



**TOWN OF GORHAM, NH
PARKS & RECREATION DEPARTMENT
33 Exchange Street, Gorham, NH 03581
603-466-2101 – jstewart@gorhamnh.org**

FIELD / FACILITY USE PACKAGE CHECKLIST

Checklist for any Field / Facility Use Request for the Town of Gorham, NH

This package consists of the following information and forms:

1. Field / Facility Use Application (page 2)
2. Field / Facility Use Policy (pages 3 – 9)
3. Athletic Activity Covid-19 Policy (pages 10 – 11)
4. Field / Facility Use Policy Agreement (page 12)
5. Athletic Activity Covid-19 Policy Agreement (page 12)

The following information and forms that should be returned with request:

1. Field / Facility Use Application (page 2)
2. Field / Facility Use Policy Agreement (page 12)
3. Athletic Activity Covid-19 Policy Agreement (page 12)
4. Certificate of Insurance naming the Town of Gorham as additionally insured.



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FIELD / FACILITY USE APPLICATION

Group / League Name: _____

Name of Contact / Field Scheduler: _____

Group / League Mailing Address: _____

Primary Contact #: _____ Alternate Contact # _____

E-Mail Address: _____

Field or Facility Requested (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Libby Recreation Complex Softball / Baseball Field | <input type="checkbox"/> Promenade Baseball / Softball Field |
| <input type="checkbox"/> Libby Recreation Complex Softball Field | <input type="checkbox"/> Common Baseball Field |
| <input type="checkbox"/> Libby Recreation Complex Ice Rink / Warming Hut | <input type="checkbox"/> Common Soccer Field |
| <input type="checkbox"/> Libby Pavilion | <input type="checkbox"/> Green Areas (please list): |
| <input type="checkbox"/> Libby Beach Area | _____ |
| <input type="checkbox"/> Common Gazebo | _____ |

Field or Facility Dates Requesting (fill out all that apply):

Field or Facility	Date(s)		Time(s)		
	to			to	
	to			to	
	to			to	
	to			to	

FOR TOURNAMENT ONLY:

Age Range of Participants: _____ Estimated Number of Participants: _____

Estimated Number of Teams: _____ Number of Staff / Volunteers / Coaches: _____

List any special request you would like from the GPRD: _____

Organization Name: _____

Printed Name: _____

Signature: _____ Date: _____



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FIELD / FACILITY USE POLICY

I. Purpose

The Town of Gorham provides outdoor athletic fields and recreational facilities for the use and enjoyment of the citizens of Gorham. This policy shall serve as the guidelines concerning the scheduling and use of Town fields and facilities located at Common Field / Open Areas, Libby Recreation Complex and Promenade Field.

The purpose of this policy is:

- To ensure that the use of available Town of Gorham recreation fields are allocated in a manner that is fair and equitable;
- To ensure that all users of the Town recreation fields understand the rules pertaining to their use of the facilities;
- To ensure that all users of the Town recreation fields exercise good judgment in the use and care of the facilities;
- To ensure that users of the Town fields and Town staff understand their responsibilities with respect to the use and management of Town facilities.

II. Definitions

"Town Team / School Team / League" means any organized activity in which the Gorham Parks & Recreation Department, Edward Fenn Elementary School and /or Gorham Middle / High School are involved.

"Concessionaire" means any person or entity offering for sale any product or service at any Town field / facility.

"Department" means Town of Gorham Parks & Recreation Department and in some cases of maintenance, the Gorham Public Works Department.

"Director" means Town of Gorham Parks & Recreation Director.

"Field" means any type of athletic field, including but not limited to, baseball, soccer, and softball.

"Facility" means any Town recreational park, structure, or facility, excluding Gorham Parks & Recreation Department building.

"Non-Resident" means anyone that does reside within the township of Gorham, NH.

"Organization" means a formally organized and recognized entity that sponsors a recreational activity.

"Ready Condition" means field / facility condition is free of trash and debris and properly prepared for the next scheduled event.

"Town" means Town of Gorham, NH.

"User" means any individual person who uses a Town field / facility.

III. General Rules and Regulations

The Department is responsible for scheduling and assignment of fields / facilities.

Organizations and individuals requesting use of Town fields / facilities shall follow the application procedures outline in Section V.

The Department may restrict public use of fields / facilities as deemed necessary by the Director, or designee, to preserve or protect the property or in the interest of the general public health, safety, and welfare.

The Department may restrict use of the lights / power use to stay within the Town's operating budget for electricity usage. Usage fees shall be applied as noted below under Section IV.

