

Recreation Field and Facility Use Application Request
Sawyer Park
Town of Kensington, New Hampshire
Rev. 2/1/2018

Please complete this application 2-4 weeks before the event to request use of a Town field, park, building, or other recreational facility. Return your application, rental fee and deposit to Sawyer Kensington Trust, 22 Cottage Road, Kensington NH 03833. You may also email your completed application to: trustee@sawyerkensingtontrust.org. Please submit fees in two checks.

Reservation Procedures

Requests will be classified and handled on an availability basis with the following priorities:

- **Type I:** Programs and activities of the Town of Kensington and those sponsored by the Town of Kensington Recreation Committee have priority use of any and all facilities.
- **Type II:** Kensington Elementary School and Kensington based nonprofit organizations, including but not limited to, youth and/or adult athletic leagues, girl/boy scout groups, church groups, service clubs, civic associations, etc.
- **Type III:** Non-Kensington based non-profit organizations and private individuals or businesses, and all others
- In season sports will take precedent over out of season sports (ie baseball in spring & soccer in fall)
- Sawyer Kensington Trust will collect all requested fees and necessary paperwork prior to facility use. Sports organizations requesting multiple date usages (other than Type I groups defined above) will be required to submit a fee deposit at time application is approved, representing 50% of the total fee to be assessed based on all dates requested
- Failure to pay requested fees timely or submit required paperwork will result in disqualification of request
- The Sawyer Kensington Trust reserves the right to cancel reservations if necessary. If this occurs, the rental group will receive a full refund

Rental Fee Reduction for Certain Non-Profit Groups

In an effort to promote the use of the Park by local non-profit organizations, the Town offers the following rental fee reduction for qualifying organizations: Criteria for fee reduction:

1. Requesting organization is a not-for-profit organization in SAU 16
2. Kensington residents must be among the organization's participating users for the requested event(s). Evidence of this participation must be documented and available upon request by Town
3. Requesting organization must show proof of not-for-profit status
4. Organizational representatives must participate in scheduled park cleanup/field days . If organization does not participate in these scheduled days, they will not be offered fee reduction rate, and will be billed for any balance due the Town.
5. Organization must meet current all other rental application qualifications

To organizations meeting the qualifications, a 20% reduction will be applied to the total field use portion of the rental rate. Applicable light usage fee is not included in the reduction.

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Cleaning Fees & Miscellaneous Charges

An additional fee of \$50.00 per hour of labor incurred will be assessed by the Trust for any additional cleaning and/or repairs required due to failure of the reserving party to thoroughly police and clean areas after use, or by excessive waste/damage to the reserved area, grounds, restrooms, parking areas, field equipment, field lights, etc. The damage/repairs identified and made will be itemized and billed to the reserving organization once the use is terminated and the area is returned to its pre-rental state. Any additional fees billed to the reserving organization that are unpaid will result in legal action to collect fees and will disqualify the reserving organization from any future facility reservations.

Cancellation Fees

- All cancellations made within 12 hour notice will receive a full refund
- Cancellations made with less than 12 hour notice will receive 50% refund
- Exceptions:
 - A full refund will be allowed (field use fee) up to one hour before reservation if ball fields are unplayable due to extreme weather. Reserving organization must contact identified Town official to cancel. If lights have been turned on for a scheduled event before the event is cancelled, the applicable lights use fee will be applied and billed to the reserving organization.
 - If the game has already commenced before the decision to cancel is communicated or lights have been turned on, a 50% field use fee refund will be allowed, however, the lights use fee will be applied and billed to organization.

Rental Rates

Rental Fees AND a minimum refundable security deposit of \$50.00 are required and due at time of reservation submission for ALL park and recreational facility rentals. Please submit in two checks.

Playing Field Fees: Youth Baseball/softball fields and Adult Softball Field

- Resident: \$30.00 per field per hour
- Non-resident and Groups: \$50.00 per field per hour

Multi-Purpose Field:

- Resident: \$40.00 per hour
- Non-resident: \$60.00 per hour

Building Rental Fees:

- | <u>Pavilion</u> | <u>Band Stand</u> |
|----------------------------------|-------------------|
| • Resident: \$25.00 per hour | \$100 per hour |
| • Non-resident: \$40.00 per hour | \$150.00 per hour |

Lights from dusk to 10:00 pm:

- Resident: \$50.00 per field per date
- Non-resident: \$75.00 per field per date

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Parks, Fields and Open Space Rules of Use

