



Recreation Department
TOWN OF PLAISTOW
145 Main Street
Plaistow, NH 03865

603 382-5200x18 FAX 603 382-7183
Carli Sarty, Recreation Director

FIELD/FACILITY RESERVATION AND USE POLICY

STATEMENT OF PURPOSE

The purpose of the Plaistow Recreation Department Field/Facility Reservation and Use Policy is to provide fields and facilities for the use and enjoyment of residents of Plaistow. It is the goal of the Plaistow Recreation Department to make the recreation fields and facilities available for use by organizations and individuals for non-profit recreational purposes while maintaining the fields and facilities in a fiscally responsible manner.

RESERVATION PROCEDURES

Parties interested in reserving a recreation facility must complete a Field /Facility Reservation Request Form available at the Plaistow Recreation Department office or on the Town of Plaistow Recreation Web-site: www.Plaistow.com Requests will be classified and handled on an availability basis with the following priorities:

Internal: Programs and activities of the Town of Plaistow Recreation Department and other Town Departments will receive priority use of any and all facilities.

Local Non-Profit: Plaistow-based **public** schools, Plaistow residents, Plaistow-based non-profit organizations, including but not limited to youth and /or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.

Other: Schools, non-profit organizations and individuals that are not Plaistow-based, business, and all other organizations.

- **The Recreation Director will approve or deny all Field/Facility requests. In the absence of the Recreation Director the Town Manager will act on behalf of the Recreation Director.**
- **In-season sports will take precedent over out-of-season sports (i.e. Spring-Baseball, Fall-Soccer).**
- **Fields will be used for their intended purpose(s) (i.e. baseball fields for baseball, not soccer, etc.)**
- **The Recreation Director will collect all fees and necessary paperwork prior to approved use.**
- **Failure to pay fees or submit required paperwork will result in the disqualification of request.**
- **The Recreation Director reserves the right to cancel reservations; if this occurs, a refund will be granted.**
- **A security deposit in the minimum amount of \$200.00 may be charged at the discretion of the Recreation Director.**

Use of the playing fields in the parks and open space for leisure does not require a reservation / permit. Please be aware that permitted use of playing fields or open space supersedes leisurely use by a group or individual. Therefore, a permit is required to assure field/facility availability.

CONCESSIONS: Other than by use of the Plaistow Recreation Department and Friends of Plaistow Recreation, the concessions stand will not be available for rental until further notice. Policy is to be determined.

RESERVATION FEES

The following fees will be assessed upon approval of Field/Facilities Reservation Request Form. Permit will identify parameters of field usage.

FIELD/FACILITY	Fees for Internal Organization Mon-Fri	Fees for Internal Organization Sat and Sun	Fees for Non-Profit and Other Organizations Mon-Fri	Fees for Non-Profit and Other Organizations Sat - Sun
Ingalls/Smith Field	N/C	N/C	\$10.00*	\$15.00*
Ingalls/Basketball	N/C	N/C	\$10.00*	\$15.00*
Ingalls/Tennis Court	N/C	N/C	\$20.00*	\$25.00*
PARC/MultiPurp1	N/C	N/C	\$40.00*	\$50.00*
PARC/MultiPurp2	N/C	N/C	\$35.00*	\$50.00*
PARC/Baseball1	N/C	N/C	\$30.00*	\$50.00*
PARC/Baseball2	N/C	N/C	\$30.00*	\$50.00*
PARC/Softball1	N/C	N/C	\$30.00*	\$50.00*
PARC/Concessions	N/C	N/C	TBD	TBD

*(per 2 hour block or fraction thereof)

Local non-profit type organizations may apply for a waiver or fee reduction by completing a Recreation League Donation Application and submitting it along with the Field/Facilities Reservation Request Form (completion of form does not guarantee a waiver or reduction of fee). Additionally, yearly financial contributions to facility fundraising/improvements by non-profits and schools may be used as a deduction from the facility use fee. **The Recreation Director and Recreation Commission will review all requests for fee reductions/waivers and make a recommendation to the Town Manager whether or not to approve the request. Upon said recommendation the Town Manager will present the information to the Board of Selectmen for a final approval/denial of the same.**

APPLICABLE TERMS:

