

Town of Berwick
Memorial Field Use Policy

I. Purpose

Whereas, Town of Berwick's recreation fields and facilities are for enjoyment by the community and promotion of public health and wellness; and

Whereas, Town of Berwick finds the ability of organized youth sports to offer youth in the community a safe, convenient and attractive place to exercise is critical to advancing these purposes;

Town of Berwick adopts the following policy parameters to govern use and treatment of its Memorial Field:

II. Field & Building Use

Field Use:

To receive priority consideration, requests to use Memorial Field for any seasonal sports program, including but not limited to organized baseball, cheering, football, lacrosse, or soccer, shall be submitted in writing to the Town's Recreation Director or Town Manager by January 15th of any given year. Requests submitted after this date shall provide at least two weeks advance notice and shall be accommodated only as space and scheduling allow.

Building(s) Use:

Structure(s) located at Memorial Field are shared space intended for use by all approved programs and activities. They must be kept clean, organized and accessible to the satisfaction of the Town's Recreation Director. Leaders of individual events, activities, or sports shall ensure doors to the building are securely closed. The primary building's large bay door, located in the structure's Main room, shall remain securely closed when not in use.

General:

Neither additions to field space nor modification of the building(s) in any manner are permitted without prior written approval of Town of Berwick. Field improvements and temporary or permanent changes to structures or additions to the field or structure(s), including but not limited to any and all fences, posts or other item to be placed in the ground shall be coordinated with the Recreation Committee as represented by the Town's Recreation Director. Permission shall be granted by the Recreation Committee for all reasonable requests and shall be provided via prior written authorization on forms available through the Recreation Department at Town Hall. Denials shall be explained in writing citing the reasons therefor. It shall be the

responsibility of field users to remove any and all additions to the field made in accordance with this section at the end of their intended use or season, and to the satisfaction of the Recreation Director.

III. Insurance

All Youth Programs must provide a Certificate of Insurance showing the evidence of General Liability coverage and naming Town of Berwick 'Additional Insured' prior to commencement of any particular season or use. Minimal coverage in an amount determined sufficient by and in conjunction with the Town's Recreation Director shall be established in advance. Insurance information may be provided to the Town's Recreation in one of the following media: fax, email, or hard copy.

IV. Emergency Response

At no time shall the front gate of the field or the large soccer gate be blocked by vehicles or equipment or other obstruction of any sort. "No Parking" signs shall be adhered to strictly.

For emergency vehicle access, keys to each gate are located in the Concession Building and the Main room. No one other than the Recreation Director or his or her designee may change any key to any lock at the field.

V. Trash

The Recreation Department shall provide suitable trash barrels in suitable places for public use at the Field in an effort to ensure all areas are kept free of detritus. It shall be the responsibility of users to ensure trash is changed daily, that full trash barrels are replaced with empty ones, that full trash barrels and other discarded items are placed outside of the Field's gate without impeding pedestrian traffic along the sidewalk, and that playing fields and dugouts remain clean at all times. Trash pickup shall be provided for by the Town's Recreation Department weekly.

VI. Port-A-Toilets

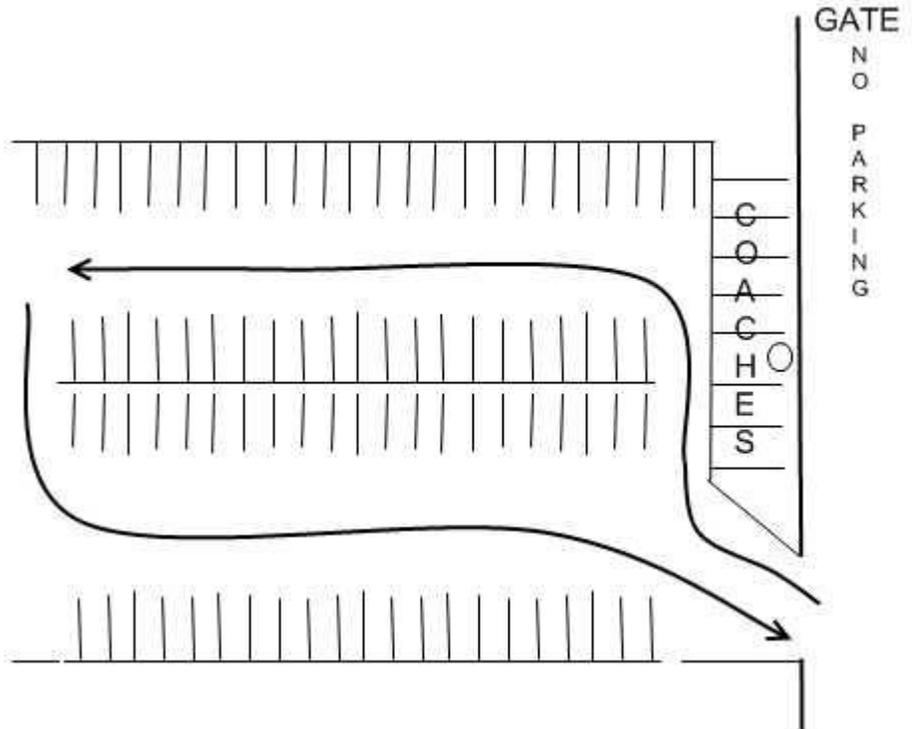
The Town's Recreation Department shall provide two units in appropriate locations for public use between the months of April and October. Each unit shall be serviced weekly. Any additional units needed for a sports program or special events shall be at that program or event's own expense.

VII. Parking

Parking in front of the gate at the end of Sweetser Street shall not be allowed, as that area is designated for emergency vehicle access only. Location of applicable gate keys, if needed, shall be discussed with the Town's Recreation Director in advance of field use. Utilization of the Sweetser Street gate entrance for concession or other

unloading purposes is permitted on a temporary basis only. Parking within the Field shall not be permitted, with the exception of temporary unloading not to exceed 15 minutes. It shall be the responsibility of Field users to ensure spectators and others involved in their activities understand these rules according to the below parking map.

VIII. Parking Map



IX. Tobacco Free Fields

Memorial Field shall be tobacco free. Smoke and smokeless tobacco products are prohibited. Smokers shall utilize the designated smoking area outside of the Field gates. Cigarette butts shall be disposed of in receptacles provided for that purpose.

X. Dogs

Whether off or on leash, dogs are not be permitted at the Field.

XI. Field Maintenance and Mowing

The fields shall be mowed, irrigated and maintained by the Recreation Department. Operating the sprinkler system from the ground boxes shall not be permitted without written permission from the Recreation Department.

XII. Additional Expenses

The Town shall seek expenses related to damage and/or neglect on behalf of users, from the involved users directly. Payment of such expenses shall be made prior to granting future use requests.

DRAFT 11/15/2013