

Field and Facility Booking Procedure and Policies from the Town of Pepperell

The Pepperell Recreation Commission seeks to provide Pepperell residents as well as non-residents with use of its facilities and fields. The Commission reserves the right to use its collective discretion in administering its resources to support this use.

Following is the policy and procedure for both profit and non-profit organizations, resident and non-resident groups requesting use of parks, fields and recreation facilities under the control of the Pepperell Recreation Commission:

Procedure for Requesting Field and Facility Use

1. Obtain a Field & Facility Use application form which is available via:
 - a. Town Clerk's office
 - b. Recreation website: <http://www.town.pepperell.ma.us/recreation>
 - c. By written request to:

Pepperell Recreation Department
Town Hall
One Main St.
Pepperell, MA 01463
Attn: Field Use Application
2. Fill out the Field Request Application Form (applicant must be at least 21 years of age). The form requires a signature affirming that the reserving party is aware of and will abide by usage policies and agrees to a liability waiver.

PLEASE NOTE: Certain activities require permits; for example: food sales, entertainment, and liquor license. The applicant is responsible for determining the necessity of such permits and for acquiring them.

3. Submit the Field Request Form along with a check (made payable to: Town of Pepperell) for any associated fees, to the Town Hall address in step 1, give to the secretary of the Selectmen's Office, or email to: recreation@town.pepperell.ma.us

PLEASE NOTE: Certain events require a \$250 security deposit and police detail. Forms, fees, and/or security deposits must be received no later than 24 hours before the scheduled activity. Please contact Recreation Facilities and Program Director to learn which events fall under these conditions.

4. The Commission reviews all applications. This may involve the appearance of the applicant at a meeting of the Commission to explain the details of the proposed activity. Generally, all facilities are available on a first-come, first-serve basis. However, scheduling priority will be given to established programs with prior field usage and activities that maximize facility usage.
5. You will be notified by the Recreation Facilities and Program Director of the status of your application. If approved, the signed application constitutes a Use Permit for the activity. Approval may include conditions specific to that Use Permit.

Policies for Field Use

Outdoor Facility Availability Schedule

Athletic fields are closed when weather conditions would cause damage to fields if used. Generally, fields are closed during the months of December – March. In April, the Commission will determine when to open the fields for play and contact the groups who have scheduled those fields.

Outdoor Facility Designated Use

Fields have designated uses as described below. Exceptions may be made at the discretion of the Commission.

Town Field

Softball area
Gazebo
Skateboard Park
Playground area
General purpose area

Bartelson Fields

60' Baseball Diamond (“Major League field”)
60' Baseball Diamond (“Minor League Field”)
60' Baseball Diamond – (“AAA” Field)
60' Baseball Diamond - (“T-ball Field”)

Glow Field

Three soccer fields (11v11, two 8v8)

Nissitissit Fields

90' Baseball Diamond
Multipurpose sports

Kennedy Field

Multipurpose – Sports

Comisky Field

One Field – Multipurpose - usually configured for three or four 6v6 soccer fields

Varnum Brook Field

Softball A
Softball B

Leao Field

One Field - Multipurpose – usually configured for two 11v11 soccer fields

Basketball Courts

Two lighted courts

Outdoor Field Regulations

1. No illegal drugs are permitted. Alcoholic beverages are prohibited except as authorized by a One-Day Liquor License issued by the Board of Selectmen.
2. Users are expected to treat other users of Town facilities with respect and consideration.
3. Vehicles are not allowed on athletic fields or parks without specific prior permission from the Commission. Violations are punishable under the Town by-laws.
4. Users causing damage to the fields will be charged with the cost of repairs.
5. All bleachers, picnic tables, trash barrels, and other moveable items must be returned to their original locations.
6. All debris must be removed from the reserved facility. Large-scale events will be required to remove all trash from the site at the conclusion of the event.

Outdoor Facilities Fee Structure

The fee structure to be implemented starting JULY 1, 2014 is as follows:

Adult Athletic Leagues	\$25 per season, per team
Event held on multiple but consecutive days	\$25 per day, max of \$100 per event.
One Day Event	\$50 per event
Farmer's Market (June – Oct)	\$100 per season
Summer Playground (6 weeks)	\$100 per season
Basketball League	\$75 per season
Youth Athletic Clinics	\$100 per week
Youth Athletic Leagues	TBD based on field use and updated yearly

* Funds will be deposited in a separate account and used solely for the purpose of maintaining the fields and outdoor facilities.
** The Recreation Commission reserves the right to enter into agreements with established athletic or other local organizations for the ongoing, scheduled use of Town's recreational facilities, in exchange for compensation in such form or amount as the Commission shall deem to be in the best interest of the Town of Pepperell.