- a) Permit required for organized groups of 25 or more.
- b) Alcoholic beverages will be permitted only after securing a permit from the Board of Selectmen. No underage possession or consumption of alcoholic beverages is permitted.
- c) Sleeping during the night time hours is not permitted except by Town Groups with permission from Board of Selectmen.
- d) The park is open from sunrise to 10 p.m. except from December 31st through March 31st when the hours are open dawn to dusk, unless specifically authorized by the Board of Selectmen.
- e) Fires are permitted only after securing a permit from the Town Forest Fire Warden or the authorized deputies.
- f) Grilling permitted only after park use application is submitted and approved by the Board of Selectmen and a permit is approved by the Fire Department.
- g) All bottles, cans, waste and trash must be cleaned up and placed in the dumpster by the recipient of this permit.
- h) No mini bikes, motorcycles or summer recreation vehicles are permitted beyond the parking lot. Violators will be ticketed and towed.
- i) Authorized vehicles only allowed beyond the gate.
- j) Skateboards, rollerblades, and scooters allowed only on skate park area.
- k) Bikes and horses on woodland trails only.
- l) A person may not sell or offer for sale, any merchandise, article or thing in or upon the park without having first obtained a permit from the Town for a specific area.
- m) A person may not indulge in riotous, threatening, or indecent conduct or abusive, threatening or obscene language. Violations will be reported to the Kensington Police Department.
- n) No animal may be brought on park property unless leashed, and at all times entirely within the control of the person bringing it on park property. Poop must be scooped. No animals allowed on playing fields.
- o) **Hours** – Facility use should not extend outside of the hours approved reservation/allocation request.
- p) **Facilities** – The reserved use of Kensington parks and/or Facilities such as a recreation shall be scheduled at the discretion of the Town of Kensington. A reservation confirmation shall be issued specifying the date, time and location of the use and such use shall be subject to any conditions that may be imposed there under.
- q) **Personal Conduct** – No person shall improperly conduct him/herself within the parks so as to annoy or disrupt any other person using the parks.
- r) **Disposal of Waste** – The permit holder will leave the field and surrounding areas in a clean, neat condition. All waste, garbage and recyclables shall be disposed of in receptacles designated for this purpose. If it is necessary for the Town to provide cleaning services following a reserved activity the permit holder may be charged an additional fee (see page 1) and a review of future use will occur.
- s) **Damage to Town Property** – No person shall damage, deface, destroy or remove any park property, including but not limited to: signs, structures, equipment, natural growth or other material. Violators will be billed for damages (see page 1).
- t) **Motor Vehicles** – No person shall operate, stop or park any motor vehicle except in designated areas. Nor shall any person operate any motor vehicle, in a reckless or negligent manner, or in such a manner as to become a nuisance to other park users.

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- a) **Firearms** – No person other than an officer of the law shall carry any firearm within the limits of the without express consent of the Kensington Police Department Chief.
- u) **Sound Equipment** – No person shall use any sound amplification equipment in the parks except by special permission from the Board of Selectmen.
- v) **Explosives and Fireworks** – No person shall have in his/her possession or ignite any fireworks within the parks, fields, or Town owned Facilities.
- w) **Failure to comply with park regulations** may cause the cancellation of reservation and forfeit the use of Town Facilities in the future. Reservations are revocable at any time for any violation of rule, ordinance, or state law.
- x) **Parking** - Parking spaces are available on a first come, first serve basis. In the event there are a number of activities going on at the same time and the lots get full, people may need to park as far away as the parking lot at Town Hall and walk. Parking must be in designated spaces within lines, no parking on grass or street.

PENALTY: Failure to follow these rules will result in notification of the Police Dept., removal from the park, and shall be liable to a penalty of not more than \$100.00 for each offense.

Applicant's Initials _____ **Date:** _____

CONTACT INFORMATION

Name/Organization: _____

Contact person: _____ Address: _____

Phone: _____ Email: _____

Please circle all that apply:

TYPE I II III Single Use Seasonal Use Tournament Use

*rates for seasonal and tournament use vary dependent upon user category and criteria

RESERVATION DETAILS

___ Band Stand ___ Multi-Purpose Field ___ Youth Softball Field ___ Youth Baseball Field ___ Adult
Softball Field

___ Pavilion ___ Grilling Permit Request* Approval for grilling: _____

****Grilling permit requests must obtain a permit from the fire department with Chief True at 603-918-1615.***

Date(s) of Request: _____ Start Time: _____ End Time: _____ Rain Date: _____

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Expected attendance amount: _____ Residents: _____ Non-Residents: _____

Number of automobiles expected: _____ Buses: _____ Vans: _____ Other _____

Is event open to open public? _____ Will admission be charged/amount? _____

Do you request to place any items on site (sign, banner, booth, tent, etc.) Describe _____

Size: _____ Date(s) on site _____

Does your organization have liability insurance? _____ *Please include a copy of certification of insurance for our files.*

*****The applicant must provide a certificate of insurance or request a waiver from procuring insurance when requesting usage of any town property or building and receive approval of such a waiver prior to permission being granted under this application. Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/\$1,000,000 with additional personal injury of \$300,000 AND the Town of Kensington and the Sawyer Kensington Trust listed as additional insured.**

The Town reserves the right to require the applicant to maintain insurance coverage on the day of the event, naming the Town of Kensington, and the Sawyer Kensington Trust as the additionally insured.

All parties using the Town of Kensington Park and Recreation Facilities pursuant to this rental agreement shall possess any and all licenses, rights, or other permission required by law for use of such Facilities. Moreover, in consideration for granting permission to use the Park and Recreation Facilities, the user and his/her/its respective successors and assignees covenants and agrees to indemnify, release and hold harmless the Town of Kensington and the Sawyer Kensington Trust, its officers, agents, and employees, from and against any and all claims, liabilities, damages, costs, losses, expenses, and fees, including but not limited to reasonable attorneys' fees, for personal injury, including death, damage to or loss of property, and claims for worker's compensation whether or not any of the above arise from the negligence of the Town, that user or User's guests or invitees, may incur arising from or related to the User's use of the Facilities.

By signature hereupon you agree to accept responsibility for the activity described above, and attest that all information is true and correct.

Signature: _____ Date: _____

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Trustee Representative:

Application received _____
Date and time By Trustee

Permission issued _____
Date and time By Sawyer Kensington Trust

NEW** PLEASE MAKE ALL CHECKS PAYABLE TO SAWYER KENSINGTON TRUST**** NEW**

**WAIVER OF FEES MAY BE CONSIDERED FOR RECOGNIZED TOWN GROUPS, ORGANIZATIONS, AND
COMMITTEES**

Payment due with application		Total Fees Due	
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