

# Town of Boylston Parks & Recreation

Facility Use Policies, Guidelines, Forms, & Applications



*The Mission of the Boylston Parks and Recreation Department is to offer the residents of our Community Programs, Services and Facilities that will enrich their lives.*

# Town of Boylston Parks & Recreation Department

221 Main Street Boylston, MA 01505  
Phone: 774-317-9254 Fax: 508-869-6210

Applicant Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Name of Business or Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

Which best describes your group / Function. Please check a box:

- BPR sponsored youth program
- Other Boylston youth programs (Comprised of 80%+ Boylston residents)
- Other Boylston Adult program
- Other Boylston based local, non-profit, social & athletic groups (priority to youth)
- Boylston based businesses – Priority will be given to those with years of use
- Non-Boylston related program or lesser than 80% Boylston resident participation
- All others - Please describe: \_\_\_\_\_

<u>Season Requested</u>	<u>Open Enrollment Period</u>	<u>Authorized Season Duration</u>	<u>Requested Session &amp; hours</u>
<input type="checkbox"/> Spring Season	Jan 1 – Jan 15	April 1 – Mid June	Session Start Date: _____
<input type="checkbox"/> Summer Season	Mar 1 – Mar 15	Mid June - August	Session End Date: _____
<input type="checkbox"/> Fall Season	May 1-May 15	Sept – November	Total # of Weeks: _____
<input type="checkbox"/> Winter Season	July 1 – July 15	November – April	Total Hours Needed: _____

<u>Field/Facility Requested</u>	<u>Type of Activity</u>	<u>Days/Times Requested in Priority</u>
<input type="checkbox"/> Manor	<input type="checkbox"/> Basketball	1 <sup>st</sup> Choice Days: _____
<input type="checkbox"/> Center Courts	<input type="checkbox"/> Baseball	2 <sup>nd</sup> Choice Days: _____
<input type="checkbox"/> Hillside Fields	<input type="checkbox"/> Soccer	1 <sup>st</sup> Choice Times: _____
<input type="checkbox"/> Rte 70/140 Field	<input type="checkbox"/> Tennis	2 <sup>nd</sup> Choice Times: _____
<input type="checkbox"/> Hillside Gym	<input type="checkbox"/> Volleyball	2 <sup>nd</sup> Choice Facility: _____
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Other – Describe: _____	

Number of expected participants / Patrons -----→ [      ]

**Important Communication**

Erecting permanent or temporary structures such as tents, stages platforms is strictly regulated and requires the approval of BPR as well as other town inspectors.

- Are you planning to use such structures? No  Yes  If yes additional approvals required. You must present at the next BPR meeting.

Campfires or open burning of any kind is prohibited and required the approval of BOR as well as the Fire Inspector.

- Are you planning to ask for approval? No  Yes  If yes additional approvals required. You must present at the next BPR meeting.

**Additional Description of Activities:**  
\_\_\_\_\_  
\_\_\_\_\_

Applicant & the Organization/Group represented have read and received a copy of permit procedures rules and regulations pertaining to the field/facility usage and agree to accept responsibility for the group issued the permit. I acknowledge that this application package is complete and a permit will only be issued upon receipt of all required documents.  
\*By signing below you also agree that all participants, coaches/refs, spectators, etc. will wear a mask while in the gym. Failure to comply with this rule can result in termination of gym rental with no refund.

\_\_\_\_\_  
Applicant Signature – Same as above

\_\_\_\_\_  
Date

**Boylston Parks & Recreation**  
**Field & Facility Use application checklist**

Please use this checklist to ensure you have processed your application correctly and have met the requirements for approval.

- If this is not a BPR sponsored event/activity - ***Liability Insurance Binder is Required***
- You have read all rules, regulations, and policies for use
- You have filled out an application for use form and enclosed required fees.
- If you require the use of a temporary structure, electrical power, or outdoor fire you have initialed below and detailing their requirements.
- If you meet the requirements of needing an entertainment license, you have received such from the Board of Selectmen and it is attached.
- You have received a permit

**Town Inspector Approval & Requirements:**

Electrical Inspector Requirements:

  
  
  
  
  

Electrical Inspector Signature: \_\_\_\_\_

Building Inspector Requirements:

  
  
  
  
  

Building Inspector Signature: \_\_\_\_\_

Fire Department Requirements:

  
  
  
  
  

Fire Department Signature: \_\_\_\_\_

# Boylston Parks & Recreation      Fee Schedule

GYM – Sponsored & Non-Sponsored program fee schedule:      *Minimum fee of 3X the hourly rate is required*

- Boylston Resident Rate      \$25.00 / Hour
- Non-Boylston Resident Rate      \$50.00 / Hour

FIELD – Sponsored & Non-Sponsored program fee schedule:      *Minimum fee of 3X the hourly rate is required*

- Boylston Resident Rate      \$25.00 / Hour
- Non-Resident/Other outside group      \$45.00 / Hour
- Hours 1, 2, & 3      \$45.00 / Hour
- Hours 4, 5, & 6      \$35.00 / Hour
- Hours 7 & each hour after      \$25.00 / Hour

- Up to 150 People - Standard rates apply
  - 150-300 People - \$175.00 additional fee
  - 300-500 People - \$350.00 additional fee
  - 500+ People - \$500.00 additional fee

- Minimum \$100.00 Refundable Security/Trash Deposit
- Administrative Fee will apply
- Janitorial Fee (Hillside)      \$60.00

**\*\*All fees are subject to change without notice at the discretion of BPR**

## Sponsorship Guidelines

### Policy Statement

It is the intention of BPR to sponsor programs or events brought forth from Program Champions that it feels are a benefit to the Community.

