

**Town of Raynham
2018
Application for Athletic Field Permit or Facility Reservation**

When to Apply

Single Day Reservations:

Single day reservations may be requested after February 3rd for Spring and Summer reservations and after May 1st for Fall reservations. All permits must be reviewed and voted on by the Park & Recreation Commission. The Park and Recreation Commission meets on the first Tuesday of every month and permits must be submitted prior to the Commission's meeting for consideration. **Any requests made between Park and Recreation Commission meetings will not be processed until the next month's meeting.**

Seasonal Reservations:

Seasonal athletic facility reservations will be accepted three times a year for all organized youth and adult groups.

- Traditional seasonal sports will be given preference if two or more groups request the same facility.
- All requests will be reviewed by the Park & Recreation Commission at their monthly meetings.
- Please allow 30 days for permits to be processed.
- Reservation deadlines for the following seasons:

Spring Season:	February 2 nd
Summer Season:	April 27 th
Fall Season:	June 29 th

*****Applications received after the deadlines will be accommodated on a first come first serve basis for remaining athletic field space *****

- Approximate league schedules and by-laws must be included with permit applications for seasonal reservations
- **Final schedules must be submitted to the Park & Recreation Department two weeks prior to the start of the league. During the season, make-up games and playoff schedules must be submitted prior to the games.**
- **Tournaments, clinics, camps and All-Star Leagues or other special events need to be applied for separately from regular league play. Single day reservation permits will be required for these situations.**

Processing Permit Applications

All seasonal permit requests will be reviewed by the Town of Raynham Park & Recreation staff according to the following timeline:

Spring requests will be reviewed beginning February 7th

Summer requests will be reviewed beginning May 2nd

Fall requests will be reviewed beginning July 11th

- Applicants will be considered according to the Raynham Park & Recreation Department priorities for facility/field use:

Facility/ Athletic Field use will be prioritized by the following guidelines:

1) Raynham Park & Recreation and Raynham Public School activities

2) Raynham Organized Youth Leagues

a) Leagues specifically designed for Raynham residents (e.g. in-house league)

b) Raynham sponsored travel leagues that require team rosters to be comprised of town residents (e.g. Raynham Giants Football)

3) Raynham Organized Adult Leagues

4) Other Non-profit Organizations (Club teams, mixed residents, more than 15% non-residents)

5) Fee-oriented organizations (Clinics, camps, non-residents)

- Incomplete applications will not be accepted.
- All assignments are tentative pending payment of appropriate fees and documentation of necessary insurance or other required information as applicable.
- Facility/Athletic Field Use Permits will not be issued until the Park & Recreation Commission votes on the application, and the department has received the required payment and insurance certificates. Field reservations will be cancelled and reallocated to other users if payment and proof of insurance are not provided within 10 business days of the notice of the field assignment.

Facility/Athletic Field Use Schedules and Fees

SEASONAL PERMITS FOR ATHLETIC FACILITIES:

<u>Organization:</u>	<u>Fee:</u>
1) Raynham Park & Recreation and Raynham Public School activities	Waived
2) Raynham Organized Youth Leagues (501 C3)	Waived
3) Raynham Organized Adult Leagues (501 C3)	Waived
4) Other Non-profit Organizations (Club teams, mixed residents)	\$550
5) Fee-oriented organizations (Clinics, camps, non-residents)	\$550
• Seasonal Horse Ring	\$550
• Seasonal Radio Control Air Field	\$550

SINGLE DAY USE FEES:

Single Day Use Fees:

These fees apply to the use of the athletic fields or facilities for the following purposes:

- Camps, clinics, corporate outings, field/facility rental, tournaments or any special events
- Fees apply to Town youth and adult groups using the facilities outside of their traditional season
- Reservations that exceed four hours will be assessed fees based on the following schedule:

\$120 minimum 4 hour user fee per day, for use beyond the four hour minimum the following fee structure applies:

<u>Organization:</u>	<u>Fee:</u>
1) Raynham Park & Recreation and B- R Public School activities	Waived
2) Raynham Organized Youth Leagues (501 C3)	\$30/hour
3) Raynham Organized Adult Leagues (501 C3)	\$30/hour
4) Other Non-profit Organizations (Club teams, mixed residents)	\$30/hour
5) Fee-oriented organizations (Clinics, camps, non-residents)	\$30/hour
6) Requests for the use of the lights on Arruda Field and Burke Field require an additional fee of \$30/hr	

Liability Insurance

All applicants must provide the Town of Raynham a certificate of insurance naming the Town of Raynham as “additionally insured”. Insurance coverage shall include:

- Minimum of \$1,000,000 for bodily injury and property damage.
- Name the Town of Raynham, its officers, and employees as additional insured against any and all liability arising or resulting from the usage of said premises.
- The certificate of insurance for the required policy must be on file with Recreation Department prior to the use of the facilities.

Cancellations

The Park & Recreation Department reserves the right to cancel use of the facilities in an emergency situation or when deemed necessary for public safety or facility protection. Every effort will be made to notify the applicant of a cancellation at the earliest possible date. The Park & Recreation reserves the right to revoke permits for rule violations at any time.

