

Town of Hampstead

FIELD / FACILITY RESERVATION AND USE POLICY

Updated: March 8, 2019

MISSION STATEMENT

The Town of Hampstead Recreation Department is dedicated to providing quality recreation facilities, programs, and services to enhance the quality of life for the residents of Hampstead.

STATEMENT OF PURPOSE

The purpose of the Hampstead Recreation Department Field/Facility Reservation and Use Policy is to provide facilities for the use and enjoyment of residents of Hampstead. It is the goal of the Hampstead Recreation Department to make the parks and recreation facilities available for use by organizations and individuals for nonprofit recreational purposes.

The purpose of this policy is:

- To ensure that the use of available Town of Hampstead recreation field & gymnasium are allocated in a manner that is fair and equitable;
- To ensure that all users of the Town recreation field understand the rules pertaining to their use of the Field/Facility;
- To ensure that all users of the Town recreation field exercise good judgment in the use and care of the facilities;

CONDITIONS OF RENTAL / USE OF THE MEMORIAL GYM

1. Permits applications must be received one week prior to use.
2. All reservation for the Memorial Gym will go through the Recreation Director.
3. Donations must be received prior to use.
4. User/renter is responsible for setting up, cleaning up and removing all trash.
5. Drinking of alcoholic beverages and/or the use of controlled dangerous substances are not allowed.
6. Fires of any nature or size are not prohibited.
7. Activities which may cause damage will not be allowed on the main playing floor (ie basketball court); this includes the use of tables, chairs, certain types of shoes and certain activities as determined by the Hampstead Recreation Commission.
8. No food, chairs, tables or other materials on the gym wood floor. You may use the room downstairs to house these materials and food.
9. Doors must be locked at the end of your event and all members of your group must be out of the building. It is your responsibility, as your permit states, to verify that the doors are locked.
10. Broken windows: If one of the windows gets broken during the event, PLEASE report to the Recreation Director immediately. Your organization or the permit holder will be responsible, and charged for, the replaced window. However, if it is broken and not reported you will lose all future gym privileges.
11. The Hampstead Recreation Commission may restrict use of the Memorial Gym as deemed necessary by the Commission to preserve or protect the property or in the interest of the general public health, safety and welfare.

12. No property or equipment is to be altered removed from the premises.
13. Smoking or vaping is not permitted in the building at any time.
14. The Hampstead of Hampstead assumes no responsibility for any injuries occurring on the fields/facilities.
15. All persons under the age of 18 years old that will be using the Memorial Gym must be supervised by an adult who is over the age of 21 years old.
16. All participates in uninsured leagues must have a signed a waiver and the waiver must be turned into the Town Hall.
17. All children must be supervised at all times by an adult. No children should be left unattended downstairs.
18. Please do not allow children to sit or stand on top of the slanted roof inside the memorial Gym.
19. There are to be no inflatables devices or bouncy house used on Town of Hampstead property that includes the memorial Gym.
20. As the party responsible, please make sure all personal items are collected at the end of the event. There is no "lost and found" for the buildings or field. The Town of Hampstead is not responsible for items left at the fields or facilities.
21. Please parking in designed spots only. We are not liability to towed vehicles.
22. No vehicles, of any type (except those approved by the Commission for maintenance purposes, are permitted on Town fields.
23. The Town of Hampstead assumes no responsibility for any injuries occurring on the field /facilities.

DEFINING ORGANIZATIONS

Town Teams, Town Leagues, & Hampstead Schools: Town organizations desiring to use the fields/facilities on an on-going basis may do so with prior scheduling approval from the Hampstead Recreation Commission. The Commission shall develop the schedule. Requests for the Memorial Gym are considered on a first-come, first-served basis, with an attempt to balance the needs of all groups. No fees shall be charged to these groups for the use of fields/facilities. Town Teams and Leagues are required to have General Liability insurance for 1,000,000.00 naming the Town of Hampstead as an additional insured.

"Town Team/League" means any organization in which at least 50% of players are residents of Hampstead and each individual team must be more than 30% Hampstead residents. Board of Directors must be at least 60% of the voting members shall be residents of Hampstead. If a Board member moves out of Hampstead and the Organization drops below 60%, the Organization has thirty days to adjust its membership on the Board. A roster with players' Hampstead address shall be submitted to the Recreation Commission to validate residency, with the exception of the Hampstead Civic Club, who may send a statement confirming all players are residents of Hampstead. The Recreation Commission has the right to ask for additional information and deny a permit to any organization. All individuals in a Town league must sign the waiver supplied by the permit holder and all waivers must be handed into the Town Hall.

Individual Residents: Individuals desiring to use the Memorial Gym may do so at their leisure, providing that another party has not previously scheduled and with the approval of the Recreation Director. There is no charge for the casual use of the Gym. A permit must be filled out for all Town residents to use the Memorial Gym. The Hampstead Recreation Commission has the right to ask for a Certificate of Insurance, naming the Town of Hampstead as additionally insured. The policy

must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death. The use by the Memorial Gym cannot be for another person or family member that is not a Hampstead Resident. At least 50% of those in attendance must be Hampstead Residents. No outside organization may use the gym with an Individual Resident permit.