Procedure for Reserving Community Center ONLY:

Following is the procedure for non-profit organizations or private rentals wishing to reserve space in the facilities under the control of the Pepperell Recreation Commission.

1. Do NOT fill out a Field Request form.
2. Look for availability through the online schedule of the building which can be found on the website: <http://www.town.pepperell.ma.us/recreation> . Be sure to click on COMMUNITY CENTER SCHEDULE in the menu at the top.
3. Call the Recreation Facilities and Program Director at 978-433-0324 or email recreation@town.pepperell.ma.us to coordinate the booking of your date(s).
4. If pre-booking for the Fall 2014/Spring 2015 regular meeting dates, you will need to wait until June 1, 2014 or once program space is finalized. After June 1, 2014 you may call the Recreation Facilities and Program Director at 978-433-0324 or email recreation@town.pepperell.ma.us to coordinate the booking of your dates for Fall 2014/Spring 2015.

PLEASE NOTE:

- Certain activities require permits: food sales, entertainment, and liquor licenses are examples. The applicant is responsible for determining the necessity of such permits and for acquiring them.
- Must be at least 21 years of age or have an adult present who is in charge when renting the center.
- A contract will be issued once a date is requested. Signing and returning the contract secures your space at the center and affirms that the reserving party is aware of and will abide by usage policies and agrees to a liability waiver.
- For certain events a \$250 security deposit and police detail are required by the Recreation Commission and you will be notified if this pertains to you.

Community Center Regulations

1. Illegal drugs and alcoholic beverages are prohibited in the building.
2. Users are expected to respect and be considerate of others using the building when applicable.
3. Users causing damage to the building or furniture will be charged with the cost of repairs or cleaning services.
4. All debris must be removed from the building and placed in the trash receptacles outside the side door. Large-scale events will be required to remove trash from the site at the conclusion of the event if the trash receptacles are filled.

Community Center Fee Structure

Fees are imposed for the use of the center for private use. The fee structure is as follows:

Pepperell Resident	\$20 per hour
Non-Pepperell Resident	\$40 per hour

Fees will increase for use of the center for private use starting JULY 1, 2014. The fee structure will be as follows starting JULY 1, 2014:

Pepperell Resident	\$25 per hour per level
	\$50 per hour for entire building
Non-Pepperell Resident	\$45 per hour per level
	\$90 per hour for entire building

Use of Community Center for Fund-raising Efforts/Non-Profit Organizations

The Recreation Commission, as always, is very supportive of the many community-based organizations that use the Community Center facility each year. In consideration of the growing number of non-profit organizations who request the use of the Community Center for fund-raising each year, we provide the following guidelines as part of the overall Community Center rental/usage program:

- The sale of products for non-profit organizations is permitted at the Community Center and in the parking lot; however these activities should not inhibit others in the community from utilizing the building. In particular, citizens who pay a rental fee to use the Community Center are entitled to exclusive use of the center, including a reasonable expectation for privacy, safety, and full, uninhibited use of the facility and parking lot.
- Non-profit groups are permitted to use the Community Center and/or parking lot for up to two (2) time slots/year at no cost for the sale of products. This is designed to accommodate all non-profit organizations who currently require use of the facility and/or parking lot. If, in a given year, the amount of non-profit organizations requesting this time/space increases, resulting in other organizations being excluded, usage amount will be reassessed.
- Time slots will be tentatively assigned when requested, with the stipulation that if a private rental request is received up to two weeks before the date of use, the private rental takes precedence and the non-profit group will find another time slot. Otherwise, if no rental request arises up to 14 days prior to the time slot requested by the non-profit group, that request will be confirmed and cancelled only by the group itself, if necessary.
- Non-profit organizations that use the parking lot for fund-raising events must provide an adult to control traffic and ensure safety of all participants.
- Non-profit organizations who would like to seek a waiver of rental fees MUST supply the Program Director with a letter from the non-profit organization along with their signed contract. The Recreation Commission will then determine approval and the applicant will be notified of the status.