



FIELD & FACILITY USAGE APPLICATION

The Town of Jaffrey Parks & Recreation Department provides, for a fee, private use of Town owned recreational properties. Fees for private use are detailed below and support the upkeep of Town owned recreational fields and facilities.

Organization Name _____ Date _____

Address _____

City, ST _____ Zip _____

Telephone # _____ E-mail _____

Contact person: _____ Telephone # if different _____

Field and/or facility requested:

___ Community Park – 60’ baseline softball diamond

___ Humiston Park – 90’ baseline baseball diamond

___ Community Park - Press Box

___ Humiston Park – Grass Field only

___ Contoocook Beach - Concession Stand (off-season)

___ Humiston Park - Press Box

___ Shattuck Park (Thorndike Pond)

___ Humiston Park – Program Building

___ Other/Not Listed: _____

___ Downtown Common/Gazebo/Bandstand

Date(s) requested _____

Time requested* _____

Rain date(s) requested _____

Time requested*: _____

**Set-up and clean-up times must be included to allow back to back scheduling.*

Expected attendance amount _____ Key requested: _____

Description of event: _____

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status. The Town of Jaffrey is an equal opportunity employer.



Is your organization within the Town of Jaffrey, NH? ___ yes ___ no

Type of organization: ___ private ___ non-profit ___ municipal ___ educational ___ charitable ___ other

Is your organization open to the general public ___ yes ___ no

Does your organization require dues? ___ yes ___ no If yes, amount \$ _____

Do you plan on charging admission? ___ yes ___ no If yes, amount \$ _____

Additional information or comments: _____

USER FEES

Fees will not be charged to any programs that are sponsored by the Town of Jaffrey or SAU 47. The fees for all other groups are as follows:

- Full day park use (Humiston; Community; Shattuck): \$150.00 per day (5 or more hours)
- One season field use: \$150.00 per team for 8 weeks of 3 hours of use per week
- Press box: \$25 per day
- Concession stand: \$25 per day
- Non-returned/Lost Key Fee: \$25 per key
- Humiston Park Program Building: \$25 security deposit; \$50 for 4 hours; \$10 each additional hour
- Pavilions/Downtown Common Gazebo: \$25 security deposit; \$35 for 4 hours; \$10 each additional hour

RENTAL PROCEDURES

- Applicant must submit User Agreement no less than two (2) weeks prior to event.
- Payment of all fees and deposit must be made with application.
- Once your application has been approved you will receive notification via telephone or email.
- All applicants must provide the Town of Jaffrey with a Certificate of Liability, listing the Town as the "Additional Insured" in the amount of \$1,000,000.
- The security deposit may be refunded all or in part, within 14 days of the last date listed for the event, subject to an inspection after the event.

The Town of Jaffrey reserves the right to reduce or waive the fees for groups that may not have the ability to pay or adjust the fee when usage times are different from those listed above.

POLICY AND REGULATIONS FOR FIELD & FACILITY USE

- The Jaffrey Parks and Recreation Department shall be responsible for assigning fields. Priority is given to Town sponsored programs, then SAU 47 sponsored programs, then Jaffrey based non-profit groups, then all other users.
- User agreements may only be made by someone 21 years of age or older. A person at least 21 years of age must supervise events, including underage children during time of use.
- Applications must be submitted no less than two (2) weeks prior to dates requested.
- Forms will be signed by Jaffrey Parks and Recreation Director or designee and kept on file.
- Parks and Recreation sponsored events take precedence over all other requests for usage.