Non-Residents & For Profit: Non-Residents desiring use of the Memorial Gym needs to submit a request to the Hampstead Recreation Commission. The Commission shall develop the schedule for usage. A donation fee for an event is \$400.00, practice donation fees are \$50.00 per hour. Requests for use are considered on an individual basis and only after all Town groups have been scheduled. A Certificate of Insurance is required naming the Town of Hampstead as additionally insured.

FIELD / FACILITY REQUEST & ASSIGNMENTS PROCESS

The priority levels for the scheduling the Town Fields / facilities is as follows:

1. Hampstead Recreation Activities
2. Town Teams
3. Town Leagues
4. Hampstead School Teams / Activities
5. Town non-profit
6. Individual Residents
7. Non-Residents / Non-Resident Organizations

VIOLATIONS OF THE ATHLETIC FIELD PERMIT POLICY:

Failure of an Organization or its members to comply with regulations established for use of Town owned property shall constitute a violation of this policy and permit revoked.

CLOSED FOR MAINTENANCE:

On occasion, a field or indoor facility will be closed for maintenance and will be posted as off limits. The Hampstead Recreation Commission may restrict public use of fields/facilities as deemed necessary by the Commission, or designee, to preserve or protect the property or in the interest of the general public health, safety and welfare.

KEY POLICY FOR THE MEMORIAL GYM

1. Keys signed out to a specific individual MAY NOT be given to another individual for their use. Each individual responsible for the use of the gym must sign out a key. There are no "shared" keys.
2. At the end of the season, or when the individual resigns, their key must be returned to the Recreation Director. It is your responsibility to see that this occurs.
3. When another group is scheduled, you must respect their time. Whether or not you feel like the gym is being used to it full capacity is not the issue. When someone else is scheduledyou are not. There is to be no deviation of the times without the prior notification and approval from the Recreation Director.
4. If a single use – please pick the key to the Memorial Gym up at a designated time/location and return immediately after the event. The location will be decided between you and the Recreation Director.

CLEANING / SECURITY DEPOSIT

1. The field / facilities are to be left in the same condition it was in prior to usage.
2. Rules and regulations need to be followed.
3. No glass containers at the facilities / fields.
4. The following additional fee will be assessed for additional cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. The infraction will be billed to the organization/individual once the duration of the facility reservation is completed. **Minimum \$100**
5. The Hampstead Recreation Commission reserves the right to assess a security deposit to any organization, Hampstead resident, non-resident or any other group. The amount will be determined by the Hampstead Recreation Commission.

INSURANCE

A certificate of insurance is required from all organizations/users, naming the Town of Hampstead as additionally insured. The certificate of liability insurance should be in an amount no less than \$1,000,000.00. This certificate should be updated for each season with the Hampstead Recreation Commission.

DAMAGE TO THE FIELDS:

All permit holders are responsible to repair any superficial or to replace any divots that occur during their use of any field. They are to fix wear areas in front of goals or bases. Please report field concerns to the Recreation Commission.

WEATHER

The following weather conditions requires that all athletic activities on the field be cancelled:

1. Standing puddles of water on the field
2. Footing is unsure and slippery
3. Ground is water logged and "squishy"
4. Grass can be pulled out of the ground easily
5. Lightning
6. Severe weather storms

INVESTIGATION:

The Hampstead Recreation Commission will review and investigate reports permit of violations, and reserves the right to inquire of the Organization concerning the events alleged to have occurred during the period for which that user was issued a permit. By accepting a permit to use the Town Facilities/fields, the organization/person agrees to cooperate fully in any investigation deemed necessary by the Hampstead Recreation Commission.



T O W N O F H A M P S T E A D

OFFICE OF THE SELECTMEN
11 MAIN STREET • HAMPSTEAD, NEW HAMPSHIRE 03841

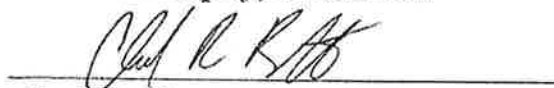
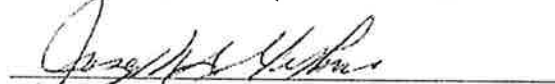
To Whom It May Concern:

January 8, 2018

It has come to the attention of the Board of Selectmen that there appears to be a misunderstanding with regard to insurance coverage for those using town facilities.

Even though permission may be granted by the Town to an organization, individual or entity to use its facilities, there will be no liability coverage for your entity. The Town only provides liability insurance if your program is actually sponsored and budgeted through the Town. Your organization must carry it's own insurance and understand that there is no coverage through the Town's.

Very truly yours,


Sean P. Murphy, Chairman
Chad R. Bennett, Selectman
Joseph Guthrie, Selectman

Approved: _____ / _____
 Recreation Commission Signature of Person Responsible
 Date Date