



Town of Hopkinton, NH

Office of the Select Board

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RECREATION FIELD & FACILITIES USE POLICY POLICY NO. 42 As amended 02-22-2016

SECTION 1. INTRODUCTION

The Town of Hopkinton provides fields and facilities for the use and enjoyment of residents of Hopkinton. The fields and facilities have been developed through the years through the work of Town staff supported by tax dollars, many hours of volunteer labor, and generous donations from those that use and care for, and about, the fields and facilities.

SECTION 2. PURPOSE

This policy shall serve as the guidelines concerning the scheduling and use of Town fields and facilities. The purpose of this policy is:

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

SECTION 3. AUTHORITY

This policy is adopted by the Select Board in accordance with NH RSA 31:39 as it relates to the Board's management of the Town's facilities.

SECTION 4. DEFINITIONS

For the purposes of this policy, the following definitions apply:

- Adult Town Team/League - adult sports organization which at least 80% of players are residents or employed in Hopkinton.
- Competition Team – a selective competitive team (youth or adult) with at least 50% of players being residents of Hopkinton (e.g., AAU)
- Concessionaire – any person or entity offering for sale any product or service at any Town field/facility.
- Department – Town of Hopkinton Recreation Department.
- Director – Town of Hopkinton Recreation Director or Designee.
- Field – any type of athletic field, including but not limited to, baseball, field hockey, lacrosse, soccer, and softball.
- Facility – Any Town recreational park, structure, or area.

- Non-Town Team or League – an adult and/or youth team or league that does not meet the residency requirement.
- Organization – a formally organized and recognized entity that sponsors a recreational activity.
- Ready Condition – field/facility condition is free of trash and debris and property prepared for the next scheduled event.
- Town – Town of Hopkinton
- User – any individual person who uses a Town field/facility.
- Youth Town Team/League – youth sports organization that at least 90% of players are residents of Hopkinton.

SECTION 5. GENERAL RULES AND REGULATIONS

- A. The Director is responsible for scheduling and assignment of all facilities with the exception of George's Park, which is scheduled in conjunction with the Hopkinton School District Athletic Director.
- B. Organizations and individuals requesting use of Town field/facilities must follow the application procedures outlined in Section 7.
- C. Public use of the fields/facilities may be restricted as deemed necessary by the Director to preserve or protect the property or in the interest of the general public health, safety, and welfare.
- D. Restroom facilities are available for public use, weather permitting (generally April 1 through October 15). Any additional needs of portable facilities will be at the user's expense with prior approval of the Director.
- E. Any damage to Town fields/facilities must be reported promptly to the Director.
- F. No vehicles of any type (except for maintenance purposes), are permitted on Town fields except in designated parking areas.
- G. Items of personal property found at Town fields/facilities will be removed. The Town shall not be responsible for any property left on the field/facility.
- H. There is to be no alcohol permitted on Town property
- I. Smoking is not permitted on Town fields
- J. Use of lights must be requested and approved in advance of use. Monetary donations will be collected to offset the costs of electricity.

SECTION 6. USE GUIDELINES

- A. Personal/Individual Field Use: Individual residents desiring to use Town fields may do so at their leisure, provided that another party has not previously scheduled the fields. There is no charge for the use of fields. Individuals may contact the Department to check the availability of a field at any time.
- B. Town Sports Teams/Leagues & Local Non-Profit Groups: Town organization desiring to use Town fields/facilities on an on-going basis may do so with prior scheduling approval

from the Director. The Director shall develop a schedule that will be made publically available. 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 will be charged to these groups for the use of Town field/facilities. This category includes Competition Teams in which at least 50% of the players are Hopkinton residents.

Town Teams and Leagues are required to have General Liability insurance naming the Town as an additional insured.

- C. Non-Town Sports Teams/Leagues & All For-Profit Groups: Non-Town organization and any for-profit groups desiring to use Town fields may do so with prior scheduling approval from the Director. Requests for field use are considered on an individual basis and only after all Town groups have been scheduled. A field usage fee of \$10 per hour will be charged. The charge for use of a lighted field is \$10 per hour

Non-Town Teams and Leagues are required to have General Liability insurance naming the Town as an additional insured.

