



# Town of Mansfield

6 Park Row, Mansfield, Massachusetts 02048

## Parks & Recreation

Sherrri Hutton Gurnon, Director

### 2023 USE OF FACILITIES APPLICATION

Facility Name \_\_\_\_\_ Area Requested \_\_\_\_\_

Name of Event \_\_\_\_\_ Purpose of Event \_\_\_\_\_

Private Event \_\_\_\_/\_\_\_\_/\_\_\_\_ Fund Raiser \_\_\_\_/\_\_\_\_/\_\_\_\_ Youth \_\_\_\_ Adult \_\_\_\_ Mixed Ages \_\_\_\_  
Yes No Yes No

Day of the week \_\_\_\_\_ Beginning Time \_\_\_\_ Ending Time \_\_\_\_ Include preparation/cleanup time needed.

Date(s) Requested \_\_\_\_\_ Rain Date(s) \_\_\_\_\_ Expected Attendance \_\_\_\_\_

For multiple dates, as with leagues, list all the dates, days and times on a separate sheet of paper and be exact.

Do not book a facility unless you plan to use it.

Make Your Event a Green! The Mansfield DPW will lend you recycling bins.

Please inquire at the DPW office at Town Hall, call 508-261-7335, or email beautify@mansfieldma.com.

Equipment Requested \_\_\_\_\_

Park Assistant Needed \_\_\_\_/\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Yes No

**- All permit holders are required to submit an insurance liability statement naming the Town of Mansfield as an additional insured on a primary and non-contributory basis with a Waiver of Subrogation in the favor of the Town of Mansfield for a minimum of one (1) million dollars, before a permit will be issued**

**- The applicant understands, by his/her signature, that h/s will be held responsible for all fees incurred and the equipment supplied to h/h by the Park & Recreation Department and that it will be replaced by h/h if damaged, lost or stolen**

**- Any returned checks will be subject to a \$25 non-refundable service charge**

**- Any delinquent fees over 30 days will influence future applications for field use**

**- Additional personnel, such as a Park Assistant or Police Detail, will be paid by the applicant/organization.**

**- Town ByLaws, Chapters Six and Eleven - Police Regulations - will be observed; please call for a complete copy of these Town By-Laws**

**- If food is to be served or sold at your event, contact the Board of Health for a permit: 508-261-7366**

Organization \_\_\_\_\_ Person in Charge \_\_\_\_\_

Phone \_\_\_\_\_ / \_\_\_\_\_  
Cell Work

Mailing Address \_\_\_\_\_  
# Street Town Zip Code

Signature \_\_\_\_\_ Email Address \_\_\_\_\_ Date \_\_\_\_\_

**FACILITIES – Check all areas and facilities needed. Use one form for each facility.  
CHECK ALL AREAS AND FACILITIES NEEDED:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Memorial Park</b>         | <input type="checkbox"/> <b>Hutchason Property</b> | <input type="checkbox"/> <b>Plymouth Street</b>                |
| <input type="checkbox"/> Soccer Field                 | (Rte. 106 Fields)                                  | <input type="checkbox"/> Turf Field (Special use requirements) |
| <input type="checkbox"/> Football Field               | <input type="checkbox"/> Multi-Purpose #1          | <input type="checkbox"/> Multi Purpose Field #2                |
| <input type="checkbox"/> Baseball Field               | <input type="checkbox"/> Multi-Purpose #2          | <input type="checkbox"/> Multi Purpose Field #3/4              |
| <input type="checkbox"/> Softball Field               |  | <input type="checkbox"/> Tennis Courts (4)                     |
| <input type="checkbox"/> Tennis Courts (6)            |  | <input type="checkbox"/> Baseball Field (Off Line)             |
| <input type="checkbox"/> Basketball Courts (2 max.)   |  |  |
| <input type="checkbox"/> Practice Field (Limited Use) |  | <input type="checkbox"/> Fultons Pond                          |
|   |  | <input type="checkbox"/> South Common                          |