Refunds will not be issued for inclement weather.

Rules & Regulations

- Applicants wishing to reserve facilities must be at least 18 years of age.
- In all parks and facilities, consumption of alcoholic beverages and/or the use of controlled substances are illegal. Violators will be prosecuted. All permits issued will be revoked.
- All persons shall comply with all safety rules and notices.
- No open fires or grills are permitted.

- Users agree to be responsible for any damage beyond normal wear and tear.
- Profanity, harassment or unsportsmanlike conduct is grounds for revocation of the permit.
- Permits are not transferable. The permit holder must be present and/ or a participant during the use of the facility.
- Please have a copy of your permit with you during scheduled field use to avoid disputes over facility use.

Persons failing to follow the rules and regulations of the Park and Recreation Department may be subject to the loss of use of facilities or any other Town property.

Raynham Park and Recreation Department
2017 Athletic Field/Facility Permit Application

Date: _____
Organization: _____
Contact Person: _____
Address: _____
Phone: _____ Email: _____

Single Day Request: Date(s) of use _____
Time: _____
Purpose of facility use: _____

Facility you are requesting: (please check)

- | | |
|---|--|
| <input type="checkbox"/> Burke Soccer Field | <input type="checkbox"/> Griffiths Soccer Field |
| <input type="checkbox"/> Mary Lou Arruda Soccer Field | <input type="checkbox"/> Borden Colony Softball |
| <input type="checkbox"/> McKenney Babe Ruth Field | <input type="checkbox"/> Merrill Baseball Fields #1-#7 |
| <input type="checkbox"/> Burke Babe Ruth Field | <input type="checkbox"/> Bettencourt Football Field |
| <input type="checkbox"/> RMS Baseball Field | <input type="checkbox"/> RMS Softball Field |
| <input type="checkbox"/> RMS Football/Soccer Field | <input type="checkbox"/> RMS Upper Field |
| <input type="checkbox"/> Reid Softball Field (Elm St. West) | <input type="checkbox"/> Legion Soccer Field (Mill Street) |
| <input type="checkbox"/> South School Field | <input type="checkbox"/> Horse Ring/Gymkhana Building |
| <input type="checkbox"/> Borden Colony Cross Country | <input type="checkbox"/> Borden Colony Multi-Purpose Field |
| <input type="checkbox"/> Other: _____ | |

Seasonal Request: _____ Spring _____ Summer _____ Fall
Season starting date: _____
Season end date: _____
Days: _____
Times: _____

Facility you are requesting: (please check)

- | | |
|---|--|
| <input type="checkbox"/> Burke Soccer Field | <input type="checkbox"/> Griffiths Soccer Field |
| <input type="checkbox"/> Mary Lou Arruda Soccer Field | <input type="checkbox"/> Borden Colony Softball |
| <input type="checkbox"/> McKenney Babe Ruth Field | <input type="checkbox"/> Merrill Baseball Fields #1-#7 |
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| <input type="checkbox"/> Borden Colony Cross Country | <input type="checkbox"/> Borden Colony Multi-Purpose Field |
| <input type="checkbox"/> Other: _____ | |

*League schedules must be submitted to the Park & Recreation Department prior to permit approval. Tournaments, camps, clinics, and other special events need to be applied for separately from regular league play.

Incomplete permit applications will not be accepted

Fee Schedule:

- **Seasonal Permits for Athletic Field Use**

<u>Organization:</u>	<u>Fee:</u>
1) Raynham Park & Recreation and Raynham Public School activities	Waived
2) Raynham Organized Youth Leagues (501 C3)	Waived
3) Raynham Organized Adult Leagues (501 C3)	Waived
4) Other Non-profit Organizations (Club teams, mixed residents)	\$550
5) Fee-oriented organizations (non-residents)	\$550

- **Single Day Use – Facility/Athletic Field**

Tournaments, clinics, camps, All-Star Leagues and other special events need to be applied for separately from regular league play. Single day reservation permits will be required for these situations.

\$120 minimum 4 hour user fee per day, for use beyond the four hour minimum the following fee structure applies:

<u>Organization:</u>	<u>Fee:</u>
1) Raynham Park & Recreation and Raynham Public School activities	Waived
2) Raynham Organized Youth Leagues (501 C3)	\$30/hour
3) Raynham Organized Adult Leagues (501 C3)	\$30/hour
4) Other Non-profit Organizations (Club teams, mixed residents)	\$30/hour
5) Fee-oriented organizations (Clinics, camps, non-residents)	\$30/hour
6) Requests for the use of the lights on Arruda Field and Burke Field requires an additional fee of \$30/hr	
• Seasonal Horse Ring	\$550
• Seasonal Radio Control Air Field	\$550

Office Use Only:

Approved / Disapproved Date: _____

Insurance on file: _____ Date Received: _____

Fee: _____ Check/Receipt # _____ Date Received: _____

