

TOWN OF GRAFTON RECREATION DEPARTMENT FIELD/FACILITY RENTAL REQUEST FORM



Please return this application, with proof of liability insurance, to Recreation@graffton-ma.gov or hand deliver to 30 Providence Rd, Grafton, MA 01519.

Name of Applicant: _____ Application Date: _____
 Applicant Address: _____ Town: _____ Zip: _____
 Cell Phone: _____ Home Phone: _____
 Email: _____ DOB: _____
 Name of Organization (if applicable): _____
 Organization Address: _____ Town: _____ Zip: _____
 Is your group a 501 (c) (3)? ___ Yes ___ No (if yes, please attach proof)

Type of Activity:

Softball Soccer Lacrosse Tennis Pickleball Frisbee Field Hockey Football
 Baseball Basketball Track and Field Fundraiser Other _____

Date(s) Requesting: _____
 Time(s) Requesting: _____
 Estimated Attendance per date: _____
 Additional Info About Event: _____

Town of Grafton Outdoor Field/Court Rental Request List

LOCATION	SPORT	NOTES	✓ FOR RENTAL
AIRPORT			
Large Baseball	Baseball		
Small Baseball	Baseball		
Basketball Court	Basketball		
BROOK MEADOW			
Soccer Field	Soccer		
FERRY STREET			
Eppinger	Baseball		
McNamara Field	Baseball		
Pickleball 1 (closest to field)	Pickleball	2 hours/ day max	
Pickleball 2	Pickleball	2 hours/ day max	
Pickleball 3	Pickleball	2 hours/ day max	
Pickleball 4	Pickleball	2 hours/ day max	
Softball Field	Softball		
Basketball/Tennis	Basketball/Tennis	Can only reserve 1 event	
PERRY HILL PARK			
Basketball Court			
NORCROSS PARK			
Miner Field	Baseball		
Basketball			
NELSON PARK	<u>Rented through Nelson Trust</u>		

LOCATION	SPORT	NOTES	✓ FOR RENTAL
RIVERVIEW			
Hubbard Field	Soccer		
SILVER LAKE			
Pavilion			

NOTE:

- Town Pavilions (exclusive of Beach Pavilion) and Playgrounds are not available for rent.
- Grafton Recreation does not book fields at any of the schools.

Town of Grafton Outdoor Field/Court Rental Fee Schedule 2023 (fees subject to change)

Fees are based on one-hour reservation unless otherwise noted	Grass Fields	Tennis, Basketball, and Pickleball Courts	Beach Pavilion
Tier 1* Grafton Recreation Programs, Grafton Public School Programs, Town of Grafton Boards or Commissions.	\$0	\$0	\$0
Tier 2* Grafton Youth Sports Groups (Soccer, Baseball/Softball, Lacrosse, etc.)	\$10/hour or per registrant, whichever is less	\$10/hour or per registrant, whichever is less	N/A
Tier 3* Events of educational, recreational, social or philanthropic purposes by Grafton-based non-profit organizations and residents.	\$20/hour	\$20/hour	\$15/hour
Tier 4 Events of educational, recreational, social or philanthropic purposes by non-Grafton-based residents, non-profit organizations or for-profit organizations (Grafton or non-Grafton based)	\$40/hour	\$40/hour	\$30/hour

*The person requesting the permit must be a Grafton resident. Grafton based groups are defined as a group comprised of at least 50% Grafton residents; a roster must be submitted with proof of each participants residency.

Priority for facility usage is as follows:

1. Grafton Recreation and Town Programs
2. Grafton Public Schools
3. Town Youth Sport Organizations
4. Town Adult Sport Organizations
5. Other

Town of Grafton Outdoor Field/ Court Rental Rules

Please enjoy the benefits of using the athletic facilities by following the rules for the safety of the users and protection of athletic surfaces.

