

TOWN OF GRAFTON

Grafton Memorial Municipal Center
30 Providence Road
Grafton, Massachusetts 01519

Policy for the Use of the Town of Grafton Recreation Fields and Facilities

The Town of Grafton has a limited number of Recreation Fields and Facilities which can be offered for use by groups and organizations of the residents of Grafton. In order to allocate the use of the Recreation Fields and Facilities fairly and to preserve the conditions of the Recreation Fields and Facilities the following policy is hereby established. **All applicants must sign and return a completed copy of Appendix A (at the end of this policy) stating that you understand and agree to adhere to all policies, rules, and regulations described herein.**

1. Eligible Use and Permitting Priorities

The Town of Grafton Recreation Fields and Facilities are intended primarily for use by programs and events sponsored by the Town of Grafton. Other organizations and individuals may use the Fields and Facilities subject to the regulations of this policy.

- A. Programs and events sponsored by the Town or jointly sponsored by the Town and other entities have priority over other uses. Certain time periods may be reserved on a regular basis for Town uses and programs.
 - i. Youth leagues are given priority over adult activities and other youth programs/organizations pursuant to the additional provisions below.
- B. The availability of the Recreation Fields and Facilities for programs not sponsored by the Town is as follows:
 - i. The Recreation Fields and Facilities are available for non-profit organizations, civic, educational, and cultural groups and community-related activities that promote the health, well-being, and active lifestyle of Grafton youth and adults;
 - a. Special events, such as road races, tournaments, or concerts, need to be approved by the Recreation Dept. with potential review by the Recreation Commission, Town Administrator and/or Select Board. Such events may also require a fee for additional staff or service depending on the event.
 - ii. The Recreation Fields and Facilities shall not be available for use by for-profit groups, businesses or individuals for profit purposes;
 - iii. The Recreation Fields and Facilities may not be used for the following activities:
 - a. Money-raising events, projects, or programs except those activities that are ancillary to the program or event. Ex. A concession stand operated by the Little League is permissible;
 - b. Events which offer items or services for sale, or which include solicitation of

- clients for products or services; and
- c. Meetings or events held by political parties or interests for the sole purpose of soliciting or raising money.

2. Reservations and Permitting Procedures

Reservation requirements for the use of the Recreation Fields and Facilities are as follows:

- A. Reservations are to be made through the Grafton Recreation Department via an online link available on GraftonRec.com
 - i. Reservations for the use of Recreation Fields and Facilities will be primarily granted by the Recreation Department as follows:
 - a. Spring and summer league reservations for seasonal use from April to August with submissions due by February 1.
 - b. Fall league reservations for seasonal use from September to November with submissions due by August 1.
 - c. When there are openings in the use of the fields after town youth and adult league reservations made through the above reservation process and for all other time periods of the year, fields will be reserved on a first-come, first-served priority basis for other groups and uses.
 - ii. Reservation requests are to be tailored to meet the actual needs of the requesting group or entity. Fields will not be block scheduled. Groups must account for each hour they request. Make up dates for weather cancellations will not be block scheduled in advance. If reservations are awarded and it is determined through lack of use the groups do not need the fields as requested, the fields may be reserved for other groups at the discretion of the Recreation Department.
 - iii. You may not give your permitted time to another group. All changes must be done through the Recreation Office.
- B. No group or individual will receive preference for any Recreation Field or Facility because of prior use. However, it is recognized that certain sports and activities can only be held on appropriately designed fields. Example: the use of baseball fields versus fields designed for use for a variety of recreational purposes.
- C. Subject to conditions of this policy stated in other sections, reservations will be granted providing access and use on an equitable basis to all requesting entities while maintaining the following:
 - i. Consistency of use within a designated season
 - ii. Preservation of field and facility assets

3. Use and Responsibilities of Groups using Recreation Fields and Facilities

The party agreeing to this policy upon securing a reservation to use the Town of Grafton Recreation Fields and Facilities is responsible for the following:

- A. Organizations must provide a copy of certificate of liability insurance for their organization and list the Town of Grafton as additionally insured prior to the season

- starting.
- B. The use of the fields when standing water is present, during heavy rain, or following heavy rain will not be allowed. It is the responsibility of the organizations/coach to cancel the event during such conditions. Failure to cooperate with this will result in loss of field privileges as well as it will result in compaction of the turf and unsafe playing conditions.
 - C. Parking is allowed in designated areas only. It is the responsibility of the organization to make sure vehicles are parked properly. Failure to cooperate with this may result in your organization being required to hire a police detail for events at the organizations expense.
 - D. Any changes, additions, and/or improvements to the fields or surrounding areas need approval from the Parks Department.
 - E. Organizations are required to line their own fields. Field layout will be determined by the Parks Superintendent at the start of each season.
 - F. It is the responsibility of the leagues to inform all parents and coaches of the field rules.
 - G. To return the Recreation Fields and Facilities to a clean and working order in the fashion it was originally received or better after each and every use.
 - H. Provide notification to the Recreation Department if the Field or Facility was not in a clean or working order when they arrived to use it.
 - I. Report any damaged, non-functioning aspects, defects, or other problems discovered of the field or facility or that occurred during use at the start of the following business day unless the situation requires immediate attention and should be reported to the Grafton Recreation Department as soon as possible. All emergencies shall be handled by dialing 911 as appropriate.
 - J. At the end of each and every use Field and Facilities responsible parties shall:
 - i. Turn off of lights;
 - ii. Turn off all faucets;
 - iii. Secure all doors; double check for locking.
 - iv. Remove trash around the field and facility after use making sure groups pick up water bottles and lost and found articles. Trash barrels will be emptied by the Parks Department on Mondays and Fridays. Large boxes from concession stands or boxes from equipment or uniforms must be removed from the area. Groups utilizing a concession stand are responsible for the maintenance and upkeep of the building, security, and costs associated with such including the removal of trash generated from use of the building.