Sponsored programs or events are ones in which the activity is not managed or directed through an established board or committee, but are borne and maintained through the ongoing participation of those involved in the recreation activity.

As long as the activity meets the following requirements it can be considered as a program for sponsorship and maintain its sponsorship.

- Maintain its level of participation
- Stay true to its original sponsored scope and mission
- Follow all rules & guidelines set forth by BPR
- Has remitted fees as required

### Process for Sponsorship

1. Any individual as a program champion may come forward with an idea for a program or event to offer to the community.
2. BPR will review the nature of the event or program and the planned participation. A minimum of 10 paid in advance program participants is required for reservation of gym space.
3. Once approved the appropriate fee schedule will be applied & time will be reserved – Paid in advance.
4. A roster along with the fees is required in advance. Failure to do so will result in forfeiture of the fee & loss of reserved time.
5. Walk-ins outside of the roster are required to fill out a registration form supplied by the program champion.
6. Failure to meet the above guidelines will result in permit revocation.

**Subjects covered in Field & Facilities Use & Policy Guidelines Sections:**

- I General Guidelines
- II GYM Guidelines
- III Field Use Guidelines
- IV Enrollment & Permitting Guidelines

**I General Guidelines**

**Mission Statement:** The BPR mission in scheduling the usage of fields, space, facilities, & equipment under its scheduling authority, is to meet the recreational needs of Boylston residents as best as possible considering a master plan for growth and asset management.

**Fields / Facilities Covered:**

Manor Park Hillside Gym Center Courts 70/140 Field Hillside Fields/Grounds Elementary School Field

**Priority of Use:**

**High:** BPR sponsored youth or children programs / Other Boylston Children or youth programs comprised of 80%+ of Boylston residents / BPR Sponsored Adult programs / Other Boylston adult programs comprised of 80%+ of Boylston residents / All other Boylston based non-profit, social, and athletic groups / Boylston based businesses.

**Low:** All others

**General Philosophy & Terms:**

- It is in the best interest of the town that non-resident organizations not use our fields or facilities.
- Individual residents representing out of town teams, leagues, or other organized bodies will not be considered unless a majority vote to issue a permit by BPR is obtained.
- Field & Facilities under BPR ospice will be made or not made available for use after consideration of their condition in meeting requirements for longevity and participant safety.
- Allowing for new BPR sanctioned programs to prosper & offer value & diversity to Boylston residents will be considered for field & facility use, although they may not carry the strong participation of programs that exist & are fully matured. This will be carefully evaluated & A decision considering all elements of demand & availability will be made.
- We would like to accommodate the needs of all programs & residents but given the number of requests coupled with the need to maintain longevity & prime operating conditions, requests may not be granted.
- Permits must be acquired by anybody, group or organized sports body wishing to use the fields, facilities and equipment under the scheduling & asset management authority of BPR. Any use without an approved permit will be considered unauthorized and directed to cease.
- Pursuant to the above ay requests for field or facility use with an expected attendance or number of tickets available for sale in excess of 300, or incorporating outdoor entertainment, or the use of alcohol, must meet the requirement of Section 19 "Entertainment Licensing" of the Town Bylaws..
- Additionally, BPR reserves the right to refer applications for events it considers worthy of Section 19 guidelines to the Board of Selectmen for their review and approval.

**II GYM Guidelines****Rules & Regulations:**

1. No smoking allowed in the building
2. Alcohol is not permitted on the premises
3. Food & drinks are not allowed in the Gym
4. Permit holder must be present during each activity period & are responsible for policy adherence by all participants & spectators prior to, during, and post activity.
5. Participants & spectators are expected to leave the facility immediately following each activity whether or not another event is immediately scheduled.
6. No-one is allowed on the levels below and above the gym floor level.
7. No dribbling, ball playing, running, screaming, or horsing around in or outside of the gym area
8. Parents are responsible to supervise their children at all times. Children are not allowed to wander unattended or unsupervised anywhere in the building.
9. Permit holder is responsible for maintaining "Gym Checkout list" and "First Aid kit Inventory"
10. Some BPR sponsored programs may require a "walk-in registration form" to be maintained at each event along with registration fee. Applicant is responsible.
11. These rules & regulations are in conjunction with the "permitting process and general use guidelines" detailed in the "Field & Facilities use and Policies guidelines"