General Rules and Regulations

- Natural fields and court are available for rent from April 1-November 15. The Recreation and Parks Department may exercise discretion to delay opening of the natural fields due to soil temperature and saturation.
- Fields and courts are open from dawn to dusk unless specifically permitted or reserved for use with outdoor lighting;
- The placement of storage containers or other objects, including portable bathrooms, is prohibited without prior, written approval of the Town
- The use of drones or similar electronic and/or remote-controlled devices is prohibited without prior, written approval by the Town;
- Permitted events will take precedence over general public use
- Dogs and other pets are prohibited on Town athletic fields, courts, and parks. Service animals are welcome
- The use of alcohol, tobacco, and/or controlled substances on fields and courts and in their immediate vicinity is prohibited
- There is no grilling allowed on Town property (exclusive of Silver Lake Beach).
- Serving food to the public on Town property is prohibited without a food permit through the Grafton Board of Health.
- Applicant understands that it is against the law to make a profit on Town property. Fundraisers need prior approval. Money-raising events, projects, or programs except those ancillary to the program or event are prohibited (ie. Concession stand operated by Little League is permissible).
- No general admission fees may be charged by any group or individual for any event or meeting nor any collection of money be taken or donations requested. Exceptions may be made on a case-by-case basis, with the approval of the Town Administrator and Select Board.
- Guns, weapons, and gambling are prohibited on Town property
- The hanging of signs, banners, etc. is prohibited without prior, written approval from the Recreation Committee and the Department
- The driving or parking of vehicles on fields or courts is prohibited
- All functions must begin and end on time. If an event runs later than scheduled an addition fee will be charged by the hour.
- Use of special equipment requires prior approval (music equipment, tents, food, vendors, etc.)
- Discriminatory acts and/or language toward anyone on the basis of race, ethnicity, religion, or gender is prohibited
- Reallocation or “subletting” of a permitted or reserved field or court by the permit/reservation holder for any reason is prohibited. Permitted or reserved fields or courts that will go unused by the permit/reservation holder should be yielded back to the Department
- A certificate of insurance must be submitted from the organization/applicant. The general liability coverage must be for a minimum of \$1,000,000 and the Town must be named as additionally insured
- An associated roster from the organization or league must be submitted to authenticate the residency requirement for their proper tier. A copy of participant’s driver’s license or other form of identification may be required
- The permit/reservation holder is responsible for ensuring that the field or court is clean and there is no litter or garbage left after use
- The permit/reservation holder is responsible for any damage to the field or court or the immediate vicinity that occurs during their permitted day/time
- The permit/reservation holder will honor any field or court closures as made by the Department, DPW, the Department of Health, or any other Department or Board of the Town of Grafton.

- The use of fields when standing water is present, during heavy rain, or following heavy rain, is prohibited. It is responsibility of the organizations/coach to cancel the event during such conditions.
- Applicant and other participants will be using the facilities at their own risk.
- Applicant understands that the Town makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application.
- Rental includes basic landscaping services. Applicant may, at their own expense, provide additional landscaping services on fields they are using, with explicit permission for the Town. Companies who provide those services must provide general liability coverage for a minimum of \$1,000,000 and the Town must be named as additionally insured.
- Any amusement equipment, including bouncy houses, must be rented through a licensed inflatable business. A copy of the business certificate must be given to the Recreation Department.
- Applicant understands that they must provide their own portable restrooms for events hosting more than 50 participants between October 1-April 1. For fields that have permanent restroom, parties shall lock premises after use and are responsible for cleaning after each use.
- Applicant understands that they are responsible for working with DPW to address field needs, as necessary, which may include additional fees outside of the Recreation Department's fees.
- Grafton Recreation reserves the right to refuse or revoke permits for any reason.

Cancellation Policy

- Renters are asked to inform the Recreation Department of any cancellations 48 business hours prior in order to receive a refund.
- The Recreation Department will contact renters ahead of time if fields are closed.

Supervision

- All applicants must be at least 18 years of age and must be present through the entire rental period.
- A police detail may be required for any events expecting more than 50 participants, or at the discretion of the Recreation Department. The cost of such detail will be paid by the renter.
- Any events that are held for school age children grades K-12 must provide a ratio of 1:15 (chaperone to participants).
- Police should be called during an event if renter or facility safety is in jeopardy.
- If any issues arise, renters are asked to call the Recreation Department, Monday through Friday 8:30am-4:30pm at 508-839-8507.

Town of Grafton Outdoor Field/Court Rental Use Agreement

Applicant agrees to be bound by the Grafton Recreation Field/Court Rental Use Agreement regulations and policies. Violation of any of these regulations and policies may result in immediate termination of the event, legal responsibility for damages, and forfeit of future use of the facility. To the fullest extent permitted by law, applicant agrees to defend, indemnify and hold the Town of Grafton, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or in any way related to the activities of applicant and participants during the use of the facility under the terms of this application. Applicant understands that the Town of Grafton and Grafton Recreation are not sponsors of this activity nor will they provide any supervision of the activity. Applicant understands that the Town makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk. All applicants must provide proof of insurance issued by insurance companies eligible to issue policies in the Commonwealth of Massachusetts and acceptable to the Town in the amount of at least \$1,000,000 per occurrence for Comprehensive General Liability. The Town of Grafton must be named as additionally insured on all policies, on a primary and non-contributory basis.

Signature: _____ Date: _____