SECTION 7. FIELD/FACILITY REQUEST & ASSIGNMENT PROCESS

- A. Priority of Field/Facility Assignments: The priority arrangement for the scheduling of Town fields/facilities is as follows:

1. Town and School Activities
2. Youth Town Leagues/Teams
3. Adult Town Leagues/Teams
4. Individual residents and/or Town Organizations (non-profit)
5. Competition Teams
6. Non-Town Youth Leagues/Teams
7. Non-Town Adult Leagues/Teams
8. Other Organizations (non-Town and all for-profit)

Following the priority above, in-season sports will take precedent over out-of-season sports (i.e. spring-baseball, lacrosse– fall-soccer).

- B. Field/Facility Use Request Application: To request field/facility use, organizations, groups, and individuals must complete and submit a Field/Facility Use Request Application to the Department. Forms should be submitted during the following reservation periods to receive priority scheduling for field use:

- i. By January 15 For use April 1 – July 31
- ii. By April 15 For use August 1 – November 30
- iii. By September 15 For use December 1 – March 31

Forms received after the designated reservation period will be handled on a first come-first served basis and shall be subject to the priority of field/facility assignments described above.

Use of the Fields/Facilities generally will not be scheduled between December 1 and March 31.

Upon receipt of the completed application and required documentation, the team/league will receive confirmation in writing of the groups' assigned fields and scheduled dates and times for usage. Groups will be notified on March 1 for the spring season and May 1 for the summer and fall seasons.

A scheduling adjustment may take place 30 days or more before the scheduled activity.

Organizations or users shall notify the Director of the cancellation of any scheduled field/facility use at least 48 hours prior to the scheduled use.

- C. Good Standing: Teams and Leagues requesting field use must not only complete a Field/Facility Use Application, but also be in “good standing” with the Town for consideration. Good standing includes, but is not limited to the following:
- No outstanding monies owed to the Town;
 - Current League annual Report on field with the Department (including Federal Form 990 if applicable);
 - Current copy of League’s Code of Conduct for players, coaches, and parents, as approved by the Director, on file with the Department; and
 - Current Certificate of Insurance naming the Town as an additional insured on file with the Department. (See Section 8).
- D. Tournaments, Camps & Special Events: All requests for tournaments, camps and special events must be submitted separately. These requests will be considered on a case-by-case basis by the Director and may be subject to a user fee.

SECTION 8. INSURANCE REQUIREMENTS

- A. Teams and Leagues using town fields/facilities must obtain an insurance policy naming the Town as additionally insured. The insurance policy must provide for general liability coverage with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
- B. For further information on obtaining insurance through the TULIP program offered by the Town’s insurance company, contact the Director.

SECTION 9. USE DENIAL/REVOCAION

- A. Use of the Fields/Facilities may be denied or revoked for the following reasons:
- Failure to use assigned field
 - Non-compliance with application/submission requirements and procedures;
 - Failure to comply with Field/Facility Use Policy;
 - Field renovation or repair; and
 - For any reason deemed necessary by the Department.

SECTION 10. INCLEMENT WEATHER GUIDELINES

- A. The Town is committed to providing high quality and safe playing surfaces for all of its multi-use fields, but we need help and consideration of all user groups in protecting the turf from excessive damage due to practice and game activities. If any of the following conditions occur, practices, scrimmages, and games must be postponed or cancelled:
- Standing water on the field of play;
 - Field/Soil saturation;
 - Walking on turf causes water to surface
 - Ground is muddy and soil clumps or clings to foot gear
 - One half inch or more of rain has fallen within the previous 24 hours
 - Steady rain on event day which could cause damage to field or injury to participants;
 - Audible thunder or visible lightning;

- Extreme drought conditions where 50% of playing surface is dormant; and
- Poor visibility (darkness)

During periods of inclement weather, the Department shall attempt to notify leagues of field playability status; however, it is the shared responsibility of the Department and league/team officials to determine the appropriate and safe use of fields. If any of the above-noted weather or field conditions apply, league/team officials must postpone or cancel the scheduled activity. The Director shall have final authority over determining the playability of Town fields. All teams must abide by the Director's decision or be subject to forfeiture of future playing dates and/or a security deposit for future use. The Town is not liable for any costs incurred by the team(s) due to cancellations at any time.