**Activity Guidelines:**

1. Participants must wear sneakers with non-marking soles. Soles must be clean and dry.
2. Gym is primarily designed for recreational activities. Other activities such as meetings or demonstrations must make provisions to eliminate hardwood floor surface degradation. These provisions must be approved by BPR. These provisions may or may not include coverings supplied by the permit holder..
3. After each use the group must mop floor and deposit any debris in trash receptacle.
4. There is not hanging on rims, nets, or safety padding.
5. All equipment must be properly stored after use.
6. Recreational activities that use hard balls, bats, sticks, must make provisions to eliminate hardwood floor degradation as well as eliminate building damage. These provisions must be approved by BPR
7. Permitti holder is responsible for securing doors, turning off lights, and returning keys as necessary.

**III Field Use Guidelines**

**Rules & Regulations:**

1. There will be no organized group outings or events allowed on recreation property without a permit rom BPR
2. All recreational fields will close at dusk. Lighted fields at 10:00pm
3. No one shall drive a motorized vehicle of any kind across or on recreational fields.
4. No person shall erect, paint, paste, or otherwise affix, or distribute any signs, advertisements, or circulars without the consent of BPR
5. There shall be no open fires, bonfires, fire pits, or the like authorized without the written consent of BPR & the Boylston Fire Dept.
6. Violation of above rules will result in a fine in accordance with Commonwealth of Massachusetts General Laws (Ch 45, Section 24)
7. Vandalism and property damage to fields, facilities and equipment will be dealt with by BPD & General Counsel.
8. No Hitting Golf Balls
9. No smoking allowed on any field or facility managed by BPR
10. Police take notice
11. Rosters and Permits must be available on request
12. Basketball and Tennis play have primary use of courts. Roller blading, skating, skateboarding, bike riding allowed ONLY when courts are not in use.
13. Permit holders have priority.
14. Manor & Hillside snack shacks will be left clean and orderly. Food & Perishables must be removed at the end of the season.
15. No structures permanent or temporary may be erected without the approval of BPR, Building inspector and other local AHJ's. Gym rules and regulations under separate attachment

**IV Enrollment & Permitting Guidelines**

**Open Enrollment Guidelines for permitting**

- Detailed below is the duration of the open enrollment period in which applications for field & facility use will be accepted. Season duration associated with each period is also detailed below.
- Application submitted with be based upon "priority of use guidelines". Applicants will be contacted upon their disposition prior to the opening of each season.

	Open Enrollment Period	Authorized Season Duration
<i>Spring season</i>	<i>Jan 1-Jan 15</i>	<i>April 1 – Mid June</i>
<i>Summer season</i>	<i>Mar 1-Mar 15</i>	<i>Mid June – August</i>
<i>Fall season</i>	<i>May 1-May 15</i>	<i>September – November</i>
<i>Winter season</i>	<i>July 1- July 15</i>	<i>November – April</i>

*Any applications received after the open enrollment period be considered on an "as available" priority of use.*

*No practices, training, or games may take place on the fields prior to approval and spring season.*

**Permitting process and general use guidelines:**

1. All permit applications received during open enrollment period will be considered based on "priority of use guidelines"
2. Applicants will be contacted as to final disposition by BPR
3. Permitted activities takes priority over non-permitted activities. Permits must be available on request.
4. Boylston residents (80%+) will take priority over non-resident activities in progress. Non-resident groups must vacate immediately upon request. Allow a reasonable time to vacate. 15-20 minutes.
5. Any games, practice, field, or facility use by an organized team, body, or league must have a permit issued by BPR.
6. Permits may be revoked at any time by BPR
7. All application fees must be paid in advance at the time of application.
8. Application holders are responsible for maintaining a safe and non-threatening environment.
9. Permit applicants must be a minimum of 21 years of age.
10. Release forms must be signed and obtained from program participants and are the responsibility of the applicant.
11. Non-Boylston programs (Less than 80% Boylston residents) require proof of their own Liability Insurance.
12. Damage is to be reported immediately to BPR. Applicants are responsible for all damages.

# Town of Boylston Parks & Recreation

221 Main Street Boylston, MA 01505

Ph: 774-317-9254 Fax; 508-869-6210

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

The noted conditions must be met, signed off by each department manager and approved by BPR

## **Conditions for use:**

### **Fees**

All fees in full must be received prior to proceeding

\_\_\_\_\_

### **Proof of Insurance**

Binder must be presented to the board prior to the event

\_\_\_\_\_

### **Access & Parking**

\_\_\_\_\_

### **Signage**

\_\_\_\_\_

### **Rest Rooms**

\_\_\_\_\_

### **Other Actions**

\_\_\_\_\_

## **Approvals / Actions Required**

Department Head initials

Selectmen's approval

Town Administrator - Marty McNamara

Ambulance

Highway Department - Steve Mero

Electrical Inspector

Police

Building Inspector

Fire Inspector

All conditions, sign offs and fees required must be completed prior to the approval of this event.