

**Recreation Field and Facility Use Application Request
Kensington Recreation Committee
Town of Kensington, New Hampshire**

Please complete this application 2–4 weeks before event to request use of a Town field, park, building, or other recreational Facility “The Facilities” and return to the Selectmen’s Office, 243 Amesbury Road Unit #6, Kensington, NH 03833.

e-mail: kensington@kensingtontown.com Phone: 603-772-5423, x4 Fax: 603-772-6841

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 the Town of Kensington Recreation Committee will receive priority use of any and all Facilities.

TYPE II: Kensington Elementary School, Kensington 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.

TYPE III: Non Kensington based non-profit organizations and private individuals, businesses and organizations.

- In-season sports will take precedent over out of season sports (i.e., baseball in spring and soccer in fall).
- The Town of Kensington will collect all fees and necessary paperwork prior to Facility use.
- Failure to pay fees or submit required paperwork would result in the disqualification of request.
- The Town of Kensington reserves the right to cancel reservations. If this occurs the rental group will receive a refund.

Cleaning Fees/Damage Deposit

An additional fee will be assessed for any additional 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.

Miscellaneous Charges

Any damage directly incurred as a result of the reserving party’s use of the Facilities (i.e., Lights at field) will be itemized and billed to the reserving organization once the duration of the Facility reservations is completed.

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.

Cancelation Fee: All cancelations made within 12 hours’ notice will receive a full refund; cancelations made with less than 12 hours’ notice will receive a 50% refund. Exceptions: A full refund will be allowed up to one hour before reservation if ball fields are unplayable due to extreme weather. If the game has already commenced, 50% refund or rescheduling will be allowed. Cancelations can be emailed to: kensington@kensingtontown.com

RENTAL RATES

A minimum refundable security deposit of \$50.00 is required for all park and recreational Facility rentals.

Playing Field Fees:

Youth Baseball Field, Youth Softball Field, Adult Softball Field:

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

Building Rental Fees:

Pavilion: Resident: \$25 per hour Non-Resident: \$40.00 per hour

Band Stand: Resident: \$100 Non-Resident \$150

Multi-Purpose Field:

Resident: \$40.00 per hour Non-Resident: \$60 per hour

Lights: from dusk to 10:00pm – Resident: \$50.00 per field Non-Resident: \$75.00 per field

***See Discounted Rates form for those who qualify.**

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 under age 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 Selectmen.
- d) The park is open from sunrise to 10 p.m. except from December 31st through March 31st when the hours are open dusk to dawn, unless authorized by the Board of Selectmen.
- e) Fires are permitted only after securing a permit from the Town Forest Fire Warden or his 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.
- 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.
- n) No animal may be brought on park property unless it is on a leash, 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) **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.
- 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.
- u) **Firearms** – No person other than an officer of the law shall carry any firearm within the limits of the parks.
- v) **Sound Equipment** – No person shall use any sound amplification equipment in the parks except by special permission from the Board of Selectmen.
- w) **Explosives and Fireworks** – No person shall have in his/her possession or ignite any fireworks within the parks, fields, or Town owned Facilities.
- x) **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.
- y) **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 usage

RESERVATION DETAILS

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

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

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

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

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

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.) ___ 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 listed as an 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 as an additional insured.

**Grilling permit requests must be approved by the Board of Selectmen and once obtained, the applicant is responsible to obtain a permit from the fire department.*

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, 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. _____
Signature Date

Application received _____
Date and time By Admin Assist

Permission issued _____
Date and time By Selectmen

**PLEASE MAKE ALL CHECKS PAYABLE TO THE TOWN OF KENSINGTON
 WAIVER OF FEES MAY BE CONSIDERED FOR RECOGNIZED TOWN GROUPS, ORGANIZATIONS, AND COMMITTEES**

Payment due with application		Total Fees Due
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