Town of Lunenburg
Recreation Department

Recreation Department
520 Chase Rd.
Lunenburg, MA 01462
kdeveau@lunenburgma.gov

Recreation Field/Facility use Policy

This policy applies to all Town of Lunenburg fields, Park/Playgrounds, and courts under the Parks Commission. All guidelines included in this policy must be met or the Recreation Department/Parks Commission has the right to revoke use of the requested facility by applicants.

The Recreation Department will make every reasonable effort to treat all organizations, teams, and individuals requesting field/facility usage in a fair and equitable manner when establishing priorities for use. Further, all players, coaches, and spectators are expected to abide by generally accepted standards of good sportsmanship; as well as standards set forth by youth groups. User groups must allocate facility usage so as not to discriminate on the basis of disability, gender, race or religion.

Applications

All users, regardless of user type, MUST complete a Field/Facility use form. Completing a Field/facility use form does not guarantee field or facility space.

Submitting Applications:

1. Applications must be submitted to Kayla Wright, Director of Recreation.
2. Applications may be submitted via e-mail at kdeveau@lunenburgma.gov or by appointment. Telephone reservations will not be accepted.
3. All applicants and/or designated representatives must be at least 18 years of age or older and must be present throughout the entire use of rental period.
4. Applications must be filled out completely, including proper contact name, phone number, e-mail, etc. Applications must be submitted during the appropriate timeline or a minimum of 2 weeks before you wish to use the field.
5. Initial rosters, and a certificate of liability listing the Town of Lunenburg as additionally insured are due at the time of your request. Fees are due prior to the start of your season. If proper information is not received within the time period your request will not be approved and you will not be granted use of the fields. Final rosters are due within two weeks of the season start date.
6. No events may begin before 8:00am or past dusk.
7. All applications must state the actual time you wish to use the field/facility. NO BLOCK RESERVATIONS. If you are requesting multiple locations, please submit an actual schedule for each field.
8. Field permits may not be “sublet”, and must be utilized by the users stated on the application.
9. A separate application must be submitted for each field/facility/park you wish to use. Multiple fields at one location will be considered one request.
10. Fields are requested and paid for by season, Spring April 1 (weather permitting) – June 30, Summer July 1-August 31, Fall September 1 – November 1 (weather permitting).
11. Applications are not confirmed until application has met all requirements and receives the official permit; no groups should be on the field without a permit.

User Priority

Reservations will be accepted on a first come first serve basis and will be considered for all reservations according to the following priority list:

1. Lunenburg Recreation Department
2. Lunenburg School Department K-8 & Lunenburg High School
3. Lunenburg Youth Organizations – Non-Town Sponsored youth groups must contain a minimum of 80% Lunenburg residents on rosters to receive this priority level.
4. Lunenburg Adult Organization – To receive this priority level your roster must contain a minimum of 50% Lunenburg Residents.
5. Lunenburg Based Businesses – Any business based in Lunenburg MA.
6. Non-Lunenburg Youth Organization – If you do not meet the 80% Lunenburg youth residents, you fall in this category.
7. Non-Lunenburg Adult Organizations – If you do not meet the 50% Lunenburg Adult residents, you fall into this category.
8. Camps & Clinics/Club teams
9. All other

When to Apply

To receive priority use according to the above priority user list, you MUST submit an application by the following dates. Any request submitted after the dates below will be considered on a first come first serve basis, not following priority of use.

Field/Outdoor Facility

Season	Application Submission	Permit Issued
Spring	January 1 – March 1	March
Summer	April 1 – June 1	June
Fall	June 1 – August 1	August

Fees & Classification

All fees and charges are based on operational costs, administrative costs, preparation/set up costs, staff, clean-up, field maintenance, field expenses, capital projects, and equipment replacement costs. The fees are established by the Town of Lunenburg Park Commission and reviewed on an annual basis. The fees and charges set forth are non-negotiable and include all fields and courts in Town under the Park Commission. All charges are subject to a 1 hour minimum.

- Town Recreation Programs – No charge
- Lunenburg K-8 Public Schools/LHS – No Charge
- Lunenburg Youth Organizations - $20 per child/sport/season
- Lunenburg Adult Organizations - $25 per person/sport/season
- Nonresident Youth Organization - $30 per child/sport/season

- Nonresident Adult Organization - $35 per person/sport/season
- Outdoor Camp - $15 per person/sport/season. Camps must provide operational permit from Board of Health.
- Jamboree/Tournament - $10 per person
- Grass Fields Resident one time usage - $50 per hour, with a 1 hour minimum, maximum of two consecutive days or two dates within a two week period to be considered one time usage
- Grass Fields Nonresident one time usage - $70 per hour, with a 1 hour minimum, maximum of two consecutive days or two dates within a two week period to be considered one time usage
- Outdoor Basketball Court Resident - $15 per court, per hour, per season
- Outdoor Basketball Court Nonresident - $20 per court, per hour, per season

Liability & Insurance

All organized groups requesting field or facility usage is required to provide a Certificate of Liability as well as a waiver prior to scheduled usage.

