



MUNICIPAL FIELD USER POLICY

PURPOSE AND PHILOSOPHY:

The Town of Nottingham maintains outdoor field space for town & co-sponsored programs for the benefit of the community. The fields are also available to community groups and agencies, which engage in recreational, cultural, civic, intellectual, educational, or charitable activities for the benefit of Nottingham Residents. The town recognizes the rights to free speech and free assembly. Granting permission to use the town facilities does not constitute an endorsement of the users or their beliefs by the Town or the Selectboard. Access to the fields is open to all.

These policies are intended to govern the use of fields and to guide the Parks and Recreation department in managing the facilities. Persons using the fields are subject to all rules and regulations for town buildings in conjunction with the Municipal Buildings User Policy. All scheduling of the fields space is done through the Parks & Recreation Department. The Parks & Recreation Director and/or Selectboard reserve the right to revoke field privileges at any time and to change or amend the provisions of this policy without notice.

FIELD USE REQUESTS:

1. All reservation requests are processed in the order they are received.
2. The Parks and Recreation Department and other town sponsored events and activities have exclusive, first priority use of fields all year long.
3. Second priority is given to town youth sport organizations that have current, written agreements with the Town of Nottingham. These agencies partner with the town to provide help with maintenance, help with community clean up days, providing opportunities for all youth in town to participate in their programming and working with the Parks and Recreation Department through community events and programs.
4. Other groups may request field reservations for one-time or multi-event use during the year.
5. All groups (organization or individual) must complete a Municipal Field Reservation Form before their scheduled times.
6. All applications will be reviewed by the Parks & Recreation Director and/or the Board of Selectmen.
7. **All groups using the fields on an ongoing basis must reapply annually after January 1 for the upcoming Spring/Summer seasons and June 1 for the upcoming Fall seasons.** Permission to use the fields is granted to a specific group and coordinator and cannot be transferred to another individual or groups without approval of the Parks and Recreation Director.
8. At any time, the Parks and recreation Department can temporarily close the fields for a period time for assessment and overall health of the fields. During this time, the fields will NOT be scheduled to any group or individual.

CANCELLATION OF FIELD USE:

1. The Parks & Recreation Department must be notified of the cancellation of field use as soon as possible so the calendar can be adjusted.
2. If the reservation must be cancelled for any reason, the Parks & Recreation Department will notify the contact person named on the Reservation Form as soon as possible.
3. The town is not responsible for any cost or inconvenience incurred by the organization or individuals.

PROPERTY DAMAGE:

1. The Town of Nottingham and its employees are not responsible for personal articles.
2. The town assumes no responsibility for the safety of any property brought onto the premises.
3. Any damage to town property, even if accidental, is the responsibility of the organization or individual using the field space. Damage must be reported to the Parks & Recreation Department within 24 hours, or the next business day. In addition, all injuries or incidents, including vandalism and theft, must be reported to the Parks & Recreation Department within 24 hours.

USE OF FIELDS:

1. No smoking is allowed anywhere near the playing fields.
2. No alcoholic beverages are allowed on town property.
3. Children under the age of ten (10) must be always accompanied by an adult, both inside and outside on Town Property.
4. All Town field space is **CARRY IN, CARRY OUT**. All organizations and individuals are responsible for making sure participants do not leave or throw trash in the portable toilets. If there are trashcans onsite, these may be used. It is the groups responsibility to leave the fields as they found them. Upon arrival, if fields are left unkept, please notify the Parks and Recreation Department immediately.
5. Use of Parks & Recreation equipment (or another groups equipment) during any event is not allowed unless prior arrangement has been made with the Parks & Recreation Director. All groups using the fields will be responsible for purchasing, storing, and using their own equipment.
6. Use of signage of any kind, must be approved by the Parks & Recreation Department prior to installment.
7. Please make sure that everyone refrains from using any violent or disorderly behavior including obscene or profane language while on the grounds.
8. Groups must supervise any children associated with their group, on town facility grounds.
9. No group may imply or state in its publicity that the Town has sponsored or supported its meeting or group.
10. The person in charge of the event/activity is fully responsible for making sure that the regulations are followed. This person is financially responsible for damages that occur, proper supervision and actions of the participants, and for a satisfactory clean-up of the fields. Any activity in violation of these regulations, Town Ordinances, or NH state law is prohibited, and will result in forfeiture of existing permits and denial of future use for the designated user, group and/or organization.

ORGANIZATION USE ONLY:

Once field use is scheduled and discussed with the Parks & Recreation Director, the organization

1. Will provide the Parks & Recreation Department a certificate of insurance naming the Town of Nottingham as an additional insured.
2. Will provide Nottingham Parks & Recreation with a copy of the practice and game schedule and will fill out the Youth Sport Organization- Field Use Application form online prior to the season starting.
3. At the discretion of the Parks & Recreation Director, an additional agreement with an organization using town field space at any location may be requested.


There is typically no fee for town organizations that provide opportunities that benefit the Nottingham community. For large events sponsored by these organizations, a rental fee may be required to offset incremental costs. All fees may be waived by the Town Administrator upon the recommendation of the Parks & Recreation Director based on local interest, educational and/or community service program.

INDIVIDUAL USE ONLY:

If available, fields may be reserved by residents or non-residents for non-commercial purposes such as birthday parties, etc., for a fee payable to the Town of Nottingham prior to the event.

1. Fee charges:
 - a. Non-commercial, private party or organization/resident- \$50.00 per day (9 hours)
 - b. Non-commercial, private party or organization/non-resident- \$75.00 per day (9 hours)
 - c. For profit organization/resident- \$100.00 per day (9 hours)
 - d. For profit organization/non-resident- \$125.00 per day (9 hours)
2. Proof of residency and/or non-profit status must be submitted with reservation.
3. For profit organizations renting the facility must have a liability insurance policy, with minimum coverage of one million dollars.
4. All fees may be waived by the Town Administrator upon the recommendation of the Parks & Recreation Director based on local interest, educational and/or community service program.


Adopted by the Select Board September 12, 2022.


Chair


Select Board Member


Select Board Member


Select Board Member


Select Board Member

MUNICIPAL BUILDINGS RESERVATION FORM

Let this document stand as the official contract between the Town of Nottingham Recreation Department, and _____

_____ (Initial) I will be responsible for replacing, repairing, or otherwise restoring any part of the field we may damage.

_____ (Initial) I do hereby waive, release, absolve and agree to hold harmless the town of Nottingham, and its paid and volunteer employees for any claim arising out of injury to myself, spectators, participants, and their belongings and/or equipment.

_____ (Initial) I acknowledge that I have read, I understand and agree to the conditions of the municipal fields user policy and the above waiver.

_____ (Initial) I acknowledge that I will provide a certificate of insurance naming the Town of Nottingham as an additional insured if I am a youth organization, for profit organization

ORGANIZATIONS ONLY:

ORGANIZATION: _____

CONTACT PERSON: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Dates of Rental and Times: Please specify dates, times, and locations. Placement will be determined by order of submissions. Please check the calendar, **ONLINE** on the Town Website before submitting your group requests. Town and Recreation programs get priority in scheduling.

INDIVIDUALS (I.E. BIRTHDAY PARTIES) ONLY:

NAME: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Date of Event or Party: _____ Time: _____

Location Requested: _____

Signature: _____ Date: _____

Checks Made Payable to **TOWN OF NOTTINGHAM**

Date Approved: _____ Approved By Initials: _____ Check#/Cash: _____ Amount: _____