It is the responsibility of each League to have an emergency plan in place in the event of pop-up storms with lightning. Should lightning storms develop during practices and games already underway, the Hopkinton teams should enact their emergency plan for all people at the field.

SECTION 11. FIELD/FACILITY MAINTENANCE

- A. The Town will perform and/or approve all maintenance of fields/facilities, spectator areas, and parking areas.
- B. Repairs to league owned and maintained equipment and structures (i.e., netting, cages, bases, and buildings) are the sole responsibility of the league.
- C. If a league or team damages a field/facility beyond what is considered normal wear and tear, or damages a field/facility due to misuse, the league/team will be responsible to work with the Department to make and/or pay for the necessary repairs.
- D. The Director may prohibit scheduled use of fields/facilities if, at the sole judgment of the Director, the field is unsafe for use or that undue damage to the field will occur as a result of the scheduled use.
- E. Teams using the fields shall limit the use during practice of high traffic areas, such as goal areas and sidelines regardless of weather conditions. Routine practice drills shall be rotated and spread out over the playing surface. Repetitive drills and practices deteriorate turf conditions and make it difficult for the Town to service, maintain, and safeguard participants from sustaining injuries.
- F. The fields shall not be in use for warm-up, practice or games, when Town staff is working on the field.
- G. Teams using fields shall leave fields in "Ready Condition" for the next activity, game and/or day. Failure to leave the field in Ready Condition may result in loss of field use privileges.

SECTION 12. CONCESSIONS

- A. The establishment of any concession shall be approved by the Health Officer and/or the Director before commencement of such operations.
- B. Concessionaires shall maintain all applicable licenses and permits for the operation of a food service business from the Town and State of New Hampshire.

- C. Concessionaires shall provide for proper disposal of trash and waste generated from and by the concession facility, including providing an appropriate number of trash receptacles to support the concessions operation and be responsible for removing said trash from the location at the end of the event and/or day.

SECTION 13. RESPONSIBILITIES

- A. The Department is responsible for providing every organization or user of Town fields/facilities a copy of this policy.
- B. The Department is responsible for administering and enforcing this policy in a fair and equitable manner.
- C. The Department is responsible for routinely assessing the condition of the fields/facilities during the playing season in conjunction with league/team officials.
- D. The Department shall notify league officials of field closures (refer to Section 9. For weather related postponements and cancellations).
- E. It is the responsibility of organizations and users to provide timely and accurate information to the Department.
- F. It is the responsibility of the organizations and users to ensure that all persons associated with their use of Town fields/facilities understand this policy.
- G. It is the responsibility of the organization or user of the Town field/facilities to ensure that all litter generated in association with their use, is removed from the field, dugouts, spectator areas, and parking areas. The organization is also responsible for moving and securing all field equipment in requested location at the end of the season.
- H. It is the responsibility of the organizations to communicate several months in advance with the Town if the organization plans to bring on additional teams or sports in the future. The additional field impact will need to be evaluated before new programs can be accommodated.
- I All coaches, referees, and umpires are responsible for ensuring the safety of field playing conditions at all times during scheduled play.
- I. JAll leagues and organizations are required to designate one representative and alternate to serve as a liaison with the Department to handle field scheduling and playability.

SECTION 14. ACCEPTING PROPERTY

All who wish to donate property, either permanent or temporary, must first submit the proposed donation in writing to the Recreation Department for review. This proposal must include a description of the property, the location to be placed, the length of time to be used, the source of funding for the maintenance and repairs over its useful life and the plan for replacement. Donors will be notified in writing after Select Board review and approval.

