

## **Town of Sudbury Recreation Facility Use Policy**

**Effective January 1, 2010**

This policy applies to all Town of Sudbury and school fields K-8 (*after school hours*), athletic fields and Fairbank Community Center located in the Town of Sudbury, Massachusetts when scheduled by the Park & Recreation Department. All guidelines included in this policy must be met or the Park and Recreation Department has the right to revoke use of requested facility by applicants.

The Park and Recreation Department will make every reasonable effort to treat all organizations, teams, and individuals using Recreation Facilities in a fair and equitable manner when establishing priorities for use. Further, all players, coaches, and spectators are expected to abide by generally accepted standards of good sportsmanship, standards set forth by the Youth groups and Sudbury Public Schools core values. User groups must allocate facility usage so as not to discriminate on the basis of disability, gender, race or religion.

### **Applications**

The first step to securing a facility is to complete a Facility Use Application form.

#### **Submitting applications:**

1. The Park and Recreation Department is open Monday – Friday 8:30am – 4:00pm.
2. Applications will be accepted online, in person or via mail with check, payable to the Town of Sudbury, 40 Fairbank Road, Sudbury, MA 01776.
3. Telephone reservations will not be accepted, however, you may call (978) 443-1092 x 3259 to check field or gym availability, or email [mcshean@sudbury.ma.us](mailto:mcshean@sudbury.ma.us).
4. All applicants must be at least 18 years of age or older and must be present throughout the entire use of the rental period.
5. Once your reservation request has been submitted – full rental fees and proof of insurance are due within 5 business days of submittal.
6. No events may begin before 8:00am or past dusk, with the exception of lighted fields that may be scheduled up to 10:00pm. The time stated on your application should be the actual time you wish to gain entry to the field/facility and the time you anticipate being cleaned-up and off the field.
7. Field permits may not be “sublet” to any other group than the one stated on the permit.
8. There is no grilling of any kind allowed on any of our fields or facilities.

Applications are not confirmed until the applicant receives the field use permit. A separate application and application fees must be submitted for each park. Multiple fields at the same park will be considered one reservation form.

### **User Priority**

Reservations will be accepted on a first come first serve basis and will be considered for all reservations according to the following priority:

1. **Priority I** (*Park & Recreation, School Department K-8, LSHS*). NO CHARGE FOR USE OF FIELDS, however proper paper work must still be filled out.
2. **Priority II** (*Sudbury Youth Group and Sudbury Adult Sports Organizations*). Town sponsored youth and adult groups are: Sudbury Youth Soccer, Youth Softball, SYLL (youth baseball), Youth Football, Boys Lacrosse, Girls Lacrosse, men’s softball and women’s softball and affiliated organizations etc.....(**see fee and charges sheet**).
3. **Priority III** (*Other organizations*). Sudbury based businesses, select teams, club teams, private clinics, tournaments, camps, adult or youth groups not sponsored by Town, private schools, non-residents, unaffiliated organizations, and other organizations. (**see fee and charges sheet**).

### **When to Apply**

<u>Field Use:</u>		<u>Application Submitting Start Dates</u>
<b>Spring Season</b>	April 1 <sup>st</sup> (TBA) – June 30 <sup>th</sup>	<b>February 1<sup>st</sup></b>
<b>Summer Season</b>	July 1 <sup>st</sup> – August 31 <sup>st</sup>	<b>May 1<sup>st</sup></b>
<b>Fall Season</b>	September 1 <sup>st</sup> – November 30 <sup>th</sup> (TBA)	<b>July 1<sup>st</sup></b>

#### Gym Use:

<b>Winter Season</b>	November 1 <sup>st</sup> – March 30 <sup>th</sup>	<b>October 1<sup>st</sup></b>
<b>Spring Season</b>	March 30 <sup>th</sup> – May 30 <sup>th</sup>	<b>February 1<sup>st</sup></b>
<b>Summer Season</b>	June 1 <sup>st</sup> – August 20 <sup>th</sup>	<b>May 1<sup>st</sup></b>
<b>Fall Season</b>	September 1 <sup>st</sup> – November 1 <sup>st</sup>	<b>August 1st</b>

## **FEES & CHARGES**

**(Effective January 1, 2010)**

All fees and charges are based on operational and administrative costs, preparation and set-up time, staff time, custodial clean-up, field maintenance (both preventative and repair), capital projects, and equipment replacement costs. The fees are established by the Town of Sudbury Park and Recreation Commission and are reviewed on an annual basis. The fees and charges set forth here are not negotiable and include all fields in Town including school K-8 and LSRHS fields. Town staff do not have the authority to waive or reduce fees. All charges are subject to a 1-hour time minimum.

