

**TOWN OF CHARLEMONT PARK & RECREATION COMMISSION  
APPLICATION FOR FACILITY RESERVATION**

Return to: Charlemont Park & Recreation Commission,  
Charlemont Town Hall, PO Box 465,  
Main Street, Charlemont, MA 01339  
Phone (413) 339-4335 Fax: (413) 339-0320

Dear \_\_\_\_\_

Thank you for your interest in using one of the Town of Charlemont Recreation Use facilities. Information regarding use of the facilities, fees and a reservation form are attached below. Please complete the Reservation form and mail or drop off to the Charlemont Park and Recreation Commission, located at The Charlemont Town Hall, Main Street Charlemont, MA 01339.

If we can be of any further assistance, please leave a message for us at (413)339-4335.

Thank you, enjoy your time outdoors and keep in mind, Charlemont Recycles!

Sincerely,

Park & Recreation Commission

Jean Brisson  
Dave Cunningham  
Cathy Buntin  
Rick Mullen

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PO Box 465 , Main Street, Charlemont, MA. 01339  
Phone (413) 339-4335 Fax: (413) 339-0320

**Instructions:**

**1. READ ALL INFORMATION and FEES Carefully.**

**2. Complete and return** application to above address at least 14 days in advance of the requested date. Because of high demand in Spring and Summer, we recommend it be returned 3 to 4 weeks prior to requested date.

**3. Enclose\*** \$20.00 *deposit*, [\$40.00 for non-Charlemont groups and non-residents] payable to the TOWN OF Charlemont. *The DEPOSIT is applied to the total cost, based on facility and other charges.*

**A.** The Charlemont Parks and Recreation Commission reserves the right to reject any and all applications;

**B** Use may be limited by event or scheduling to allow maximum resident usage.

**C.** The Park and Recreation Commission, its agents, or the Town of Charlemont shall have no responsibility, expressed or implied, for inconvenience, loss or damage resulting from any form of schedule conflict in the assignment of reservations for non-recreation use.

**I. RULES and CONDITIONS for use**

**A.** Facility users are responsible for the preservation of order and responsible to pay for any damage to or loss of town property that may occur during use period. Any damage or loss resulting from the use of structures, equipment, grounds and/or other facilities by the permitted will be billed accordingly for repair, replacement or cleaning of damaged property. This may also be defined as an area left in an unclean condition, including bathrooms.

**B.** Only that /those part(s) of the facility mentioned in the application is/are to be used.

**C.** All County, Town and other ordinances, rules of the Board of Health, Police and Fire departments regarding public assemblies must be strictly complied with; (sanitary facilities **must** be included)

**D.** Permitted is responsible for obtaining all permits as required by law. All food vendors and distributors, if approved, must obtain permits from the board of health **at least 3 weeks in advance.**

**E.** Pending the nature and size of the event, one or more police officers may be required;

**F.** A CERTIFICATE OF LIABILITY INSURANCE will be required for public events, and the Town of Charlemont shall be named additional insured if this is required. General liability insurance shall be a minimum of \$1,000,000 per Occurance and \$300,000 General Aggregate/Comprehensive.

**G.** No posting, decorating or alterations may be done without permission of the Park and Recreation Commission.

**H.** If a facility is closed, and/or after normal work hours and gate and rest room attendants are required; their wages are to be paid by the permitted. These fees cannot be waived.

**I.** Groups using facilities agree to hold the Charlemont Parks and Recreation Commission and the Town of Charlemont harmless for any injuries of those taking part in or attending the program.

**J. *Smoking*** is prohibited in all of the buildings. Smoking is prohibited on all school property including grounds.

***Alcohol*** is not permitted on any town grounds. Special permission may be requested from the Park and Recreation Commission AND the Board of Selectman. <sup>1</sup>Proof of liability insurance will be required.

**Dogs** other than service dogs are not allowed on any Town property.

**K** A group that fails to comply with ordinances, regulations, terms of the permit, or that fails to pay all fees, or to treat the property with respect, shall be denied further permits for facilities until and unless the requirements can be satisfied;

**L.** Applicant must describe (within the original application) the provisions you will make to supervise areas you request, including:

1. A minimum of one person per 25 participants/per area shall be assigned by the user group to supervise;
2. Youth groups shall have a designated Head Leader, and there shall be a ratio of not less than 1 leader per 10 youth ages 8 and older; not less than 1 per 6 children under age 8;
3. All children must be supervised by group staff persons. Leaders must be with the youth at all times, including but not limited to the ball fields, tennis courts, parks, rest room areas, parking lots.
4. It is the group supervisor's responsibility to prevent disruptive or disrespectful behavior, vandalism and excessive noise, and to remove those causing disturbances or contact police to have offenders removed;
5. Unless otherwise arranged, the above named group/organization is responsible for facility clean-up, and will be charged for any clean up, repair, replacement from damage resultant from the event;
6. Groups using the facility are responsible for the removal of all trash. The supervisors will also ensure that the area is left clean of litter.
7. No child may be left unattended at the park at any time.