1. Certificate of Liability, listing the Town of Lunenburg as additionally insured is required within two weeks of the preliminary approval of Field/Facility usage. Insurance policies must have a minimum of $1,000,000.
2. All applicants will be responsible for any and all damage to the Town of Lunenburg premises, equipment, and property. If after an activity, additional maintenance is required (in excess of normal services), the applicant will be charged accordingly.
3. The applicant will be held responsible for all actions, behaviors and damages caused by his/her guests/attendees.
4. The Recreation Department reserves the right to revoke any permit(s) issued due to a group causing damage to any field/facility or inappropriate behavior or activities caused by the groups use.
5. The Recreation Department reserves the right to revoke any permit(s) issued due to organized usage outside of permitted allowance.

Field Lining & Maintenance

Seasonal permits are responsible lining fields, plans should be submitted to the Recreation Department well in advance of the season.

Users are responsible for taking any and all trash out of the field with them.

Any and all maintenance issues should be reported promptly to the Recreation Department.

Field Closure Guidelines

All recreational fields in the Town of Lunenburg are closed from December 1 to March 31 for organized non Town recreation activities**;** opening and closing dates for fields are subject to change based on weather and field status. To prevent damage and for safety reasons, the fields are not to be used during rain or wet conditions. Please do not allow your participants to play in any unsafe conditions.

The Recreation Department follows the below guidelines when determining field status:

1. If a footstep leaves an impression on the turf or if the grass is removed easily with a cleat, it is considered a wet field.
2. Standing puddles of water on a field, is considered a wet field.

3. Footing is slippery and unsafe.
4. Ground is water logged and squishy.
5. Lightening or thunder is present or serve weather is expected.
6. Unsafe facility conditions, such as, exposed stones, severe holes/dips, glass, etc.
7. Frozen fields.

Field status is determined by the Recreation Director, considering many factors, user safety being the main concern. Any team caught playing on a closed field, may forfeit their permit for that field for the remainder of their season.

It is the responsibility of field users to check the Recreation Department website, www.LunenburgRecreation.com, in the case of inclement weather. The Recreation Department will do their best to contact user groups in the event of field closure; however, it is the responsibility of the user group to check the field status. Field status, in the case of inclement weather, will be posted online by 1:00pm. If there is a question regarding current field status, please contact the Recreation office, kwright@lunenburgonline.com.

Cancellations & Refunds

The Town of Lunenburg Recreation Department does not give credits or refunds for fields that cannot be used due to weather or natural conditions. If an event is cancelled due to weather, every effort will be made to reschedule the event for a later date; however a reschedule date is not guaranteed and a reschedule date will not bump a previously scheduled event. Refunds will only be given if the request is in writing at least 3 weeks prior to the start date and is at the discretion of the Park and Recreation Department.

General Rules & Regulations

The Town of Lunenburg Park Commission and The Director of Recreation retain the right to set conditions and requirements suitable for safe, reasonable, and orderly use of the park, fields, and facilities. Violation of the rules and regulations may result in the user permit being revoked.

1. Any person (s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.
2. Permit holders are only to use those fields specifically designated on the permit. There may be another group following yours, so it is essential that the field is vacated by the scheduled ending time.
3. No Events may begin before 8:00am or after dusk.
4. Gambling on Town property is prohibited.
5. The reservation is for field use only. Field permits are issued "AS IS": bases, goals, balls and other equipment are not included in the permit.
6. Vehicles may not be driven or parked on turf areas, sidewalks, service driveways, or emergency zones.

7. When minors are using a facility, they are required to have adult supervision on a basis of 1 adult to 15 minors
8. All trash must be taken off the field and home with users, fields are carry in/carry out.
9. There is no alcohol or tobacco consumption allowed on Town owned property.
10. The Town of Lunenburg carries no medical insurance for users of its facilities. Users participate at their own risk of injury.
11. There is no subletting of any field or facility in the Town of Lunenburg. Permit holder or their designee must be present on site during the field or facility usage.
12. Full responsibility and financial liability for any property damage will be assumed by the user group.
13. No electrical apparatus shall be connected to or operated at Town facilities unless it is first approved by the Director of Parks and Recreation and the Fire Chief if necessary.
14. There is no grilling (either gas or charcoal) allowed at all field/facility in town.
15. The permitted user is solely responsible for compliance with all applicable laws and regulations, including but not limited to the following:

    a. Lunenburg Board of Health

    b. State Department of Public Safety regulations

    c. State and Local Fire Laws

    d. State and Local Law enforcement regulations

    e. Internal Revenue Service regulations

    f. CDC

16. The permitted user must be present throughout the time the facilities are being used. The permitted user is responsible for the decorum of the permitted user's group, including spectators
17. The Director of Recreation reserves the right to close any field or facility due to inclement weather or safety conditions.