- K-8 Public Schools/ LSRHS/ Town Recreation Programs – No Charge.
- Light fees will be billed to each user at the end of each season, at a rate of \$50 per hour per field over and above the normal permit fee based on usage. (Featherland Softball, Feeley Baseball). Priority II, III.
- Youth organizations \$20.00 per child/sport/season/program/in or out of season program, plus an additional \$10.00 per participant capital fee. (Roster names and addresses must be submitted at time of payment.)
- Adult organizations, will be charged \$30.00 per person per field per season for residents, and \$60 per person per field for non-residents, plus an additional \$10 per participant capital fee. (Schedules must be provided and rosters with names and addresses).
- Select teams/clubs teams/outdoor camps/clinics half or full day will be charged \$20.00 per child/sport/season/program/off season clinic. (Roster numbers must be submitted at time of payment.) (Camps must provide operational permit from the Board of Health).
- Single day or weekend events (i.e. tournaments, jamborees, multi-town events) that are outside the scope of the seasonal permit: \$5.00 per participant. Priority II and III.
- Gym Rental \$30.00 per hour (1 hour minimum). Priority II and III.
- Tennis court rental \$5.00 per court per hour. Priority II and III.
- Basketball court rental \$5.00 per court per hour. Priority II and III.
- Sand Volleyball court rental \$5.00 per court per hour. Priority II and III.
- Cutting turf field rental \$50.00 per hour Priority II and residents of Sudbury, \$100 per hour for Priority III and non-residents of Sudbury.
- One time usage of a field will be \$50 per hour per field for residents, \$100 per hour per field for non-residents.
- Capital fees cover larger one time or infrequent expenses that would be outside our normal operating/maintenance budgets.

### **Cancellations/Refunds**

The Town of Sudbury Park and Recreation Department does not give credits for fields that cannot be used due to weather or natural conditions. If an event is cancelled every effort will be made to reschedule the event at a later date for the affected group. Refunds will only be given in the event that a request is made in writing at least two weeks in advance of the event, and/or at the discretion of the Park and Recreation Department.

### **Liability/Insurance**

1. Liability insurance holding the Town of Sudbury harmless is required for all long term reservations and tournaments. All policies must name the Town of Sudbury and Lincoln-Sudbury School Department as additionally insured.
2. The applicants will be responsible for any and all damage to the Town of Sudbury premises, equipment, and property. If after an activity, additional janitorial maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly.
3. The applicant will be held responsible for all actions, behaviors, and damages caused by his/her guests/attendees.
4. The Park and Recreation Department has the right to revoke any permit(s) issued due to the group causing damage to the field or gym by inappropriate behavior or activities caused by the group's use of the field or gym.

### **Security**

The Park and Recreation Department reserves the right to require a police detail at any event. The permit holder should arrange for the police detail with the Sudbury Police Department. The police officer must be on duty 1 hour prior to and 1 hour after the rental period. Please make arrangements with the police department at least 60 days prior to an event. Permits will not be issued until the officers are reserved.

### **Restrooms**

Some parks do not have restrooms available. If you are renting a field at one of those parks, you may need to rent portable toilet facilities. The Park and Recreation Department will make those arrangements for you. Restroom reservations must be made a minimum of twenty (20) business days prior to the desired date of use. Additional fees will be charged accordingly to the permit holder.

## **Field Lining and Maintenance**

Field lining is a very important part of the permitting process. Please contact the Park and Recreation Department to go over field lining schemes for seasonal permits. We will not line fields for short term permits. The Park Department may ask a user group to move or alter practices due to field lining and mowing.

## **Rainy Days/Wet Fields**

All sport fields in the Town of Sudbury are closed to use by anyone during the months of late November – beginning of April. To prevent damage and for safety reasons, the fields are not to be used in rain or wet conditions. Please do not allow your participants to play in any unsafe conditions and report such conditions (if necessary) to the Park and Recreation office (978) 443-3213 ext. 3259 or to the Parks Department at (978) 443-3213.

