

TOWN OF FOXBORO
Recreation Department
40 South Street
508-543-7255
2014
Field Request Form

Facility Desired: _____

Organization: _____

Address: _____

Contact Person _____ Phone: _____

Email _____

Dates requested starting: _____

Ending: _____

Days of week: _____

Time: _____

Contact person @ facility during
event _____ cell# _____

REGULATIONS Ultimately all decisions regarding field use will be at the Recreation Department's discretion and will be posted on the website.

1. Priority System for all facilities of the Foxboro Recreation Department is as follows:
 - a. Foxboro School Department
 - b. Foxboro Recreation Programs
 - c. Town of Foxboro groups
 - d. Other

2. Traditional seasonal sports (i.e. Foxboro Youth Baseball, , Foxboro Youth Softball, Foxboro Midget Football, and Foxboro Youth Lacrosse) will be given preference if two or more groups request the same facility.

3. Tournaments or other special events need to be applied for separate from regular league play. Please include contact information for coordinators of each league.

4. A certificate of insurance with a \$1,000,000 limit naming the town as an "additional insured" by endorsement must accompany all applications.

FIELD USE INSURANCE INFORMATION
Town Of Foxboro named as additionally insured

Producer: _____

Policy No: _____ (must be attached certificate to this agreement policy)

Effective Dates: _____

5. User fee: \$300.00 per 4-hour block. \$600 for any request beyond 4 hours per day. Security deposit is \$1000.00 due with submission of request. May increase at discretion of Recreation Director.

Security deposit will be returned after event and inspection. To receive refund, Recreation Office must be supplied with a copy of the front and back of deposited check. Deposit must be paid with submission of paperwork. All user fees must be paid in full two weeks prior to start date. IF YOU ARE NOT PAID IN FULL TWO WEEKS PRIOR TO YOUR EVENT, YOU ARE NOT CONSIDERED CONFIRMED FOR FIELD USAGE. Any refunds must be requested in writing and will result in a \$50.00 administrative fee. If cancellation of Program occurs within 7 days of start of Program, user group will be assessed an additional \$150.00.

6. Any damage that is caused by a group using said facility will be repaired at the expense of the group. The group or organization will be responsible for all litter or general maintenance needed to leave the facility in proper condition.

7. Any special field preparation arrangements (i.e. Raking, lining fields) are the responsibility of the user. Absolutely no raking of mud into fields.

8. Any Facility Use Agreement may be revoked for any of the following abuses of a facility:

- a. Use of Alcohol or Drugs
- b. Litter
- c. Field Damage
- d. Illegal Use of Facility
- e. Illegal Parking
- f. No fees will be returned for any of the above reasons.

9. Inclement Weather Policy - use of closed fields, or one with standing water, jeopardizes the safety of all, especially children. Future league use will be reconsidered. In addition, the inappropriate use may require additional maintenance to restore field to safe conditions. Field closings will be posted on our website by 7:00am weekends and 1:00pm weekdays www.foxboroughma.gov or facebook.com

10.

A field is automatically closed when:

- a. standing water is evident
- b. ground is water logged and squishy
- c. presence of lightning or severe weather, storms
- d. evening and weekend decisions are made by league officials

11. All user groups must provide appropriate number of sanitary units for duration of field usage. It is User 'group responsibility to maintain and provide care of these units up to and including possibly chaining to prevent tipping over.

12. All user groups must empty trash barrels into dumpsters. In the event of large scale events (tourneys) user groups must provide own dumpster. At no time is trash to be piled around or near the barrels. Trash in and around the fields, dugouts, will result in a financial penalty of \$500.00

13. The Recreation Director has the final authority on field usage. The Director, with the Rec. Board's support can end group use of Recreation Fields at any time. A user group can request a meeting with the Rec.Board to discuss use termination, but the Director's decision is final until such meeting is held.

14. Failure to follow these rules and regulations will result in the following penalties.

1. Verbal Warning
2. Written Warning and meeting with Recreation Board
3. Suspension of use of field
4. Permanent loss of field usage
5. Any of the above penalties may also result in a financial penalty based on severity of above or field damage.

15. Special condition to this agreement as agreed upon by Recreation Director and representative of user group.

I hereby for (Name of Organization)_____ have read all policies, and understand and agree to follow all the regulations in this agreement.

President, Chairperson, Legal representative, Owner

Recreation Director

Date

Upon signature of all parties, user group will be given a copy of all agreements

FOXBORO RECREATION FACILITIES

The Foxboro Recreation Department schedules the following fields:

Booth Playground Field
Booth I
Booth II
Booth III - Rodman Field
Payson Road Complex
Cocasset River Park
FHS Baseball Diamond
FHS Softball Diamond
Booth Softball Diamond
ST. Mary's Softball Diamond
Taylor Ball Field
Burrell Ball Field
Sage Ball Field
Booth Basketball Courts
Booth Roller Rink
Skate Board Park
Walden Farms Field

Foxboro Recreation Behavior Guideline Policy

1. Persons shall not enter Town property under the influence of drugs or alcohol or consume alcohol or drugs at any time while on Town property. Persons shall not possess any alcohol or drugs on Town property.
2. Smoking is prohibited on Town Fields.
3. Persons shall not possess, use, or store a weapon of any kind such as firearms, knives or explosives on Town property.
4. Persons shall not steal, or attempt to steal any property of the Town.
5. Persons shall not fight, assault, threaten or otherwise endanger any member of the public.
6. No person shall litter on Town property.
7. Persons shall not engage in threatening or abusive language or actions or any harassment, discourteous, indecent or immoral conduct directed to a member of the public.
8. Persons shall observe all traffic and parking signs while on Town property. Illegally parked vehicles will be towed at owner's expense.
9. Persons shall report defective equipment or unsafe conditions of any equipment or facilities that may endanger anyone.
10. No pets allowed on property.
11. All persons must comply with hours of operation of facilities.
12. In the event of damage to a facility and the user group is found responsible, repair or replacement costs will be responsibility of user group.

Persons that fail to follow the rules and regulations of the Town or other rules and regulations established by the Recreation Department may be subject to loss of privileges to use the Town facilities. Depending on the severity of the offense, or the frequency of other offenses, the Town may initiate legal action. Please note that these rules and regulations are intended to be representative of standards that persons must adhere to and are not all-inclusive.

13. An emergency plan (for example: injuries, quickly changing weather, unruly patrons, missing child) must be submitted with the application. Please note: the examples above do not cover all possible scenarios- each user group must cover all potential emergencies.

Recreation Key Policy and Guarantee

Date: _____

Signature of recipient _____

Email _____

Type of Key _____

Date Returned _____

A \$50.00 fee will be charged to the organization if a key is lost/stolen Initials _____