



MERRIMACK PARKS & RECREATION DEPARTMENT  
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**FIELD PERMIT REQUEST FORM**

Group/League Name \_\_\_\_\_

Name of Contact/Field Scheduler \_\_\_\_\_

Mailing Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Field/Location Requested:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Gibson Little League Field 1  | <input type="checkbox"/> Bise Little League Baseball   | <input type="checkbox"/> Bishop Soccer/Lacrosse Field  |
| <input type="checkbox"/> Reed's Ferry Field 1 Softball | <input type="checkbox"/> Gibson Little League Field 2  | <input type="checkbox"/> Martel Softball Field         |
| <input type="checkbox"/> Reed's Ferry 6 Lacrosse       | <input type="checkbox"/> Reed's Ferry Field 2 Softball | <input type="checkbox"/> Reed's Ferry 3 Lacrosse       |
| <input type="checkbox"/> Twardosky Field Softball      | <input type="checkbox"/> Reed's Ferry 7 Lacrosse       | <input type="checkbox"/> Twardosky Field Soccer        |
| <input type="checkbox"/> Veterans Park Little League 2 | <input type="checkbox"/> Veterans Park Babe Ruth       | <input type="checkbox"/> Veterans Park Little League 1 |
| <input type="checkbox"/> Wasserman Park 2 Softball     | <input type="checkbox"/> Veterans Park Soccer/Football | <input type="checkbox"/> Wasserman 1 Little League     |
|  | <input type="checkbox"/> Wasserman Park 3 Football     |  |

**\*PLEASE SUBMIT A SEPARATE REQUEST FORM FOR EACH FIELD THAT YOU ARE REQUESTING**

<u>Day of week</u>	<u>Date(s)</u>			<u>Time(s)</u>		
		to			to	
		to			to	
		to			to	
		to			to	
		to			to	
		to			to	

If listing a range of dates; are there any dates within that range that the fields will need be used? (i.e. – Holidays) \_\_\_\_\_

**For rentals at Martel Field; will your group be using the lights during the above requested time slot?**

Yes: \_\_\_ No: \_\_\_

\*There is a \$25/hr surcharge for light usage.

**Age Range of Participants:** \_\_\_\_\_

**Estimated Number of Participants:** \_\_\_\_\_

**Estimated Number of Teams:** \_\_\_\_\_

**Number of Staff/Volunteers/Coaches:** \_\_\_\_\_

*On behalf of this group, I understand all procedures associated with this request, and accept the legal and financial responsibilities involved in the use of facilities owned by the Town of Merrimack.*

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MERRIMACK PARKS & RECREATION DEPARTMENT  
FIELD / FACILITY USE POLICY**

**I. Purpose**

The Town of Merrimack provides outdoor athletic fields and recreational facilities for the use and enjoyment of the citizens of Merrimack. This policy shall serve as the guidelines concerning the scheduling and use of Town fields and facilities located at Bise Field, Bishop Field, Gibson Fields, Martel Field, Reed Ferry Fields, Twardosky Field, Veteran's Park Fields, and Wasserman Park Fields.

The purpose of this policy is:

- To ensure that the use of available Town of Merrimack 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.

**II. Definitions**

"Town Team/League" means any organization in which at least 80% of players are residents of Merrimack or employed in Merrimack. A roster with players' Merrimack address or workplace shall be submitted to the Director to validate qualification for this category, with the exception of the Merrimack Youth Association, who may send a statement confirming all players are residents of Merrimack.

"Concessionaire" means any person or entity offering for sale any product or service at any Town field/facility.

"Department" means Town of Merrimack Parks & Recreation Department and in cases of maintenance, the Department of Public Works.

"Director" means Town of Merrimack Parks & Recreation Director.

"Field" means any type of athletic field, including but not limited to, baseball, field hockey, football, lacrosse, soccer, and softball.

"Facility" means any Town recreational park, structure, or facility, excluding Merrimack Town Hall.

"Non-Resident" means anyone that does not meet the residency requirement.

"Organization" means a formally organized and recognized entity that sponsors a recreational activity.

"Ready Condition" means field/facility condition is free of trash and debris and properly prepared for the next scheduled event.

"Town" means Town of Merrimack.

"User" means any individual person who uses a Town field/facility.