**M.** Charlemont Park and Recreation Commission and the Town of Charlemont decisions regarding billing for damages, additional personnel, supervision requirements, scheduling or rescheduling are final.

## **II. Termination of Agreement**

Any violation of the Charlemont Park and Recreation Commission policies or regulations for use of facilities will result in the termination of the agreement. Commission decisions regarding termination are final.

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**FEE SCHEDULE FOR FACILITY USE Charlemont Park and Recreation Commission**

All groups must submit the attached, completed application in advance; groups shall comply with supervisory, parking and clean up requirements per previous pages.

**1) CHARLEMONT FAIR GROUNDS (including Pavilion & Horse Draw Building, Fields and restrooms)**

	<u>RESIDENT</u>	<u>NON RESIDENT</u>
<i>1 to 75 people</i>	\$50.00	\$75.00
<i>75-300</i>	\$100.00	\$150.00
<i>300+</i>	\$250.00	\$375.00

**2) EXHIBITION HALL AT THE CHARLEMONT FAIR GROUNDS – PER DAY IF IT IS THE ONLY FACILITY USED.**

	<u>RESIDENT</u>	<u>NON RESIDENT</u>
<i>1-100</i>	\$50.00	\$75.00

**3. HORSE DRAW BUILDING see fees above**

Proof of compliance with all pertinent animal control regulations and officers

**4) TENNIS COURTS**

The Tennis Courts are available to the public for open play free of charge dawn to dusk. Hawlemont School has priority during school hours.

Charlemont Residents Reserving Specific Courts for one-time Events: \$10.00/half day, \$20.00/full day  
 All Others, \$10.00/Hour/Court. All potential users must contact the Charlemont Park and Recreation Commission in advance for scheduling and fees.

**Other fees;**

**Restrooms:** A cleaning fee of \$50 per cleaning (one required) will be charged for use.

**Electricity:** IF IT IS AVAILABLE, a \$25 deposit is required.

There may be an additional charge based on useage.

**Attendant:** Minimum of \$15 per hour if staff person is to be present.

**All checks are made payable to: Town of Charlemont**

**APPLICATION FOR FACILITY RESERVATION CHARLEMONT PARK AND RECREATION**

Return by mail or drop box: Town of Charlemont, POB, Charlmont, MA. 01339 Phone (413) 339-4335

Fax: (413) 339- 0320

\* Complete **and return application** to above address at least 14 days in advance of the requested date; because of high demand, 3 to 4 weeks is recommended. SEE details and regulations for use.

\* Answer **all questions**. **DETACH THIS FORM & retain other pages for your information. Use back if needed**

\* Enclose **deposit**, payable to the TOWN OF Charlemont. *The DEPOSIT will be applied to the total cost, based on facility and other charges.*

- 1. Name of ORGANIZATION \_\_\_\_\_
- 2. CONTACT PERSON: \_\_\_\_\_
- 3. DAYTIME PHONE(S) \_\_\_\_\_
- 4. MAILING ADDRESS \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_
- 5. NAME, ADDRESS and DAYTIME PHONE: PERSON who will be present during the entire event if different from above \_\_\_\_\_
- 6. EVENT/PURPOSE \_\_\_\_\_

**7. FACILITY** you are requesting [check, then see next question]

- Charlemont Fair Grounds - *specify below*       Exhibition Hall - *specify below*
- Oxen and Horse Draw Building –*specify below*       Tennis Courts

**8. SPECIFY AREA(S) YOU ARE ASKING TO USE**

- \* Rest Rooms Open (WHERE Available)       Electricity (*where avail.*)

**9. DATE(S) if seasonal you must attach schedule. Give date(s) s & rain date(s)**

- 1) \_\_\_\_\_ 2) \_\_\_\_\_

**10. TIME START                      TIME END**

\_\_\_\_\_ AM / PM      \_\_\_\_\_ AM / PM      \* DAY(S) of Week:    S U M T U W T H F S A

**11. ESTIMATED ATTENDANCE** \_\_\_\_\_ Estimated No. of Children \_\_\_\_\_ No. of Adults \_\_\_\_\_

**12. Attach (or explain on back) the provisions you have for supervision and cleanup.**

*If approved, THIS SHALL SERVE AS YOUR PERMIT, AND SHOULD BE CARRIED WITH YOU.* All permits carry these conditions: (a) All (including any staff and volunteers) must **park** in proper parking areas; (b) Before you leave, **trash** shall be picked up and removed\* from the facility by you (\*unless there are trash containers in place where you can deposit your bags);

**13. Do you agree to have these conditions met?** \_\_\_\_\_

**14. Do you agree that youth groups will be supervised by your agency during this time?** \_\_\_\_\_

Office Use Only	Rec'd ____/____/____	Disposition _____	BY _____
Amount due \$ _____	Deposit Rec'd \$ _____	Balance \$ _____	due by ____/____/____ Rec'd \$ _____