



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

mendonma.gov/parks

Mendon Parks Facility Use Application & Policies

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 Teams, Leagues or Events (including Non-Profits)	YES
Any Scheduled and/or Advertised Event	YES
ALL Commercial/For-Profit Use (ex: Camps, Clinics, Lessons, Programs, etc)	YES
ALL USE of the following facilities: Mendon Town Beach, Founder's Park, Concession Stands, Buildings, Utilities	YES

All applications 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.
Seasonal Applications should be submitted by the following deadlines:

Spring (March-June) – Jan 15th Summer (June-Aug.) – April 15th
Fall (Aug.-Nov.) – June 15th Winter (Dec.-March) – Oct. 15th

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

Field Use Group Categories:

Non-Profit	For-Profit
<p style="text-align: center;"><u>Group 1</u></p> <p style="text-align: center;"><i><u>Non-Profit Groups & Public Events with Mendon resident affiliation</u></i></p> <ul style="list-style-type: none"> Non-Profit groups comprised of <u>at least 75% Mendon or Upton Residents</u>. Mendon Upton Regional School District Use Town of Mendon Municipal Use Events and Activities are open to the public or for public benefit (fundraisers) 	<p style="text-align: center;"><u>Group 3</u></p> <p style="text-align: center;"><i><u>For-Profit Groups & Private Events with Mendon resident affiliation</u></i></p> <ul style="list-style-type: none"> For-Profit groups comprised of <u>at least 50% Mendon or Upton Residents</u>. Mendon/Upton affiliated businesses, camps, clinics, enrichment programs, and all others utilizing the field for personal or commercial benefit. Events and Activities not open to the public or not for public benefit.
<p style="text-align: center;"><u>Group 2</u></p> <p style="text-align: center;"><i><u>All Other Non-Profit Groups & Public Events</u></i></p> <ul style="list-style-type: none"> Any other <u>Non-Profit</u> groups or organizations with 501(c)(3) designations. Blackstone Valley Tech Use Events and Activities are open to the public or for public benefit (fundraisers) 	<p style="text-align: center;"><u>Group 4</u></p> <p style="text-align: center;"><i><u>All Other For-Profit Groups & Private Events</u></i></p> <ul style="list-style-type: none"> This group includes all other businesses, camps, clinics, enrichment programs, and all others utilizing the field for personal or commercial benefit. Events and Activities not open to the public or not for public benefit.
<p>Group 1 and 2 uses must be open to the public or for public benefit. Non-Profit groups requesting use of the fields for private/closed events will fall under the Group 3 and 4 rates.</p>	

Facility Use Fees

<u>General Use of Fields and Facilities:</u>			
(Memorial Park, Veteran's Park, Grover Field, Clough Field, Founder's Park)			
<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
\$1	\$2	\$5	\$10
per hour per field	per hour per field	per hour per field	per hour per field
\$25 Minimum	\$50 Minimum	\$75 Minimum	\$100 Minimum
<p>Hourly rates will be determined and billed based on the requested times on this form. Each named field shall be counted separately (Lowell Softball and Wagner T-Ball are 2 fields) Minimum fee payment will apply once per multiple fields and only once per season</p> <p style="text-align: center;"><u>Any changes must be submitted in writing at least 1 week prior to the event start and BEFORE payment.</u></p> <p style="text-align: center;">All Use Fees, once paid, are FINAL and there are NO REFUNDS!</p>			
<p><u>Other Uses & Fees</u></p> <p>Town Beach, Special Requests - <i>Fee to be determined by the Parks Dept.</i> Requests for additional services, mowing, staffing – <i>Will be billed at \$25/hour.</i></p>			
<p><u>Capital Improvements Waiver:</u></p> <p>Users are eligible for credit towards the Facility Use Fee in exchange for mutually agreed upon capital improvements to Parks Facilities.</p> <p style="text-align: center;"><u>Credit will be given at a rate of 50¢ off the Facility Use Fee for every \$1 invested in Town fields/facilities by the requesting organization.</u></p> <p>All work must be pre-approved by the Parks Commission when the permit is issued.</p>			

*Use fees may be waived or adjusted at the discretion of the Parks Dept. You will receive an emailed confirmation and invoice when your application is approved. A \$20 non-refundable deposit may be requested to hold the space.

Facility Use fees must be PAID IN FULL 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 25 total hours combined.

The Parks Commission will make the final determination as to insurance requirements.

Any group requesting a waiver of the liability insurance requirement may be asked to provide signed waivers from ALL participants.

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 Commission 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 policies in this application and the confirmation 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, 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 permitted 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.

Field Use Agreement:

_____, 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 ("Organization"), does hereby understand and consent to the rules, regulations and policies set forth herein. The undersigned is duly authorized to execute this Agreement and bind the Organization accordingly.

The Organization, on behalf of itself and its participants, spectators, members, agents, representatives, employees, volunteers, successors, assigns, and any person claiming under, by or through the Organization (collectively, "Releasors"), agrees to forever release the Town of Mendon and all its officials, employees, agents, successors, servants, designees, assigns, board members, volunteers, representatives, and any and all individuals and organizations assisting or participating in voluntary use of Parks and Recreation facilities, properties and fields of the Town of Mendon (collectively, "Releasees") from any and all claims, debts, demands, costs (including attorney fees), 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 or property damage involving the Releasors (collectively, "Claim" or "Claims"), including but not limited to any Claim arising out of or related to the use of the Town of Mendon's facilities, properties and fields.

The Organization also agrees to indemnify, defend, and hold harmless the Releasees against any and all Claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, from personal injuries or property damage involving the Releasors, including but not limited to any Claim or proceeding of any description arising out of or related to the use of the Town of Mendon's facilities, properties and fields.

I further affirm that I have read this Application and that I understand the contents of this Application (including this Agreement). 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, properties and fields. By signing this Agreement, I affirm that I have decided to allow the Releasors (including the Organization) to use fields, properties and facilities under the jurisdiction of the Mendon Parks & Recreation Department with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that any of the Releasors may suffer in the voluntary use of the fields, properties and/or facilities. The Organization shall be responsible for any damage to the Town's fields, properties and/or facilities attributed to its use of said fields, properties 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 left at or stored in our facilities.

1. Group Name: _____ 2. Group Representative: _____
2. Address: _____
(#) (Street) (Town) (State) (Zip)
3. Email Address: _____ Phone Number: _____
4. Facilities Coordinator Contact Info: Name: _____ Phone Number (Cell): _____
(if different from above)
5. Group type: (pick one) 1 _____
(see definitions on page 1) 2 _____ 3 _____
4 _____
6. Tax exempt # (If applicable): _____
7. 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.

8. 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 (Note, the Playground is always open to the public and will not be reserved)			
Byrne Basketball Court (with Lights)			
Tennis Courts (with Lights)			
Volleyball Court	<i>Not available for rental at this time</i>		
Grady T-Ball Field			
Pezzella Little League Field			
Lowell Softball Field			
Wagner T-Ball Field			
VETERANS PARK (25 Millville St.)			
Tetreault Babe Ruth Field			
Grant Little League Field			
OTHER LOCATIONS			
Grover Field <u>Full Size Soccer Field</u> 8 Colonial Dr.			
Clough Field* <u>U10 Size Multi-Use Field</u> 10 North Ave. <small>*8/25-6/30 not available weekdays between 8:00am – 3:30pm</small>			
Founder's Park <u>Historic Town Common</u> 1 Main St. <small>(Intersection of Rt-16 & North Ave.)</small>			
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. <u>There are no restrooms available at other facilities.</u>			
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: _____