**III. General Rules and Regulations**

- This policy shall set forth guidelines in accordance with the regulations promulgated by the Parks Ordinance, Chapter 142 of the Merrimack Town Ordinances.
- The Department, is responsible for scheduling and assignment of fields/facilities.
- Organizations and individuals requesting use of Town fields/facilities shall follow the application / permit procedures outline in Section V.

- The Department may restrict public use of fields/facilities as deemed necessary by the Director, or designee, to preserve or protect the property or in the interest of the general public health, safety and welfare.
- The Department may restrict use of the lights to stay within the Town’s operating budget for electricity usage. Usage fees shall be applied as noted below under Use Guidelines.
- Any damage to Town fields/facilities shall be reported promptly to the Director.
- No vehicles, of any type (except those approved by the Department for maintenance purposes), are permitted on Town fields except in designated parking areas.
- Items of personal property found at Town fields/facilities shall be removed and maintained in the lost and found at the Department Office in Wasserman Park for a limited time.
- Drinking alcoholic beverages in Town parks is strictly forbidden per Parks Ordinance Chapter 142, Section 7, unless written permission is given by the Town Council.
- Smoking is prohibited on Town property unless in designated area Chapter 142, Section 12.
- Pets are not allowed in Town parks unless on a leash or in a cage. Chapter 142, Section 9.

**IV. Use Guidelines**

**Town Teams, Town Leagues, Merrimack Schools, and Town Non-Profit Groups:** Town organizations desiring to use Town fields/facilities on an on-going basis may do so with prior scheduling approval from the Director. The Director or Designee 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 and Leagues are required to have General Liability insurance naming the Town as an additional insured. An organization must consist of 80% or more of Merrimack Residents in order to qualify.

**Merrimack Residents and Town Based Businesses:** Individuals or businesses based in Merrimack desiring to use Town fields/facilities may do so at their leisure, providing that another party has not previously scheduled the fields. There is no charge for the casual use of fields. A Field/Facility Use Permit is not required for casual use.

Individuals or businesses who wish to obtain a permit to guarantee use of a field at a specific date, time and location, may complete the reservation form and a fee will be assessed as follows:

<b><u>Fee Type:</u></b>	<b><u>Fee Amount:</u></b>
Up to 4 Hours of Use	\$50.00
Up to 8 Hours of Use	\$75.00
Up to 12 Hours of Use	\$100.00

**\*A \$25.00 per hour surcharge for use of Athletic Field Lights. Use of lights must be selected at time of reservation.**

When hosting an event; a Certificate of Insurance is required naming the Town of Merrimack as additionally insured is required. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death.

**Non-Resident Groups:** Non-Residents desiring to use Town fields may do so with prior scheduling approval from the Director. The Director or Designee shall develop the schedule. Requests for field use are considered on an individual basis and only after all Town groups have been scheduled.

<b><u>Fee Type:</u></b>	<b><u>Fee Amount:</u></b>
Up to 4 Hours of Use	\$75.00
Up to 8 Hours of Use	\$100.00
Up to 12 Hours of Use	\$150.00

**\*A \$25.00 per hour surcharge for use of Athletic Field Lights. Use of lights must be selected at time of reservation.**

A Certificate of Insurance is required naming the Town of Merrimack as additionally insured is required. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death.

**V. Field/Facility Request & Assignment Process**

**Priority of Field/Facility Assignments**

The priority arrangement for the scheduling of Town fields/facilities is as follows: Any consideration for Town Teams or Leagues shall require the team roster to validate status as stated under Definitions.

1. Town Activities
2. Town Teams / Leagues

3. Merrimack Schools
4. Town Non-Profits
5. Individual Residents and/or Town Businesses
6. Non-Residents

Due to deed requirements, Martel and Twardosky Fields require that the Merrimack Men's Slow Pitch Softball League be given scheduling priority.

### **Field/Facility Use Request Application & Field/Facility Use Permit**

To request field/facility use, organizations, groups, and individuals shall complete and submit a Field/Facility Use Request Application to the Department. To take advantage of Priority Assignments, please submit your requests by February 15 for spring use; April 15<sup>th</sup> for summer use; and June 15 for fall use. After those dates requests will be handled on a first come first served basis.

Upon receipt of the completed application and required documentation, the team/league shall be issued a Field/Facility Use Permit to confirm the group's assigned fields and scheduled dates and times for usage. Rosters shall be submitted to the Director to take advantage of Priority Assignment.

