

# Town of Cabot

## Recreation Committee Facility and Field Use Policy

### I. PURPOSE:

The purpose of the Recreation Committee Facility and Field Use Policy is to maintain a fair and equitable process in which all fields and facilities are assigned to those making request.

### II. APPLICABILITY:

This Policy applies to all Organizations being of public or private, being of residence of Cabot or non-residence of Cabot requesting the use of the Little League ball field, the main recreation field or the pavilion in conjunction with the main recreation field.

- a. All entities and/or organizations must fill out an application for the Facility or Field use form (SEE ATTACHED) and submit to the Recreation Committee for approval.
- b. Proof of insurance must be provided even if insurance is provided by the Town of Cabot or the Cabot School. Any event not covered by the Town or the School, shall list the Town as an additional insured.

### III. DEFINITIONS:

- a. Seasonal dates:
  - i. Spring – April 15<sup>th</sup> to June 15<sup>th</sup>
  - ii. Summer – June 16<sup>th</sup> to August 15<sup>th</sup>
  - iii. Fall – August 16<sup>th</sup> to October 31<sup>st</sup>
  - iv. Winter is November 1<sup>st</sup> – April 14<sup>th</sup>
- b. Application due dates:
  - i. Spring Field(s) use request are due December 31<sup>st</sup> \*
  - ii. Summer Field(s) use request are due March 31<sup>st</sup> \*\*
  - iii. Fall Field(s) use request are due June 15<sup>th</sup> \*\*\*

**NOTE:** \* Request can be submitted until June 8<sup>th</sup> but fields may not be available.

\*\* Request can be submitted until August 8<sup>th</sup> but fields may not be available.

\*\*\* Request can be submitted until October 24<sup>th</sup> but fields may not be available.

- c. Recreation Committee response dates:
  - i. Spring Field(s) use replies are due Feb 15<sup>th</sup>
  - ii. Summer Field(s) use replies are due May 15<sup>th</sup>
  - iii. Fall Field(s) use replies are due July 31<sup>st</sup>

- d. A Town organization is one that has 40% of the registered participants are residents of the Town of Cabot.

#### IV. FIELD(S) SCHEDULE:

- a. The Recreation Committee will take all application forms and put together a field / facility schedule that best meets the need of all organizations in town and out of town applying for use of Cabot fields and facilities. Emergencies and/or special occasions may occur which could cause the bumping of a regularly scheduled event. The Recreation Committee shall have the authority to rearrange in the case of emergencies and/or special occasions. Conflicts that cannot be resolved between the Recreation Committee and the applying organization may be taken to the select board. The Selectboard will have the final say on any conflicts brought to the Selectboard.
- b. The fields and pavilion schedule will be recorded on a calendar and made available both on the school and Town web site. The main recreation field will be designated as RF on the calendar. The Little League ball field will be designated as LL on the calendar. The pavilion will be designated as PAV on the calendar. Scheduled events will appear on the Calendar as date, location, a short description, begin time and end time. **For example:** June 1, 2017 RF- Varsity Softball Practice 3:00 – 5:00PM / RF – Ultimate Frisbee Club Practice 5:15 – 7:00PM / LL – Major Baseball practice 3:30 – 5:00PM / LL - Farm team practice 5:30 – 7:00PM

#### V. FIELD(S) MAINTENANCE:

- a. Under the authority of the Selectboard, the recreation committee is responsible for the maintenance of the main recreation field, little league field, and pavilion. Field maintenance is to include seeding and sod if needed, mowing, the application of lines of fields of play for soccer, baseball, softball, lacrosse, ultimate Frisbee, etc. Maintenance also includes the upkeep of all fences, backstops, dugouts, benches, building siding, roofing, exterior painting, etc.
- b. Fields may be closed for a period of time due to maintenance or emergency situations that are out of the Recreation Committee and/or Selectboard's control. All organizations shall be notified if and when fields and facilities are unavailable for an extended period of time.
- c. Currently the Town does not charge fees for use of any of the field facilities. All organizations requesting to use fields are asked to participate in all recreation field maintenance activities coordinated by the Recreation Committee.

