

## Field Reservation Policies

It is the Recreation commission's policy to provide well maintained fields and parks to be enjoyed by community groups for appropriate activities. These facilities shall be used exclusively by Westborough residents only\*

\* Westborough Businesses may request a field, when available, for a one- day permit (max of 3 permits granted per year per business). There will be a \$250 refundable security deposit collected. This will be returned at the conclusion of the rental as long as the facility is left the way it was found.

\* Non-Residents may request the use of pavilions for birthday parties. There will be a \$100 refundable security collected. This will be returned at the conclusion of the rental as long as the pavilion is left the way it was found.

\* Men's league softball are allowed 5 non-residents per team

### Field Priority List for reservation of fields

1. Town Departments (Recreation)
2. Town of Westborough Youth Sports Organizations (WYSA, Westborough Little League, etc)
3. Recognized Adult Leagues (Westborough Adult Men's Softball)
4. School Departments/Athletics (WHS teams, Gibbons teams, etc)
5. Westborough Businesses (only 1 day permits allowed, max of 3 permits per year)
6. \*Other groups, with at least 75% Westborough Residents, may request field space but will be heard on a case by case basis by the commission.

### Seasons

SPRING/SUMMER: April 15 through Aug 14

(all permits must be filled out and sent to Recreation Department by **first week in February**)

FALL: August 15 through November 15

(all permits must be filled out and sent to the recreation Department by **first week in July**)

These dates may be subject to change based on field conditions and there may be additional down time needed for certain fields where no access is allowed. Groups will be contacted during these occasions.

All users will be asked to assist in the field operating costs by making a suggested donation to the Recreation Department. The Recreation Commission and director will determine a fair and accurate donation amount based on the amount of time and number of fields used for each Community Group every season.

Groups must provide proof of insurance listing the town as additionally insured as well as carrying at least \$1,000,000 for each occurrence and at least \$3,000,000 for general aggregate.

## Field and Facility Permit

PLEASE PRINT

Sponsoring Group	Phone/Fax	
Address	Email	
Representative	Representative Phone/Fax	
Representative Address	Representative Email	
Area/ Town Facility	Day/ Dates/ Times	
Group Size (approx)	Fees	Deposit (refundable)
Purpose		
Special notes		

### RULES:

- No alcoholic beverages, drugs, smoking, pets (leashed or unleashed), or golf on any Town Property.
- No first aid or medical supplies are available at any facility. Must be provided by user group. **Westboro Fire/ Ambulance (508) 366-3040 or call 911.**
- All facilities close at dusk, unless lighted. POLICE TAKE NOTICE
- Field use by permit only. No one but members of said group should be allowed use under this permit.
- No clambakes or shellfish allowed at recreation facilities w/o approval, in writing, of the Recreation Department.
- Additional portable toilet rentals or a \$25 cleaning fee may be required.
- No trash, debris, or water bottles are to be left on site.
- No profane or abusive language. No fighting.
- Vandalism/property damage will be dealt with by the Police Department and Town Counsel. You are responsible for your group and any replacement/ repair costs for damage caused by your group's use.
- No motorized vehicles of any kind are allowed on Town property without written approval of Recreation Department.
- No open fires or charcoal grills allowed. Gas grills must be approved, in writing, by Recreation Department and, if necessary, the Fire Department.
- No music unless approved by Recreation Department and, if necessary, the Police Department.
- The Recreation Department reserves the right to revoke or change times and dates on any permit should unforeseen circumstances require it.
- The Recreation Department reserves the right to cancel this and future permits to any individual/group should the group behave in a manner unacceptable to the Department and/or violate any of the rules & regulations listed here in.

### RELEASE of LIABILITY (READ BEFORE SIGNING):

As the responsible representative of the sponsoring group, I am requesting the use of said Town facility for the purposes listed above. I agree and fully understand, by signing this waiver, that I must notify the Sponsoring Group, all of it's participants and spectators that the Town of Westborough assumes no responsibility and no liability for the actions of or injuries to anyone involved with said group through our requested use of this town facility. That responsibility and liability shall fall directly upon the Sponsoring Group and its representative(s). As well, on behalf of the sponsoring group, I agree to enforce the rules of said facility and make sure our participants/spectators are aware of them as well. Should I be unable to enforce these rules, I agree to immediately call the **WESTBORO POLICE DEPARTMENT (508)366-3060** to assist! I, the Sponsoring Group, and all participants further agree to release, hold harmless and indemnify the Town of Westborough, the Recreation Department, their agents and employees from any liability or responsibility associated with our group's requested use of their facility. Any damage/ vandalism done as a result of our use will be our responsibility. We agree to pay any reasonable costs associated with this damage.

Representative name (print)

Representative Signature

Date

Recreation Department Approval

Date