



TOWN OF MENDON

Parks & Recreation

Mendon Town Hall

20 Main Street

Mendon, Massachusetts 01756

Phone: 508-473-0600 Fax: 508-478-8241

Emergency Contact: 774-481-1321

parkcomm@mendonma.gov

2014 Field Use Policies, Agreement, and Fee

The Field Use Fee is for use and support of Parks Facilities including bathrooms, playgrounds, etc.

- **For league use, a representative must attend a Parks Department meeting prior to approval of Field use.**
- This agreement allows an individual(s), league, team and their families and spectators to use these facilities.
- The User will only use the field for intended purposes and only during the agreed dates and times. Users are responsible for damage to fields and/or facilities inflicted by the individuals, leagues, families, and/or spectators.
- The Parks Department reserves the right to revoke the privileges of any users not adhering to the agreement in this letter.
- This fee is non-refundable.
- The Parks Department reserves the right to alter this agreement due to weather or scheduling issues.
- **Liability insurance is required for all team/league use any of the Parks Department facilities**
Town of Mendon, Parks and Recreation, 20 Main St., Mendon MA 01756
must be listed as a certificate holder.

Priority use will be given according to the Groups listed below.

Group 1 – **Town of Mendon youth or adult groups. Mendon/Upton school groups.**

Non Profit groups with Mendon Resident affiliation.

- Youth and Adult non-profit groups comprised of at least 75% of residents from Mendon/Upton.
- Town of Mendon boards, departments, Mendon/Upton school District, town meetings, etc.

Group 2 – **Non Profit groups with no Mendon Resident affiliation.**

- This group includes adult and youth sports groups, social clubs, and other non-profit organizations with 501 (c) (3) designations.

Group 3 – **For Profit groups with Mendon Resident affiliation.**

- This group includes all businesses, camps, clinics, enrichment programs, and all others utilizing the field for personal or commercial benefit. Fee will be 15% of gross revenue due before field use

Group 4 – **For Profit groups without Mendon Resident affiliation.**

- This group includes all businesses, camps, clinics, enrichment programs, and all others utilizing the field for personal or commercial benefit. Fee will be 15% of gross revenue due before field use.

Fee Structure for Groups 1 & 2 per season:

- \$5 per individual player per field (ex. 40 players = \$200), min fee \$100.
- Basketball court \$100 per season.
- Fees for individual usage of less than 3 days per week \$100 minimum.
- All other requests, fees to be determined by Parks Dept.

Season:

April – June *Spring Season* (Deadline for Application March 1st)

June – July *Summer Season* (Deadline for Application May 1st)

August – November *Fall Season* (Deadline for Application July 1st)

Wet Field Policy:

If any fields are to be closed, the Parks Department will post a "Field Closed" sign on that field by 12:00 pm of that day. A good faith effort will be made to contact the person/group using the field by email. It will be the User/Group Field Coordinator's responsibility to check the fields for posting and notify the appropriate people in a timely manner. Any person's found using a posted field will be held responsible to pay for the damages.

In the event that the Field Closed sign has not yet been put up or in the event of inclement weather user groups/coaches are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf for ALL users.

In general, if you see standing water or hear a "squishy" sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf, the field is too wet to allow play without damage to the field.

Any person(s) found using a wet field resulting in damages will be held responsible to pay for those damages.

Field Marking/Stakes/Etc. :

Groups must receive permission before applying any type of semi-permanent marker(s)/paint to the fields. This includes anything that will not wash away in the rain. One-time events must use temporary chalk lines.

Groups must check with the Parks Department before inserting any stakes into the ground. There are several buried water and electrical lines.

Food Sales & Concession Stands:

Any group wishing to use the concession stands or sell food products is responsible for obtaining the necessary permits from the Board of Health. The group is responsible for complying with all Federal, State, and Local regulations regarding the operation of a food establishment.

No one may possess, consume, or sell any alcoholic beverage without the authorization of the Parks Dept. and a liquor license from the Board of Selectmen.

Open Fires, Grills, etc:

Fires are **NOT** permitted on Parks property. This includes "bonfires", cooking fires, or any type of enclosed fire pit. Grills, BBQ's, cooking devices may be allowed with prior approval from the Parks Dept.

Utilities: (Additional fees may apply)

Utilities may be available upon request.

Bathrooms, Trash, Storage Facilities, and Keys:

Bathroom facilities are available at Memorial Park and are open from 8am-10pm. All Trash must be bagged and removed after the conclusion of the event. (Dumpster keys are available on request)

Access Policies (Keys and Combos)

No vehicle is to be driven onto any field. All vehicles must remain in marked parking areas.

Groups requesting keys or codes to access buildings/etc. must complete the Parks Dept Key Control form. All locks and keys remain the property of the Mendon Parks Department.

No lock is to be changed, re-keyed, or key copied without the written consent of the Parks Dept. Please remember that there are several groups sharing the same spaces. Be considerate of other's equipment and storage.

Agreement:

Practice & Game Schedules along with the Fee must be submitted 2 weeks prior to the start of the season.

I, the undersigned, as a representative of, _____, an organization requesting the use of the fields and facilities under the jurisdiction of the Mendon Parks Department, identified on page 4 of this document, do hereby understand and consent to the rules and regulations set forth.

I agree to forever release the Town of Mendon and all their agents, board members, volunteers and any and all individuals and organizations assisting or participating in voluntary use of Parks and Recreation facilities and fields of the Town of Mendon ("the Releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to members of my organization, spectators and/or family members participation.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to members of my organization, spectators and/or family members or property damage resulting from my organizations, spectators and/or family members participation in the voluntary use of the Parks and Recreation facilities and fields in the Town of Mendon.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my organization's participation in these programs is voluntary and that my organization and I are free to choose not to use said facilities and fields. By signing this Form, I affirm that I have decided to allow my organization to use fields and facilities under the jurisdiction of the Mendon Parks Department with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage to any members of my organization, spectators and/or family members may suffer in voluntary use of the fields and/or facilities.

The Town of Mendon and The Mendon Parks Department are NOT responsible for any lost, stolen, missing, or damaged property that is stored in our facilities.

1. Print Name: _____
2. Organization Name: _____
3. Address: _____
4. Email Address: _____
5. Phone Number: _____ Emergency Contact Number (Cell): _____
6. Tax exempt number: _____
7. Liability Insurance Carrier _____

**Please attach insurance paperwork to this packet.
Town of Mendon, Parks & Recreation, 20 Main St., Mendon, MA 01756
must be listed as a certificate holder.**

8. Group type (check) 1 ___ 2___ 3___ 4___ (see definitions above)
9. Requested Facilities **(list start date, end date, days of week, times requested):**
Continued on next page...

Facility Requested	Dates and Times
MEMORIAL PARK (45 Taft Ave.)	
Pavilion	
Basketball Court	
Tennis Courts	
T-Ball Field	
Pazella Little League Field	
Lowell Softball Field	
VETERANS PARK (Millville St.)	
Tetreault Babe Ruth Field	
Grant Little League Field	
OTHER LOCATIONS	
Founder's Park (Rt 16/North Ave.)	
Grover Field (8 Colonial Dr.)	
Clough Field* (10 North Ave.) <small>*not available weekdays between 8:30am - 3:30pm 8/25-6/30</small>	
SPECIAL REQUESTS	
Concession Stands	
Utilities	
Permission to Mark Fields	
Other	

Signed: _____ Date: _____

FOR MENDON PARKS DEPARTMENT USE ONLY

Approved / Denied Date: _____

Amount Due: \$_____ Paid: _____ Date: _____

Parks Department Representative Signature: _____