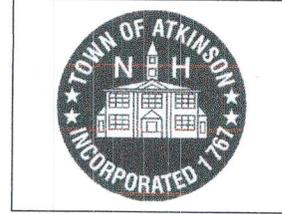


**Town of Atkinson
Recreation Commission
21 Academy Avenue
Atkinson, NH 03811
603 362-5531
Noriko Yoshida- Recreation Coordinator**



FIELD/FACILITY RESERVATION AND USE POLICY

MISSION STATEMENT

The Town of Atkinson Recreation Department is dedicated to providing quality recreation facilities, programs, and services to enhance the quality of life for the residents of Atkinson.

STATEMENT OF PURPOSE

The purpose of the Atkinson Recreation Department Field / Facility Reservation and Use Policy is to provide facilities for the use and enjoyment of the residents of Atkinson. It is the goal of the Atkinson Recreation Department to make the recreation fields and facilities available for use by organizations and individuals for non-profit recreational purposes while maintaining the fields and facilities in a fiscally responsible manner.

RESERVATION PROCEDURES

Parties interested in reserving a recreation facility must complete a Field / Facility reservation Request Form available at the Atkinson community Center office, Atkinson Town Hall, or on the town of Atkinson Recreation Web-Site www.town-atkinsonnh.com. Requests will be classified and handled on an availability bases with the following priorities.

1. **Internal:** Programs and activities of the town of Atkinson Recreation Department and other Town Department will receive priority use of any and all facilities.
 2. **Local Non-Profit:** Atkinson-based public schools, Atkinson residents, Atkinson-based non-profit organizations, including but not limited to youth and/or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.
 3. **Other:** Schools, non-profit organizations and individuals that are not Atkinson-based, businesses, and all other organizations.
- The Recreation Coordinator and/or Recreation Commission will approve or deny all Field/ Facility request.
 - In-season sports will take precedence over out-of-season sports
 - Fields will be used for their intended purpose(s) (i.e. baseball fields for baseball, soccer fields for soccer, etc.)
 - The Recreation Coordinator will collect all fees and necessary paperwork prior to approved use.
 - Failure to submit required paperwork will result in the disqualification of request.
 - The Recreation Coordinator reserves the right to cancel reservations; if this occurs, a refund will be granted.
 - A security deposit in the minimum amount of \$100.00 *may* be secured at the discretion of the Recreation Coordinator.

Use of the playing fields in the parks and open space for leisure does not require a reservation/permit. Please be aware that permitted use of playing fields or open space supersedes leisurely use by a group or individual. Therefore, registration is suggested to assure field/facility availability.

Concessions: Parties interested in offering concessions at an Atkinson recreation facility and/or space must submit a separate request. The Recreation Commission must approve all concession vendors to operate at town recreation facilities.

RESERVATION FEES: There will be no reservation fee for Field/Facility Reservation Request Form. A security deposit in the minimum amount of \$100.00 *may* be required at the discretion of the Recreation Coordinator.

The Atkinson Recreation welcomes yearly financial/labor contributions toward facility fundraising/improvements by non-profit organizations and schools, which may be accepted as the facility use fee.

APPLICABLE TERMS:

- No smoking on the premises. No alcoholic beverages or illegal drug/substances are allowed.
- No vehicles, of any type (except those approved by the Commission for maintenance purposes), are permitted on Town fields except in designated parking areas.
- Renter is responsible for setting up, cleaning up and moving all trash to designated areas.
- Fires of any nature or size except designated in the picnic area are prohibited.
- No Fireworks are allowed.
- Town shall not be responsible for any property left on the field/facility.
- All NH RSA's and Town of Atkinson Ordinances apply. Depending on the requested use, a police detail officer may be required, the cost to be paid by the applicant. Applicant must have a valid photo ID.
- Dogs are not allowed on playing fields and must be leashed at all times.

CANCELLATIONS

Reservations may be rescheduled without penalty. A minimum 24-hour notice is appreciated.

CLOSED FOR SEASONAL MAINTENANCE

On occasion, a field or facility will be closed for seasonal maintenance. Use of a particular sports field or facility during seasonal maintenance will be posted as off limits. The Atkinson Recreation Commission may restrict public use of fields/facilities as deemed necessary by the Commission, or designee, to preserve or protect the property or in the interest of the general public health, safety and welfare.

CLEANING / SECURITY DEPOSIT

- Atkinson fields/facilities are to be left in the same condition as found, prior to usage
- All trash and debris are to be picked up around the field/facilities, and deposited in proper receptacles.
- No glass containers are to be left at the field/facilities.
- Failure to clean up after the activity may result in reserving organization/individual's loss of future use of fields/facilities.

CERTIFICATE OF INSURANCE:

A certificate of insurance is required from all user groups naming the Town of Atkinson as additionally insured. The certificate of liability insurance should be in an amount no less than \$1,000,000.00. This certificate should be updated for each season/year with the Atkinson Recreation Commission.

DAMAGE TO THE FIELDS AND FACILITIES

All the applicants are responsible to repair any superficial damage or to replace any divots that occur during their use of any fields and facilities. Please report field and facility concerns to the Recreation Coordinator or Recreation Commission.

VIOLATIONS OF THE ATHLETIC FIELDS AND FACILITIES APPLICATION POLICY

Failure of an Organization or its members to comply with regulations established for use of Town-owned property shall constitute a violation of this policy and loss of future use of fields and facilities.

HOW TO ACQUIRE A RESERVATION AS AN ORGANIZATION

Organizations and individuals requesting use of Town fields and facilities shall follow the application/reservation procedures.

1. All forms are online at our town website at www.town-atkinsonnh.com click on Recreation, handouts, and then Field/Facility Reservation Request Form.
2. Fill out the form and include:
 - a. Insurance binder
 - b. General game/usage schedule
3. All paperwork must be in hard copy form no less than two weeks prior to the requested date of use. A single completed package.
4. There are three ways to submit your completed registration package:
 - ❖ Drop it off at the Town Hall Recreation mailbox at the Selectmen's Office: 8am-4 pm.
 - ❖ Drop it off at the Atkinson Community Center during the office hours:
Monday: 9am-3pm; Tuesday-Friday: 9am - 2pm
 - ❖ By mail to:
Town of Atkinson
Attn: Recreation Commission
21 Academy Avenue
Atkinson, NH 03811