



MERRIMACK PARKS & RECREATION DEPARTMENT
116 NATICOOK ROAD
MERRIMACK, NEW HAMPSHIRE 03054
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www.merrimackparksandrec.org

FIELD PERMIT REQUEST FORM

Group/League Name _____
 Name of Contact/Field Scheduler _____
 Group/League Mailing Address _____
 Day Phone _____ Evening Phone: _____ Cell Phone: _____
 E-Mail Address _____

- Field/Location Requested:**
- Gibson Little League Field 1
 - Reed's Ferry Field 1 Softball
 - Reed's Ferry 6 Lacrosse
 - Twardosky Field Softball
 - Veterans Park Little League 2
 - Wasserman Park 2 Softball
 - Bise Little League Baseball
 - Gibson Little League Field 2
 - Reed's Ferry Field 2 Softball
 - Reed's Ferry 7 Lacrosse
 - Veterans Park Babe Ruth
 - Veterans Park Soccer/Football
 - Wasserman Park 3 Football
 - Bishop Soccer/Lacrosse Field
 - Martel Softball Field
 - Reed's Ferry 3 Lacrosse
 - Twardosky Field Soccer
 - Veterans Park Little League 1
 - Wasserman 1 Little League

***PLEASE SUBMIT A SEPARATE REQUEST FORM FOR EACH FIELD THAT YOU NEED**

<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	
		to			to	

Any dates in range fields not being requested? (i.e. – Holidays) _____

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 Wasserman Park, Veteran's Park, Martel Field, Twardosky Field, Bishop Field, Gibson Field, and Bise Field.

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.

Individual Residents and Town Businesses: Individuals 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 wishing to make a reservation for scheduled use will be charged the field usage fee of \$30.00 per day. Reservations can be made from 1/2 hour before sunrise until 1/2 hour after sunset. The charge for use of a lighted field is \$125.00 per day with light use from 8:00 p.m. – 10:00 p.m. When hosting an event a Certificate of Insurance is required naming the Town of Merrimack as additionally insured. 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, property damage, infection or disease.)*

Non-Residents: 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. The field usage fee is \$30.00 per day. Reservations can be made from 1/2 hour before sunrise until 1/2 hour after sunset. The charge for use of a lighted field is \$125.00 per day with light use from 8:00 p.m. – 10:00 p.m. 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, property damage, infection or disease.)*

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 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, property damage, infection or disease.*)

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.



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ATHLETIC FIELD PERMIT COVID-19 INFORMATION

- Athletes, volunteers and staff (including administrative, coaches, trainers or officials) must be provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the Universal Guidelines and in this document.
- Parents/guardians of minors attending a sporting event should be asked to wear cloth face coverings while around other spectators, staff, volunteers, and athletes when social distancing is not possible.
- Alcohol-based hand sanitizer with at least 60% alcohol must be readily made available to all staff, volunteers and athletes and kept with staff and equipment at all times. Frequent hand hygiene should be required including but not limited to, hand hygiene upon arrival, before or after meals or snacks, before and after going to the bathroom, before and after touching a person's face and prior to leaving the event.
- Staff, athletes, volunteers and spectators are required to maintain a social distance of at least 6 feet from others or to wear a mask when social distancing is not possible.
- Require all staff and athletes to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a coach. Staff and athletes should not attend events if they feel sick.
- Staff, volunteers and athletes should be screened on arrival to each sporting event by asking if the individual:
 - a. Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
 - c. Traveled in the past 10 days either:
 - i. Internationally (outside the U.S.),
 - ii. By cruise ship, or
 - iii. Domestically (within the U.S.) outside of New England.
 - iv. NOTE: You do NOT need to quarantine for 10 days or get tested for COVID-19 if either of the following apply:
 - v. You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the second dose of your COVID-19 vaccine.
 - vi. You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, you must still follow all quarantine requirements).
- Person(s) with any COVID-19 symptoms, those who report that in the past 10 days they have had close contact with someone suspected or confirmed with COVID-19, or report [travel risk factors](#) should not be allowed into the sporting event, competition, game, and/or practice, and:
 - a. Symptomatic persons should be instructed to contact their healthcare providers to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
 - b. Asymptomatic persons reporting that in the past 10 days they have had close contact with someone suspected or confirmed with COVID-19, or who report one of the [traveled-related risk factors](#) should [self-quarantine](#) for 10 days from their last exposure or return from travel.
- Person(s) with suspect or confirmed COVID-19 must stay home until symptom based criteria are met for discontinuation of isolation:
 - a. At least 10 days have passed since symptoms first appeared AND
 - b. At least 24 hours have passed since last fever (off any fever reducing medications), AND
 - c. Symptoms have improved; or
 - d. Approved COVID-19 testing is negative, at least 24 have passed since their last fever (off any fever reducing medications) and symptoms have improved.
- Coaches and other volunteers should not transport any athletes that are not immediate family members.

- Practices, training sessions, competitions, games and tournaments are permitted. When possible or practical should be planned and implemented to maintain the minimum of 6 feet of distance between all participants and coaches. In circumstances where closer contact for brief periods of time is necessary, staff and athletes must wear cloth face coverings as discussed above.
- Competitive sporting events will not be open to the public and should not be advertised publically.
- Back to back competitive sporting events, training sessions, or practices must be avoided. Sequential competitive sporting events, training sessions, or practices should be scheduled to allow adequate time for cleaning of facilities and to allow for spectators, staff, volunteers, and athletes to exit the area and avoid interaction with other incoming or existing groups.
- Teams must be provided a designated area for warm up that provide for necessary social distancing.
- No teams/groups/athletes other than from New Hampshire, Maine, Vermont, Massachusetts, Connecticut or Rhode Island are allowed at competitive sporting events, training sessions or practices on athletic fields in Merrimack.
- Players shall bring their own equipment and not share their personal equipment with other players. Shared training equipment provided by the coaches must be cleaned and disinfected according to CDC guidance after every use between athletes.
- Athletes will bring their own water bottles. No sharing or common use water bottles or drinking stations.
- Equipment bags/backpacks of athletes should be placed 6-feet apart. Athletes should not touch other players' bags, equipment or water bottles.
- During competitive sporting events (scrimmages and games), each team shall provide its own game balls to be used while on defense (if applicable). Athletes preparing to play defense should sanitize hands prior to leaving the bench or dugout.
- All mouth-based activities often encountered with sporting events shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.
- Per the Governor's order (#9), from your group, a dedicated person (i.e. safety officer) shall be assigned to monitor social distancing and compliance with protective actions, and to promote other staff, volunteers, athletes and spectators about social distancing, hand hygiene and the use of cloth face coverings.
- Centralized areas for congregating, such as benches and dugouts, should be avoided unless there is enough room to allow for at least 6 feet of space between staff, volunteers and athletes.
- Provide an updated Certificate of Liability 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, property damage, infection or disease.)
- All staff, volunteers, coaches, athletes/parents and participants shall be provided a copy of this document along with:
 - Stay at Home 2.0 Amateur and Youth Sports dated 1/12/2021
 - A statement from the Organization that these requirements will be strictly enforced by the Organization.
 - A statement from the Organization that all staff, volunteers, coaches, athletes/parents and participants agree, through their participation, to abide by these requirements
- It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

On behalf of this group, I understand all procedures associated with this request, and accept and agree to the conditions outlined in order to use facilities owned by the Town of Merrimack.

Organization Name: _____
 Printed Name: _____
 Signature: _____ Date: _____