

# **TOWN OF HAMPSTEAD FIELD/FACILITY RESERVATION AND USE POLICY**

## **MISSION STATEMENT**

The Town of Hampstead Recreation Department is dedicated to providing quality recreation facilities, programs, and services to enhance the quality of life for the residents of Hampstead.

## **STATEMENT OF PURPOSE**

The purpose of the Hampstead Recreation Department Field/Facility Reservation and Use Policy is to provide facilities for the use and enjoyment of the residents of Hampstead. It is the goal of the Hampstead Recreation Department to make the parks and recreation facilities available for use by organizations and individuals for nonprofit recreational purposes.

The purpose of this policy is:

- To ensure that the use of available Town of Hampstead recreation fields/facilities are allocated in a manner that is fair and equitable;
- To ensure that all users of the Town recreation fields/facilities understand the rules pertaining to their use of the facilities;
- To ensure that all users of the Town recreation fields/facilities exercise good judgment in the use and care of the facilities.

## **CONDITIONS OF RENTAL**

- 1 Application and payment (if applicable) are due when scheduling
- 2 Renter is responsible for coordinating dates and times of events, with the Hampstead Recreation Commission by the facilities Use Permit
- 3 Renter is responsible for setting up, cleaning up and moving all trash to the dumpster
- 4 Any damage to Town fields/facilities shall be reported promptly to the Commission.
- 5 No vehicles, of any type (except those approved by the Commission for maintenance purposes), are permitted on Town fields except in designated parking areas.
- 6 Drinking alcoholic beverages or illegal drug/substances at the Town of Hampstead fields/facilities is strictly forbidden.
- 7 Fires of any nature or size are prohibited. No Fireworks.

## **DEFINING ORGANIZATIONS**

Town Teams / Leagues & Hampstead Middle & Central Schools: Town organizations desiring to use Town fields/facilities on an on-going basis may do so with prior scheduling approval from the Commission. The Commission shall develop the schedule. Requests for field use are considered on a first-come, first-

served basis, with an attempt to balance the needs of all groups. No fees shall be charged to these groups for the use of Town fields/facilities. Town Teams / Leagues are required to have General Liability insurance naming the Town of Hampstead as an additional insured. "Town Team/League" means any organization in which at least 50% of players are residents of Hampstead and each individual team must be more than 30% Hampstead residents. Board of Director's at least 60% of the voting members must be residents of Hampstead. If a Board member moves out of Hampstead and the organization drops below 60%, the organization has thirty days to adjust its membership on the Board. A roster with players' addresses must be submitted to the Recreation Commission to validate residency, with the exception of the Hampstead Civic Club, who may send a statement confirming all players are residents of Hampstead.

Individual Hampstead Residents: Individuals desiring to use Town fields/facilities may do so at their leisure, providing that another party has not previously scheduled. There is no charge for the casual use of fields. Please see the attached letter from the Selectmen stating there is no insurance coverage through the Town of Hampstead.

Non-Residents & Other Organizations: Non-Residents desiring to use Town fields may do so with prior scheduling approval from the Commission. The Commission shall develop the schedule. The fee for renting for an event is \$400.00. Practice fee per day is \$50.00 per assigned field. Requests for field use are considered on an individual basis and only after all Town groups have been scheduled. A certificate of Insurance is required naming the Town of Hampstead as the insured party.

## **FIELD / FACILITY REQUEST & ASSIGNMENTS PROCESS**

The priority arrangement for the scheduling of Town fields/facilities is as follows:

### Priority of Field Assignments

- 1) Town Activities
- 2) Town Teams
- 3) Hampstead Schools
- 4) Town Non-Profits
- 5) Town Leagues
- 6) Individual residents
- 7) Non-Residents

### Priority of Facilities Assignments

- 1) Town Activities
- 2) Town Teams
- 3) Leagues
- 4) Residents
- 5) Non-Residents

## **CANCELLATIONS**

Reservations may be rescheduled without penalty. A minimum 24 hour notice is appreciated.

## **PAYMENT**

Payment is required at the time of field request/application

### Field

Full day event \$400.00

Practice field use per day \$50.00 per assigned field

Full season cost is same as single day usage times the number of events

Fill season payment will be determined on a case-by-case basis

### Memorial Gym

Per hour - \$25.00 with no renting to profit organizations

Individual Hampstead residents that have 50% Hampstead residents attending the event will not be charged.

## **CLOSED FOR SEASONAL MAINTENANCE**

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

Use of a particular sports field and indoor facilities during seasonal maintenance will be posted as off limits. The Hampstead Recreation Commission may restrict public use of fields/facilities as deemed necessary by the Commission, or designee, to preserve or protect the property or in the interest of the general public health, safety and welfare.

## **CLEANING / SECURITY DEPOSIT**

1. Hampstead fields/facilities are to be left in the same condition it was in prior to usage
2. All trash and debris picked up around the field/facilities, bagged and deposited in dumpster
3. No glass containers at the facilities/fields
4. The following fee will be assessed for additional cleaning that is required due to failure of the reserving party to thoroughly clean field/facility after use. This fee will be itemized and billed to the reserving organization once the facility reservation is completed. **Minimum \$100.00 Fee**

## **INSURANCE:**

A certificate of insurance is required from all user groups naming the Town of Hampstead as additionally insured. The certificate of liability insurance should be in an amount no less than \$1,000,000.00. This certificate should be updated for each season with the Hampstead Recreation Commission.

## **WEATHER CANCELLATION:**

The following weather conditions require that all athletic activities on the field be cancelled.

1. Standing puddles of water on the field.

2. Footing is unsure and slippery.
3. Ground is water logged and “squishy”.
4. Grass can be pulled out of the ground easily.
5. Lightning.
6. Severe weather storms

### **DAMAGE TO THE FIELDS**

All permit holders are responsible to repair any superficial damage or to replace any divots that occur during their use of any field. Please report field concerns to the Recreation Commission.

### **VIOLATIONS OF THE ATHLETIC FIELD PERMIT POLICY**

Failure of an Organization or its members to comply with regulations established for use of Town-owned property shall constitute a violation of this policy and permit revoked.

### **INVESTIGATION**

The Hampstead Recreation Commission will review and investigate reports of violations, and reserves the right to inquire of the Organization concerning the events alleged to have occurred during the period for which that user was issued a permit. By accepting a permit to use the Town Facilities/fields, the Organization agrees to cooperate fully in any investigation deemed necessary by the Hampstead Recreation Commission.

### **HOW TO ACQUIRE A PERMIT AS AN ORGANIZATION**

Organizations and individuals requesting use of Town fields/facilities shall follow the application / permit procedures.

1. All permits are online at [www.eteamz.com/hampsteadrec](http://www.eteamz.com/hampsteadrec) click on handouts then facilities permit and/or town website at <http://www.hampsteadnh.us> click on Boards/Commission then Recreation Commission
2. Fill out the permit and include:
  - a. Insurance bidder
  - b. Roster with addresses
  - c. Game & Practice schedule
  - d. % of Hampstead Residents / Non Residents
3. All paperwork must be in hard copy form two weeks prior to the requested date of use. A single completed package.
4. There are three ways of turning in the completed permit package:
  - e. Drop it off at the Town Hall Recreation mailbox
  - f. Drop it off at a Recreation meeting
  - g. Mail it to: Town of Hampstead Recreation Commission 11 Main Street Hampstead, NH 03841