Other Park Area(s) - Please describe \_\_\_\_\_

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Office Use Only - Date Received \_\_\_\_\_ Approved/Denied by \_\_\_\_\_ Date Permit Issued \_\_\_\_\_

The following fee schedule, rules and regulations have been approved by the Town of Mansfield Recreation Commission for the use of Memorial Park, Plymouth Street Recreation Facility, Hutchason Property, Town lands and appropriate recreation areas and facilities:

**Rules, Fees and Regulations for Reservations:**

1. Requests for reservations should be received at least three (3) months prior to date(s) requested and will be reviewed according to the established priority list.
2. Approved requests will be confirmed and a permit issued.
  - a. You will be notified if your request has been approved and/or denied. Permits will not be issued until the fee is paid. Make check(s) payable to: Town of Mansfield.
  - b. If reservations are requested, approved and permitted and not used or cancelled 24 hours before use, you will be charged for the use of the facility.
3. Permits are not transferable. The PERMIT HOLDER must be a participant in the use of the field/facility.
4. Rainouts and postponements may be rescheduled by contacting the Park & Recreation Director. The Park and Recreation Department does not guarantee the rescheduling of rainouts or postponements and will not refund any fees paid after a facility was reserved and not used. Please bring your permit with you to the facility to avoid confusion of area use.
- 5. All permitted parties are responsible for the removal of all trash generated during the permitted event, including trash from the opposing team. Violators will have their permit revoked.**
6. Non-adherence to the Behavior Guidelines Policy will result in the revocation of your permit. Policy included w/packet. Profanity and/or unsportsmanlike conduct are grounds for revocation of the permit(s).
7. Leagues/teams must furnish their own equipment, unless other arrangements have been made with the Park & Recreation Department.
8. In any park or facility, alcoholic beverages and/or use of a controlled substance is illegal. Violators will be prosecuted. All permits issued will be revoked.
9. All shading devices, including, but not limited to, tents, canopies, tarps, sports-brellas, and similar devices, are prohibited throughout the facility.
10. All parks and facilities close at 9:30pm SHARP!

**Fee Schedule: (Plymouth St., Memorial Park, and All Recreational Use Areas)**

**Maintenance Fee:** 10+ field uses per year: \$350 per group  
 5-9 field uses per year: \$200 per group  
 1-4 field uses per year: No fee

**User Fee:** \$70 per grass field per two-hour block  
 \$100 Memorial Park Softball Field / Lights per two-hour block

Non-Profit Mansfield youth sports and school groups are exempt from these fees.  
 Fees are subject to change per the Recreation Commission based on potential usage and maintenance implications.

Turf Field: Adjusted rates/policies- refer to the Turf Field reservation registration form.

**Special Events:**

A "Special Event" is an event that uses the entire park or a large percentage of space and precludes other uses or users from the park. A playground and/or picnic area remains open for all park visitors and cannot be reserved. Park personnel, Police, Emergency Medical Services, etc., must be secured by and paid for by the group or organization.

**Security Requirements:**

75 to 250 people attending - 1 police officer required, 251 to 500 people - 2 police officers, 501 plus people - 3 police officers. For questions regarding the number of police personnel needed, please contact the Chief of Police at 261-7300. For certain events, the Chief of Police must initial the permit request before the Recreation Commission will approve the event. The Chief of Police, or h/h designee, has the right to require additional police officers, as h/s deems necessary and appropriate. For additional parking at Memorial Park, please contact the principals of MHS and QMS for their approval of use. They must also initial the request. For specific requirements per event, contact the Park & Recreation Director.

- This is to certify that the undersigned, representing the stated league/teams/organizations/players understands that the Park & Recreation Departments facilities will be maintained only to the same extent as other general open park areas. Leagues/teams/organizations/players using the facilities do so at their own risk. It is the responsibility of the undersigned to notify all participants that they participate at their own risk.

- The applicant/organization agrees to indemnify and hold harmless the Town of Mansfield, its agents and employees from all claims, damages, liabilities and losses in any way arising from use by the organization of the Town facility.

Signature of Program Representative: \_\_\_\_\_ Date \_\_\_\_\_