4. Fees and Security Deposits

Rental rates, if any, for the use of the Recreation Fields and Facilities shall be set by the Select Board and may be reviewed and amended from time to time. The current rate schedule is incorporated herein by reference. A key/damage deposit of \$75/key shall be required when the Recreation Fields and Facilities key is picked up from the Recreation Department. There is a minimum deposit required of \$75 even if no keys are provided. There is a maximum

deposit of \$375 per organization per field or facility. The key/damage deposit shall be required as a deposit to cover the loss of the key, any damages to the Recreation Fields and Facilities, and/or provide for clean-up in the event a group or individual fails to clean the facility properly.

If the key is lost or not returned within the timeframe specified above, damage occurs, or if the Recreation Fields and Facilities are not left in as good a condition as before the organization utilizes the field or facility, the Town will retain the deposit to help cover expenses and will seek payment for any cost and/or damages not covered by the deposit.

In addition, in the event any group or individual is required to forfeit its key/damage deposit, that group or individual may be suspended from using Town Fields and Facilities for a period of up to one (1) year. Copying of keys or the alteration of changing of locks at Town Fields and Facilities will result in the automatic suspension from the use of Town Fields and Facilities for an indefinite period of time.

No deposit shall be returned until a satisfactory inspection has been conducted by an employee of the Town. Full payment of the rental amount key deposit must be made to the Grafton Recreation Department at the time of award of reservation.

5. Notice of Cancellation

Notice of cancellation of a reserved use of the Recreation Fields and Facilities must be received at the Grafton Recreation Department no less than two business days prior to the reserved date of use to facilitate a full refund of the rent and key deposits. Failure to comply with this cancellation policy may result in the forfeiture of deposit and rental amount.

6. Regulations

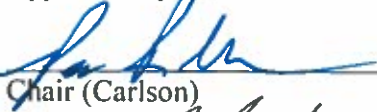
The following regulations apply to all groups or individuals using the Recreation Fields and Facilities:

- A. No general admission fees may be charged by any group or individual for any event or meeting nor any collection of money be taken or donations requested. Exceptions may be made on a case-by-case basis, with the approval of the Town Administrator or the Select Board for paid registration for educational workshops, institutes, or other programs;
- B. The use of alcohol and tobacco products within the Recreation Fields and Facilities and any Town property are strictly prohibited;
- C. The Town Administrator, or their designee(s), is authorized to deny anyone the use of the Recreation Fields and Facilities if he believes that the party requesting use of the Recreation Fields and Facilities would be inappropriate or cause damage to the facility.
- D. The Town of Grafton reserves the right to deny use of the Recreation Fields and Facilities to any group or individual that violates the law, is disorderly or violates the conditions of this policy.

- E. The Town Administrator, or their designee(s), is granted discretion in interpreting these regulations on occasion when applicability of any stated regulation is not clear.
- F. The Town of Grafton is not responsible for any accident, injury, lost or damaged property resulting from the use or occupancy of any Town-owned property or facility.
- G. The Grafton Select Board, Town Administrator, or their designee(s) reserves the right to waive or amend any portion of this policy as it sees fit.
- H. All required deposits and fees are due at the time that a reservation is granted unless otherwise indicated.

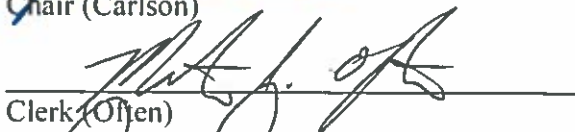
Approved By: Select Board

Date: 05-17-24




Chair (Carlson)

Vice Chair (Roy)



Clerk (Olsen)

Member (Mead)



Member (DeFazio)

Appendix A: Acknowledgement of Policies, Rules and Regulations

Print Name of Organizations Representative: _____

I, the undersigned, agree to (please check each box):

- Follow all rules and regulations as outlined in this policy
- Understand and will follow the responsibilities for use of recreation fields and facilities
- Pay all fees and security deposits that may apply to the use of a facility or field, the loss of a key, or any damage that is done to said facility or field.

Signature of Organizations Representative: _____

Date: _____

For Town of Grafton Staff Only:

Approved Date: _____

Approved Location(s) of Use: _____

Number of Keys Issued: _____

Date Keys Returned: _____

Deposit Amount Paid: _____

Date Deposit Returned: _____