



**Recreation Department**  
**TOWN OF PLAISTOW**  
**145 Main Street**  
**Plaistow, NH 03865**  
**603 382-5200 \*204**  
**Recreation@plaistow.com**

## **FIELD/FACILITY RESERVATION AND USE POLICY**

### **STATEMENT OF PURPOSE**

The purpose of the Plaistow Recreation Department Field/Facility Reservation and Use Policy is to provide fields and facilities for the use and enjoyment of residents of Plaistow. It is the goal of the Plaistow Recreation Department to make the recreation fields and facilities available for use by organizations and individuals for non-profit recreational purposes while maintaining the fields and facilities in a fiscally responsible manner.

### **RESERVATION PROCEDURES**

Parties interested in reserving a recreation facility must complete a Field /Facility Reservation Request Form available at the Plaistow Recreation Department office. Requests will be classified and handled on an availability basis with the following priorities:

**Internal:** Programs and activities of the Town of Plaistow Recreation Department and other Town Departments will receive priority use of any and all facilities.

**Local Non-Profit:** Plaistow-based pre- and elementary schools, Plaistow residents, Plaistow-based non-profit organizations, including but not limited to youth and /or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.

**Other:** Schools, non-profit organizations and individuals that are not Plaistow-based, business, and all other organizations.

- **The Recreation Director will approve or deny all Field/Facility Requests.**
- **In-season sports will take precedent over out-of-season sports (i.e. Spring-Baseball, Fall-Flag Football).**
- **Fields will be used for their intended purpose(s) (i.e. baseball fields for baseball, not soccer, etc.)**
- **The Recreation Director will collect all fees and necessary paperwork prior to approved use.**
- **Failure to pay fees or submit required paperwork will result in the disqualification of request.**
- **The Recreation Director reserves the right to cancel reservations; if this occurs, a refund will be granted.**

Use of the playing fields in the parks and open space for leisure does not require a reservation / permit. Please be aware that permitted use of playing fields or open space supersedes leisurely use by a group or individual. Therefore, a permit is required to ensure field/facility availability.

**CONCESSIONS:** Other than by use of the Plaistow Recreation Department and Friends of Plaistow Recreation, the concessions stand will not be available for rental until further notice. Policy is to be determined.

### **RESERVATION FEES**

The following fees will be assessed upon approval of Field/Facilities Reservation Request Form. Permit will identify parameters of field usage.

FIELD/FACILITY	Fees for Internal Organization Sun-Mon	Fees for Non-Profit and Other Organizations Mon-Fri	Fees for Non-Profit and Other Organizations Sat - Sun
Ingalls/Smith Field	N/C	\$10.00*	\$15.00*
PARC/Multipurpose Field	N/C	\$40.00*	\$50.00*
PARC/Pavilion	N/C	\$40.00*	\$50.00*
PARC/Baseball 70's	N/C	\$30.00*	\$50.00*
PARC/Baseball 60's	N/C	\$30.00*	\$50.00*
PARC/Softball Lower	N/C	\$30.00*	\$50.00*
PARC / Softball Upper	N/C	\$30.00*	\$50.00*
Recreation Office	N/C	\$40.00*	\$50.00*

*\*(per 2 hour block or fraction thereof)*

Local non-profit type organizations may apply for a waiver or fee reduction by completing a Recreation League Donation Application and submitting it along with the Field/Facilities Reservation Request Form (completion of form does not guarantee a waiver or reduction of fee). Additionally, yearly financial contributions to facility fundraising/improvements by non-profits and schools may be used as a deduction from the facility use fee. All fee deductions must be approved by the Recreation Commission and Director.