- **No smoking on the premises. No alcoholic beverages are allowed.**
- **No vehicles on field areas.**
- **Carry In – Carry Out Policy applies to all personal property and the Town shall not be responsible for any property left on the field/facility.**
- **Carry In – Carry Out Policy applies to all trash, or trash shall be properly disposed of in the on-site trash containers. User shall not allow containers to be overflowing of trash or for trash to be left in undesignated areas.**
- **All NH RSA’s and Town of Plaistow Ordinances apply. A Police Detail Officer may be required, the cost to be paid by the applicant.**
- **Applicant must have a valid picture ID.**

ADDITIONAL MAINTENANCE/CLEANING FEES & MISCELLANEOUS FEES

An additional fee may be assessed for additional maintenance/cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. This fee will be itemized and billed to the reserving organization once the duration of the facility reservation is completed. Minimum fee is \$50.00. Additional fees not listed may be charged to you/your organization for field/facility usage. Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservations.

CERTIFICATE OF INSURANCE

Facility request users must provide a current certificate of general liability insurance naming the Town of Plaistow as an insured with per occurrence and aggregate limits of not less than \$1,000,000. This requirement may be waived or reduced for certain events.

CLOSED FOR SEASONAL MAINTENANCE

On occasion, a field or facility will be closed for seasonal maintenance.



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FIELD/FACILITY RESERVATION REQUEST FORM

FIRST NAME: _____ LAST NAME: _____

COMPANY/ORGANIZATION: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ WEB-SITE (if any) _____

YEAR OF BIRTH: _____ to certify that applicant is over 21 years of age

PHONE: HOME: _____ WORK: _____ CELL: _____

1 st CONTACT: _____ RELATION _____

PHONE: _____

2 nd CONTACT: _____ RELATION _____

PHONE: _____

TYPE OF ORGANIZATION: (please circle)

INTERNAL LOCAL NON-PROFIT OTHER

TYPE OF FIELD/FACILITY REQUESTED: (please circle)

MULTI-PURPOSE BASEBALL SOFTBALL CONCESSIONS
TENNIS BASKETBALL

SPECIFIC SITE REQUESTED: (please circle)

INGALLS/SMITH FIELD P.A.R.C. NO PREFERENCE

DAY(S) OF WEEK REQUESTED: (please circle)

MON TUES WED THURS FRI SAT SUN

DATE(S) (to/from): _____

TIME(S)(to/from): _____

OTHER: _____

DESCRIPTION OF EVENT

(USE): _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____

APPROXIMATE NUMBER OF SPECTATORS: _____

ARE YOU CHARGING ADMISSION TO YOUR EVENT? _____ IF SO, HOW MUCH: \$ _____

Plaistow Recreation Department has a “no child left behind” policy wherein every child that wants to play or participate in an organization can do so regardless of financial ability and/or skill level. Does your organization or specific event apply the same principle, or are participants eliminated through try-outs, ability to pay, etc.?

The applying organization (circle one) **DOES** **DOES NOT** have a similar “no child left behind” policy.

I (We) agree to pay all fees associated with the requested use of the field, and (please check one)

_____ I (We) are not applying for a waiver or fee reduction.

_____ I (We) are applying for a waiver or fee reduction by completing a Recreation League Donation Application and submitting it along with this completed form. I (We) understand that completion of these forms do not guarantee a waiver or reduction of fee. I (We) further state that the Town of Plaistow Recreation Department should consider the following when making its decision to waive or reduce fees. Please indicate reason for requesting a waiver or reduction: _____

I (We) assume full responsibility for any damages to Town of Plaistow equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that Town of Plaistow, its staff, and members of the Plaistow Recreation Department, (including but not limited to the Recreation Director, Recreation Commission, Friends of Plaistow Recreation and any other volunteers and agent of the Recreation Department) will not be held liable for any injury or damage which may occur to me, my guests, and /or members of the above-named organization and or property during our requested use of the facility. Sport groups and organizations not sponsored by the Plaistow Recreation Department must provide a Certificate of Insurance, naming the Town of Plaistow, its agents, servants and employees as additional insured, evidencing the following: Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.

INSURANCE FORM ATTACHED? YES _____ NO _____

Applicant Signature:

_____ Date: _____

RETURN FORM(S) TO: Plaistow Recreation Department, 145 Main Street, Plaistow, NH 03865

Date Received: _____ Fee to be assessed: _____

Approved by Recreation Director: _____ Date: _____

Applicant Notified? _____ How: _____ Date: _____