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- All users are responsible for their own set-up and clean-up.
- It is the responsibility of the user to supply material and line fields for athletic games.
- The facility must be left in the same condition it was in prior to your function.
- It is the responsibility of the user to report any problems or damage to the Parks and Recreation Department.
- Storage space for user groups is not available. All personal equipment must be taken with you (including food and drinks). The Parks and Recreation Department is not responsible for any items left behind.
- Alcoholic beverages or controlled substances are not permitted at any of the named sites at any time.
- Dogs are prohibited from Town of Jaffrey Recreational properties per Town Ordinance.
- Building occupancy limits must be adhered to in accordance with the rulings of the Fire Marshall.
- The time limit for use of the building is no earlier than 7:00 am and no later than 10:00 pm.
- User will assume responsibility for any damage which may occur during use.
- User is responsible for returning the property to the condition in which it was found upon arrival. Extra charges may be assessed for janitor services if required upon post-event inspection.
- Scotch tape, tacks, etc. cannot be used on the walls.
- Thermostats are to be returned to the temperatures as posted next to their locations in each room of the Humiston Field Program Building.
- EXIT lights are to be left on at all times.
- Keys are provided for the use of the contracted facility user only.
- Users are prohibited from making copies of keys to any Town of Jaffrey recreational properties.
- If it is necessary for a Recreation Department employee to be present during your event, the applicant must cover the hourly rate (\$35 per hour with a minimum of 2 hours charged per day).
- Applicants must submit completed Application, Certificate of Liability Insurance, and any necessary fees.
- The Recreation Department reserves the right to cancel or deny use of the facility to anyone, at any time at their discretion. All deposits and fees will be returned.
- A cancellation fee equal to 50% of the usage fee will be assessed to the user group if cancellation occurs less than one week prior to the event.

POLICE SERVICES REQUIRED

Depending on the type of event, police coverage may be mandated by the Jaffrey Parks and Recreation Department and/or Jaffrey Police Department. It is the responsibility of the user to contact the Jaffrey Police Department to verify if a police officer must be present and to schedule and pay for special police duty.

NOTE

Handicap accessibility is limited at some recreational facilities. Please inquire about the accessibility of the specific location you would like to use. Any exceptions or variations to this Agreement will require the approval of the Recreation Director. The aforementioned regulations for the use of all Town recreational fields and facilities are subject to adjustment by the Recreation Director.

CONTACT

Please contact the Jaffrey Parks and Recreation Department with any questions concerning the use of Town recreational fields and facilities. Jaffrey Parks and Recreation Department by email: recreation@townofjaffrey.com or phone: 603-532-7863. Office hours are Monday – Thursday 8am-1pm, Fridays 8am-12pm; afternoons by appointment.

28 Main St, Jaffrey New Hampshire 03452



✉ : recreation@townofjaffrey.com 🌐 : jaffrey.recdesk.com ☎ : 603-532-7863

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND IT IN FULL.
I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED.

Signature of authorized agent

Date



GENERAL RELEASE AND INDEMNIFICATION AGREEMENT

This Agreement dated _____ is between _____ and the Town of Jaffrey, NH (hereinafter referred to as Town). I/We are requesting permission to use the _____. In consideration of the Town permitting _____ to use the _____ I/We do[es] hereby knowingly and voluntarily remise, release, acquit, and forever discharge and further agree to hold harmless, defend and indemnify the Town, its boards, officers, agents, employees, volunteers, and their successors and assigns, of and from any and all manner of action and actions, cause and causes of action, suits, damages, judgments, executions, claims for personal injuries, property damage and demands whatsoever, in law or in equity which he/she had, now has or which her/her heirs, executors or administrators hereafter can, shall or may have against the Town for any matter arising from or relating to use of _____ in connection with this application and agreement.

The requesting organization assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damage(s) incurred.

No vehicle traffic is permitted on the grass areas of the park grounds. The Town of Jaffrey reserves the right to bill your organization for any unforeseen expenses or damages to our property. There are NO alcohol beverages allowed on Town property.

I agree that the use of Town premises pursuant to this application and agreement shall be in compliance with and subject to the Policy and Regulations for Use of Town Fields and Facilities and all applicable local, State, and Federal law.

I understand that the Town of Jaffrey, NH reserves the right to remove any signs, banners, tents, etc. that are NOT removed by the specified date on this application. A fee shall be charged for this.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND IT IN FULL.
I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED.

Signature of authorized agent Telephone number Date

Mailing address City/Town State/Zip code

Do not fill in below (FOR OFFICE USE ONLY)

Approved: _____ Denied: _____ Date _____ Usage fee charge: _____

JPRD comments: _____
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