#### **APPLICABLE TERMS:**

- **No smoking on the premises.**
- **No alcoholic beverages are allowed.**
- **No vehicles on field areas.**
- **Carry In – Carry Out Policy applies to all personal property and the Town shall not be responsible for any property left on the field/facility.**
- **Carry In – Carry Out Policy applies to all trash, or trash shall be properly disposed of in the on-site trash containers. Users shall not allow containers to be overflowing of trash or for trash to be left in undesignated areas.**
- **Restrooms will remain closed. Portable toilets are onsite from April-October.**
- **The Playground will remain open to the public during all reservations.**
- **User shall be responsible for all sanitization associated with the event.**
- **All NH RSA's and Town of Plaistow Ordinances apply.**
- **No tacks, nails, staples, glue, or duct tape may be used on walls or furniture.**
- **No open flames, except for ceremonial candles.**

#### **ADDITIONAL MAINTENANCE/CLEANING FEES & MISCELLANEOUS FEES**

An additional fee may be assessed for additional maintenance/cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. This fee will be itemized and billed to the reserving organization once the duration of the facility reservation is completed. Minimum fee is \$50.00. Additional fees not listed may be charged to you/your organization for field/facility usage. Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservations.

#### **SECURITY DEPOSIT**

A \$250 security deposit (check or money order) is required at the time of reservation. This deposit will be held until after the event and returned within seven (7) days, provided the facility is inspected and found in acceptable condition.

#### **CERTIFICATE OF INSURANCE**

The Town of Plaistow may require liability insurance for events. If required, renters must provide a **certificate of liability insurance for \$1,000,000 per occurrence**, with the Town of Plaistow named as an additional insured.



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**FIELD/FACILITY RESERVATION REQUEST FORM**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

COMPANY/ORGANIZATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEB-SITE (if any) \_\_\_\_\_

YEAR OF BIRTH: \_\_\_\_\_ to certify that applicant is over 21 years of age

**PHONE:** HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

1 st CONTACT: \_\_\_\_\_ RELATION \_\_\_\_\_

PHONE: \_\_\_\_\_

2 nd CONTACT: \_\_\_\_\_ RELATION \_\_\_\_\_

PHONE: \_\_\_\_\_

**TYPE OF ORGANIZATION:** (please circle)

INTERNAL

LOCAL NON-PROFIT

OTHER

**TYPE OF FIELD/FACILITY REQUESTED:** (please circle)

MULTI-PURPOSE

BASEBALL

SOFTBALL

CONCESSIONS

TENNIS

BASKETBALL

PAVILLION

RECREATION OFFICE

**SPECIFIC SITE REQUESTED:** (please circle)

INGALLS/SMITH FIELD

P.A.R.C.

RECREATION OFFICE

**DAY(S) OF WEEK REQUESTED:** (please circle)

MON

TUES

WED

THURS

FRI

SAT

SUN

**DATE(S) (to/from):** \_\_\_\_\_

**TIME(S)(to/from):** \_\_\_\_\_

**DESCRIPTION OF EVENT**

(USE): \_\_\_\_\_

APPROXIMATE NUMBER OF PARTICIPANTS: \_\_\_\_\_

APPROXIMATE NUMBER OF SPECTATORS: \_\_\_\_\_

ARE YOU CHARGING ADMISSION TO YOUR EVENT? \_\_\_\_\_ IF SO, HOW MUCH: \$ \_\_\_\_\_

Plaistow Recreation Department has a “no child left behind” policy wherein every child that wants to play or participate in an organization can do so regardless of financial ability and/or skill level. Does your organization or specific event apply the same principle, or are participants eliminated through try-outs, ability to pay, etc.? The applying organization (circle one) **DOES DOES NOT** have a similar “no child left behind” policy.

I (We) assume full responsibility for any damages to Town of Plaistow equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that Town of Plaistow, its staff, and members of the Plaistow Recreation Department, (including but not limited to the Recreation Director, Recreation Commission, and any other volunteers and agent of the Recreation Department) will not be held liable for any injury or damage which may occur to me, my guests, and /or members of the above-named organization and or property during our requested use of the facility. Sport groups and organizations not sponsored by the Plaistow Recreation Department must provide a Certificate of Insurance, naming the Town of Plaistow, its agents, servants and employees as additional insured, evidencing the following: Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.

INSURANCE FORM ATTACHED? YES \_\_\_\_\_ NO \_\_\_\_\_

Applicant Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

RETURN FORM(S) TO: Plaistow Recreation Department, 145 Main Street, Plaistow, NH 03865,

Date Received: \_\_\_\_\_ Fee to be assessed: \_\_\_\_\_

Approved by Recreation Director: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Notified? \_\_\_\_\_ How: \_\_\_\_\_ Date: \_\_\_\_\_