### **Cancellations**

Reservations may be rescheduled without penalty. A minimum 24 hour notice is appreciated. The cancellation of a reservation shall result in the loss of the \$25.00 deposit.

### **Good Standing**

Teams and Leagues requesting field use shall 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:

- All fees paid . No outstanding monies owed to the Town;
- Current list of players showing Merrimack residency and/or workplace if registered as a town league.
- Current Certificate of Insurance naming the Town as an additional insured on file with the Department. *(The insurance policy shall provide for general liability coverage with limits no less than \$1,000,000 General Liability per occurrence and \$2,000,000 aggregate for personal injury and bodily injury, including death, and property damage.)*

### **VI. Permit Denial/Revocation**

A Field/Facility Use Permit may be denied or revoked for reasons such as:

- Non-compliance with application/submission requirements
- Unpaid fees;
- Failure to comply with Field/Facility Use Policy;
- Field renovation or repair

### **VII. Inclement Weather Guidelines**

The Town is committed to providing high quality and safe playing surfaces for all of its multi-use fields, but we need the help and consideration of all user groups in protecting the turf from excessive damage due to practice and game activities. Unless prior arrangements are made with the Director or the Department; practices, scrimmages, and games shall be postponed or cancelled if any of the following conditions occur:

- 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;
- Poor visibility (darkness).

During periods of inclement weather, 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 shall postpone or cancel the scheduled activity unless prior arrangements are in place for the league to determine

the playability of the scheduled Town field(s). The Town is not liable for any costs incurred by the team(s) due to cancellations at any time.

### **VIII. Field/Facility Maintenance**

The Department shall perform and/or approve all maintenance of fields/facilities, spectator areas, and parking areas, in accordance with the department guidelines.

Repairs to league owned and maintained equipment and structures such as the netting, cages, bases, and equipment boxes, are the sole responsibility of the league.

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 shall be responsible to work with the Department to make and/or pay for the necessary repairs.

Department staff may prohibit scheduled use of fields/facilities if, at the sole judgment of staff, the field is unsafe for use or that undue damage to the field shall occur as a result of the scheduled use.

The fields shall not be in use for warm-up, practice or games, when Department staff members are working on the field.

No portable fencing shall be erected without the prior written approval of the Department.

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.

"Field Closed" signs may only be removed with the permission of the Director or the Department.

### **IX. Concessions**

The establishment of any concession shall be approved by the Director before commencement of such operations.

Concessionaires shall maintain all applicable licenses and permits for the operation of a food service business as required by the Town and State of New Hampshire.

Private businesses operating concessions shall provide an appropriate number of trash receptacles to support the concession operation. They shall be responsible for removing said trash from the location at the end of the event and/or day.

### **X. Responsibilities**

The Department shall be responsible for providing every organization or user of Town fields/facilities a copy of this policy.

The Department shall be responsible for administering and enforcing this policy in a fair and equitable manner.

The Department shall be responsible for routinely assessing the condition of the fields/facilities during the playing season in conjunction with league/team officials.

It is the responsibility of organizations and users to provide timely and accurate information to the Department.

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.

It is the responsibility of the organizations and users to ensure all vehicles are parked in designated parking areas and do not block public right of ways.

It is the responsibility of the organizations or users of the Town field/facility to ensure that all litter generated in association with their use, is removed from the field, dugouts, spectator areas, and parking areas.

All coaches, referees, and umpires are responsible for ensuring the safety of field playing conditions at all times during scheduled play.

Town Leagues are required to designate one representative and alternate to serve as a liaison with the Director to handle field scheduling and playability.

## **XI. Violations**

Any infraction or violation of this policy, or local, state or federal laws and/or regulations, by organizations or users utilizing Town fields/facilities shall be considered infractions and may result in the violator being prohibited from future use, either temporarily or permanently.

## **XII. Appeals**

Any person aggrieved at any decision of the Director in the administration or enforcement of this policy may appeal to the Town Manager. Decisions of the Town Manager may be appealed to the Town Council. Appeals shall be filed in writing within 10 days of the decision, shall state subject of the appeal, and set forth a detailed explanation of the alleged error.

Decisions of appeals shall be rendered in writing within 15 working days of hearing the appeal. The decision of the Town Council is final.