AJ Byrne
Chairman

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TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

20 Main Street
Mendon, Massachusetts 01756
Phone: 508-473-0600 Fax: 508-478-8241
Facilities Emergency Contact: 774-481-1321
parkcomm@mendonma.gov
www.mendonma.gov/parks

Mendon Parks - Facility Use Policies, Agreement, and Fees

The recreational facilities of the Town of Mendon are open to the public for general use.

Any person, event, group, organization, team, or league looking to reserve a field or facility must apply for a permit from the Mendon Parks & Recreation Department.

DO I NEED A FACILITY USE PERMIT??

General Use: Friends or Family use of playground, courts, fields batting cages, picnics, etc.	**NO**
Birthday Party at Pavilion or Park (No Fee, Permit recommended to reserve location)	**YES**
Any use for more than 6 hours	**YES**
Any Organized Team, League or Event (including Non-Profits)	**YES**
Any Scheduled and/or Advertised Event	**YES**
ALL Commercial/For-Profit Use (ex: Camps, Lessons, Programs, etc)	**YES**
ALL USE of the following facilities: Mendon Town Beach, Founders Park, Concession Stands, Buildings, Utilities	**YES**

All Facility Use Permits must be approved at a meeting of the Parks Commission and may take 2-3 weeks to issue.
Please plan accordingly

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

Non-Profit	For-Profit
Group 1 *Non-Profit groups with Mendon Resident affiliation* • Non-Profit groups comprised of at least 75% Mendon residents. • Mendon Upton Regional School District Use • Town of Mendon Municipal Use	**Group 3** *For-Profit groups with Mendon Resident affiliation* • For-Profit groups comprised of at least 75% Mendon Residents. • This group includes all businesses, camps, clinics, enrichment programs, and all others utilizing the field for personal or commercial benefit.
Group 2 *All Other Non-Profit groups* • Any other Non-Profit groups or organizations with 501 (c) (3) designations. • Blackstone Valley Tech Use	**Group 4** *All Other For-Profit groups* • This group includes all other businesses, camps, clinics, enrichment programs, and all others utilizing the field for personal or commercial benefit.

Completed Forms may be returned via:
Email - parkcomm@mendonma.gov, Fax – 508-478-8241
or mail - Mendon Parks Dept., 20 Main St., Mendon, MA 01756)

Facility Use Fees

General Use of Fields and Facilities: (Memorial Park, Veteran's Park, Grover Field, Clough Field, Founder's Park)			
Group 1	**Group 2**	**Group 3**	**Group 4**
$1 per hour per field	$2 per hour per field	$5 per hour per field	$10 per hour per field
$25 Minimum	$50 Minimum	$75 Minimum	$100 Minimum
Hourly rates will be determined and billed based on the requested times on this form. **Any changes must be submitted in writing at least 1 week prior to the event start and BEFORE payment.** **All Use Fees, once paid, are FINAL and there are NO REFUNDS!**			
Other Uses (Town Beach, Special Requests) **Fee to be determined by the Parks Dept.**			

***Use fees may be waived or adjusted at the discretion of the Parks Dept.**

You will receive a confirmation letter and bill for your assessed fee when your application is approved.

All Field Use fees are due at least 1 week prior to your first reserved date to ensure your reservation is held.

Liability Insurance

Liability insurance is required for all For-Profit and Non-Profit groups, organized teams, leagues, events, and any use for more than 72 total hours combined.
The Parks Commission will make the final determination as to insurance requirements.

Any application for use requiring insurance must be accompanied by an insurance certificate.

Town of Mendon, Parks and Recreation, 20 Main St., Mendon MA 01756
must be listed as a certificate holder.

Facility Use Policies:

- This permit 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.
- A representative may be requested to attend a Parks Department meeting prior to approval.
- The Parks Department reserves the right to alter this agreement due to weather or scheduling issues.
- **The Parks Department reserves the right to revoke the privileges of any users not adhering to the agreement in this letter.**

Wet Field Policy:

If any fields are to be closed, the Parks Department will post a "Field Closed" sign on that field. 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.

Vehicles – No vehicle is to be driven onto any field without written permission. All vehicles must remain in marked parking areas.

Field Marking/Stakes/Etc. :

Groups must receive permission before applying any type of marker(s)/paint to the fields. This includes anything that will not wash away in the rain. One-time events should 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 without written permission from the Parks Dept. and Fire Dept. This includes "bonfires", cooking fires, or any type of enclosed fire pit. Grills, BBQ's, or other cooking devices may be allowed with prior approval from the Parks Dept.

Utilities:

Electricity, Water, and or Lights may be available upon request. Additional fees may apply.

Restrooms & Trash Facilities

Restroom facilities are available at Memorial Park behind the playground and are open from 8am-10pm, 4/1-11/1. There are no public restrooms at any other fields.

All Trash must be bagged and removed after the conclusion of the event. (Dumpster keys are available on request)

Access Policies (Keys and Combos)

Please list required access to any buildings or storage facilities below. Codes will be provided in your confirmation letter. Anyone requesting keys must complete a key control form.

Please remember that there are several groups sharing the same spaces. Be considerate of other's equipment and storage. Codes and Keys are NOT to be given out to unauthorized users.

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.

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Agreement:

Use fee must be submitted 2 weeks prior to the start of the use.

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 5 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. Organization Name:_____
2. Group Representative Name:_____
3. Address: _____
4. Email Address:_____ Phone Number:_____
5. Emergency Contact Info: Name:_____ Phone Number (Cell):_____
   (if different from above)
6. Group type (check) 1 ___ 2___ 3___ 4___ (see definitions above)
7. Tax exempt number (If applicable): _____
8. Liability Insurance Carrier (If Applicable)_____

   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.

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. & 29 Millville St.)	
Pavilion	
Basketball Court (with Lights)	
Tennis Courts (with Lights)	
Volleyball Court	
Grady T-Ball Field	
Pezzella Little League Field	
Lowell Softball Field	
Softball T-Ball Field	
VETERANS PARK (25 Millville St.)	
Tetreault Babe Ruth Field	
Grant Little League Field	
OTHER LOCATIONS	
Grover Field Full Size Soccer Field 8 Colonial Dr.	
Clough Field* U10 Size Soccer Field 10 North Ave. *not available weekdays between 8:30am – 3:30pm 8/25-6/30	
Founder's Park Historic Town Common 1 Main St. (Intersection of Rt-16 & North Ave.)	
SPECIAL REQUESTS (Please Specify)	
Restrooms	The restrooms behind the Playground are operated by a timer and open from 6am - 10pm daily, 4/1-11/1. There are no restrooms available at other facilities.
Permission to Mark Fields	
Storage/Concessions	
Utilities (Water, Electricity, Lights)	
Other	

Group Representative Signature:_____ **Date:** _____

BELOW FOR MENDON PARKS DEPARTMENT USE ONLY

Hrs:_____ | Fee: $_____ | Approved / Denied | Date: _____ | Pd:_____