VI. FIELD(S) EQUIPMENT:

- a. Soccer Goals: Care should be taken when moving them and they should only be moved when necessary using the appropriate number of person and or equipment.
- b. Back Stops: Verify bottom wires are impermeable and balls cannot go through. Verify all wires are covered or protected from becoming scratching hazards.
- c. Benches, Dug Outs, Bases and equipment should be properly stored and all trash should be properly disposed of after each use.

VII. POLICY ADOPTION:

This policy is hereby adopted by the Selectboard of the Town Of Cabot, Vermont, this 11<sup>th</sup> day of July, 2017 and is effective as of this date until amended or repealed.

APPROVED BY CABOT SELECTBOARD MEMBERS ON JULY 11<sup>TH</sup>, 2017.

Bernie Shatney Bernie Shatney

Fred Ducharme Fred Ducharme

Jack Daniels Jack Daniels

Michael Hogan Michael J. Hogan

Ted Domey Ted Domey

## Town of Cabot Recreation Committee Facilities and Field Application.

Applicant Name (must be 18): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Address of Organization: \_\_\_\_\_  
 Type of Activity: \_\_\_\_\_  
 Type of Field Requested: \_\_\_\_\_

Activity Start Date: \_\_\_\_\_ Activity End Date: \_\_\_\_\_  
 Activity Start Time: \_\_\_\_\_ Activity End Time: \_\_\_\_\_

Number of People Attending Activity: \_\_\_\_\_

Will there be Fees and/or Sales? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, briefly describe: \_\_\_\_\_

Is your Organization non-profit? YES \_\_\_\_\_ NO \_\_\_\_\_

Does Your organization have Liability insurance? YES \_\_\_\_\_ NO \_\_\_\_\_

**Organization must show proof of insurance before activity starts.**

**Facility/Field(s) Requested – Circle FIELD and DAY requesting.**

<b>Main Rec Field:</b>	SATURDAY	SUNDAY	M / T / W / Th / F
<b>Little League Field:</b>	SATURDAY	SUNDAY	M / T / W / Th / F

**NO GLASS BEVERAGE CONTAINERS ARE ALLOWED ON THE PLAYING PORTIONS OF THE MAIN REC FIELD OR LITTLE LEAGUE FIELD.**

Is alcohol being consumed as part of the activity? YES \_\_\_\_\_ NO \_\_\_\_\_

All trash and recycling from the scheduled event must be placed in the receptacles or dumpster at the end of the event.

**Fee Schedule:** Currently there is no fee to use either the main recreation field or the little league field.

All parties using the Town of Cabot Recreation Committee fields and/or facilities pursuant to this rental agreement shall possess any and all licenses, rights, or other permission required by law to prevent infringement and/or the unauthorized use of any trademarks, copyrights, and/or other intellectual property rights. Moreover, in consideration for granting permission to use the Recreation Committee fields and/or facilities, the user and his/her/its respective successors and assignees covenants and agrees to indemnify and hold harmless the Town of Cabot, its officers, agents, and employees, from and against any and all claims, damages, costs, losses, expenses, and fees, including but not limited to reasonable attorneys' fees, it may suffer as a result of any and all claims, demands, costs, liability, or judgments against it for alleged infringement and/or unauthorized use of any trademarks, copyrights, and/or other intellectual property rights arising from or related to the user's use of the fields and/or facilities.

By signature hereupon you agree to accept responsibility for the activity described above and for the security of the building upon completion of the activity.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

\_\_\_\_\_ FOR REC COMMITTEE USE ONLY \_\_\_\_\_

Name of Field / Facility: \_\_\_\_\_

Name of Field / Facility: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

ON FILE:

INSURANCE WAIVER: \_\_\_\_\_

Date received

	DATE	TIME	BY
Application Received:			
Application Approved:			
Application Not Approved:			

Comments: \_\_\_\_\_

Retain Original

Copy to Applicant