice, use by permit only, every user group must apply for a field permit.

The field use policy is as follows:

TO ADDRESS the current park management issues imposed upon the Parks & Cemeteries Department by budget constraints, user demand, user safety and asset preservation, I move that:

- 1) all park usage be limited to non-profit, user groups against whom P&C may assess a field usage fee;
- 2) all fields be posted with signs stating: “NO TRESPASSING – Police take Notice: Use by Permit Only”;
- 3) every user group must apply for a field user permit;
- 4) the field use permit form shall:
 - a.) be created by the Superintendent consistent with this motion;
 - b). require each user to:
 - I) identify itself;
 - II) supply proof of liability insurance;
 - III) certify compliance with CORI check requirements of its volunteers if required by M.G.L. ch. 6, s. 172H;
 - IV) list the park, date and time of the requested use; and,
 - V) acknowledge that:
 - 1.) the Superintendent reserves upon himself the absolute right to cancel events or

- practices, and/or to suspend, revoke or modify any permit at any time;
- 2.) changes to requested use must be submitted to the Superintendent before such changes are approved;
 - 3.) permitted uses and Superintendent's notices will be posted at the P & C building;
 - 4.) proposals by the user group for donations of services and/or materials to P & C must be made in writing on the permit and approved by the Commission; and,
 - 5.) the Commission shall issue permits prioritizing user athletic groups in the following order:
 - a.) all resident leagues;
 - b.) teams comprised of all residents competing in a league against non-resident rostered teams; and
 - c.) teams comprised of some residents competing in a league against non-resident rostered teams.

1. No person shall possess or consume any alcoholic beverages on Parks & Cemeteries property or discard trash cans or bottles other than in proper waste containers.
2. No person shall remove any plants, soil, flowers or shrubs, except employees working for the Parks & Cemeteries Department.
3. There will be no excessive speed in any parking lot or driveway.
4. No person shall deface or molest any sign, equipment or building.
5. No person shall camp or remain overnight on any Parks & Cemeteries Department properties, without the permission of the Parks & Cemeteries Commission.
6. No person shall possess any firearm, weapon or trap, remove, destroy or hunt any wildlife (the only exception are nuisance animals by special permit contracted by the Town), or engage in target practice on any of the Parks & Cemeteries properties.
7. No person shall golf or use metal detectors on any owned or maintained properties of the Parks & Cemeteries Department.
8. No person shall drive any registered or unregistered motor vehicle such as motor-bikes, snowmobiles or recreational vehicle etc. on Parks & Cemeteries properties. The exception being Police, Fire, Municipal or Emergency vehicles.
9. No person shall sail, drive or float any boat or raft, nor construct any dams in or on any water ways or ponds of the Parks & Cemeteries Department.
10. No person may ride or walk a horse on any Parks & Cemeteries Department properties with exception of parades, fairs, carnivals, horse shows, designated roadways or trails.

11. No person may litter or dump trash in any of the Parks & Cemeteries properties. All users agree to dispose of all rubbish in proper containers near the playing surface. The base agreement does not include a rubbish removal fee. An additional charge of \$200.00 will be rendered per event or season for trash receptacle pick-up. Users must also provide their own trash bags, bag all of their trash and place the tied bags neatly adjacent to trash barrels on site.
12. No person shall trespass onto Parks & Cemeteries Department properties after closing hours, before opening hours or during the closed season.
13. The Parks are closed for the season from approximately mid-November to a date determined by the Parks & Cemeteries Commission.
14. During the open season the parks are open from 7a.m.-8p.m.sunset or earlier, depending on the time of sunset.
15. Klock Park, Pyebrook Park and other parks may be closed for a period during the summer for maintenance purposes. Please observe notices on gates prior to the closure.
16. Applications for field usage may be denied to any or all groups when the Parks & Cemeteries Department has determined that weather conditions and/or an overplaying situation has begun to occur which may be detrimental to park maintenance.
17. A security deposit in the amount of 20% of the base fee for Tournaments or events will be held in an account for the purposes of damage repair, clean-up, etc.
18. Regarding care and cleanliness, the user hereby acknowledges the good condition of the fields and agrees that they shall maintain them in good order, reasonable wear and tear excepted. User shall maintain fields in a clean condition disposing all rubbish in provided receptacles. User shall not damage the property including any/all play-ground apparatus or infrastructure. Any damage, above normal wear and tear at the sole discretion of the Superintendent and Commission, will be deducted, billed or charged or appropriately.
19. All pets must be on a leash or some kind of restraint at all times. Pick up after your pet. Pet waste bags are available at park entrances. No dogs are allowed on any sport or playing field.

Acknowledge Receipt of Policy

Organization: _____ **Name:** _____ **Date:** _____