### **Guidelines for cancellation of activity on Town/School fields:**

1. If a footstep leaves an impression on the turf or if the grass is removed easily with a cleat, this is considered a wet field.
2. Standing puddles of water on a field.
3. Footing is unsure and slippery.
4. Ground is water logged and squishy.
5. Lightening or thunder is present or severe weather warnings are present.
6. Unsafe facility conditions – glass, exposed stones and rocks, etc.
7. Frozen fields.

**\*Any teams caught playing on the field may forfeit the right to play on that field for the remainder of the season. Please call the Park and Recreation Department to report any field abuse or issues (978) 443-1092 ext. 3259.**

## **Field Open – Youth Group Field Coordinators Responsibilities**

Although fields may be open for play as of Friday, noon, weather and field conditions may deteriorate by game time, in these situations, it is the responsibility of the field use coordinator to determine whether or not to resume play.

### **Closed or restricted areas:**

A closed field area is at the discretion of the Director of Park and Recreation, Parks Department or the Director's designee. Any section or part of any park, facility or field may be declared

closed to the public at any time for any interval of time, either temporarily or at regularly scheduled maintenance intervals.

**If there is any question as to whether or not a field can be played on, you should call the Park and Recreation office at 978-639-3234.** (Weather hotline – special announcements) or check with your individual youth group hotline. Change in status due to changing weather conditions will be put on the message by 1:00pm for daily evening play and by 8:00pm for weekend play. The hotline will be updated as conditions change. Knowledge of a group playing on and damaging turf may result in the immediate cancellation of that permit and/or fines imposed to repair such damage. Please call the Park and Recreation Office at 9780-443-1092 ext. 3259 to report immediately. **Refunds will not be issued for inclement weather but every effort will be made to reschedule the event.**

### **General Rules and Regulations**

The Town of Sudbury and Director of Parks and Recreation or an authorized representative retains the right to set conditions and requirements suitable to safe, reasonable, and orderly use of the parks and gym. Violation of rules and regulations may result in the facility use permit being revoked.

1. Any person (s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.
2. Permit holders are only to use those fields or gym specifically designated on the permit. There may be another group following yours, so it is essential that the field is vacated by the scheduled ending time.
3. Gambling on Town property is prohibited.
4. The reservation is for field/gym use only. Field/gym permits are issued “AS IS”: bases, goals, balls and other equipment are not included in the permit.
5. Vehicles may not be driven or parked on turf areas, sidewalks, service driveways, or emergency zones.
6. All trash must be placed in proper receptacles.
7. No food or drink in gym or turf field facilities.
8. Sneakers must be worn in the gym.
9. There is no alcohol or tobacco consumption allowed on Town owned property.
10. The Town of Sudbury carries no medical insurance for users of its facilities. Users participate at their own risk of injury.

11. There is no subletting of any field or facility in the Town of Sudbury. Permit holder must be present on site during the field or facility usage.
12. Full responsibility and financial liability for any property damage will be assumed by the user group.
13. There is no grilling (either gas or charcoal) allowed at all field/facility in town.

**Use of Fairbank Community Center:**

1. For youth group functions at Fairbank Community Center a minimum of one adult supervisor per each room is required. One adult will also be required to supervise the use of the bathroom area/facility.
2. The person signing the permit application is responsible for restoring the order and cleanliness of the gym, rooms, and bathrooms including the removal of all decorations, trash, litter, the setting up and taking down of chairs and tables, and the clean up of any spills.
3. Upon leaving the FCC Building users should make sure that all lights have been turned off, windows and doors locked, and heat/air conditioning properly set. All patrons must enter and exit through the pool front entrance for safety concerns for both the patrons and our staff.

**Reservation Mandatory:** Organized athletic activities on Town and School property are permitted only on a reservation basis. Organized play must have a permit on file with the Park and Recreation Department all others will be asked to leave location at once. Please call the Park and Recreation Office 978-443-1092 ext. 3259 to report immediately.

**Scholastic Priorities:** On School fields, priority will be given at all times to school-sponsored programs. Permits issued for use of school facilities will be cancelled or rescheduled on alternative spaces, when school programs are scheduled for those areas.