Any damage to Town fields / facilities shall be reported promptly to the Director.

No vehicles, of any type (except those approved by the Department for maintenance purposes), are permitted on Town fields or beyond any fencing or gates and are only allowed in in designated parking areas.

Items of personal property found at Town fields / facilities shall be removed and maintained in the lost and found at the Department Office for a 14-day period.

Drinking alcoholic beverages in Town parks is strictly forbidden per Chapter 119, Article III, Sections 119-1, 119-2, 119-3 & 119-4 and Chapter 172, Article II, Section 172-5, unless a Public Event Permit is filled out and approved by the Town Selectboard.

Smoking is prohibited on Town property per town ordinances 35-B: 3 and 126K: 7.

Pets are not allowed in Town parks per town ordinance 172-1.

Facilities are open for general and scheduled purposes from dawn to 10:00 pm.

IV. Use Guidelines

Town Teams, Town Leagues, Gorham/Randolph/Shelburne School Cooperative Leagues:

Town organizations desiring to use Town fields / facilities on an on-going basis may do so with prior scheduling approval from the Director. The Director or Designee shall develop the schedule. Requests for field use are considered on a first-come, first-served basis, with an attempt to balance the needs of all groups. No fees shall be charged to these groups for the use of Town fields / facilities.

Individual Residents and Town Businesses:

Individuals desiring to use Town fields / facilities may do so, providing that another party has not previously scheduled the fields. Individuals are required to contact the Director for Town field / facility availability. The Director or Designee shall develop the schedule. There is no charge for the casual use of fields. A Field / Facility Use Application is not required for casual use. When hosting an event, a Certificate of Insurance is required naming the Town of Gorham as additionally Insured. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death.

Non-Residents:

Non-Residents desiring to use Town fields / facilities may do so, providing that another party has not previously scheduled the fields. Individuals are required to contact the Director for Town field / facility availability. The Director or Designee shall develop the schedule. Requests for field use are considered on an individual basis and only after all Town groups have been scheduled. A field / facility usage fee of \$50.00 per day may be applied. A Certificate of Insurance is required naming the Town of Gorham as additionally insured. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death.

V. Field / Facility Request & Assignment Process

Priority of Field / Facility Assignments

The priority arrangement for the scheduling of Town fields / facilities is as follows:

1. Town Activities / Town Teams / Leagues
2. Gorham/Randolph/Shelburne School Cooperative Leagues
3. Town Non-Profits
4. Individual Residents and / or Town Businesses
5. Non-Residents / Out-of-Town Businesses

Field / Facility Use Request Application

To request field / facility use, organizations, groups, and individuals shall complete and submit a Field / Facility Use Request Application to the Department. To take advantage of Priority Assignments, please submit your requests as soon as possible. Requests will be handled on a first come first served basis.

Upon receipt of the completed application and required documentation, the team / league shall be notified by the Director, in writing, to confirm the group's assigned fields and scheduled dates and times for usage.

Cancellations

Please notify the Department as soon possible if cancelling an event. Reservations may be rescheduled without penalty. The Director or Designee shall develop the schedule.

Good Standing

Teams and Leagues requesting field use shall not only complete a Field / Facility Use Application but also be in "good standing" with the Town for consideration. Good standing includes, but is not limited to the following:

- All fees paid (no outstanding monies owed to the Town).
- Current list of players / rosters (if requested).
- Current Certificate of Insurance naming the Town as an additional insured on file with the Department. *(The insurance policy shall provide for general liability coverage with limits no less than \$1,000,000 General Liability per occurrence and \$2,000,000 aggregate for personal injury and bodily injury, including death, and property damage.)*

VI. Application Denial / Revocation

A Field / Facility Use Application may be denied or revoked for reasons such as (but not limited to):

- Non-compliance with application / submission requirements
- Unpaid fees
- Failure to comply with Field / Facility Use Policy
- Field renovation or repair

VII. Inclement Weather Guidelines

The Town is committed to providing high quality and safe playing surfaces for all of its multi-use fields, but we need the help and consideration of all user groups in protecting the turf from excessive damage due to practice and game activities. Unless prior arrangements are made with the Director or the Department; practices, scrimmages, and games may be postponed or cancelled if any of the following conditions occur:

- Standing water on the field of play
- Field/Soil saturation;
 - walking on turf causes water to surface
 - ground is muddy and soil clumps or clings to foot gear
 - one-half inch or more of rain has fallen within the previous 24 hours
 - steady rain on event day which could cause damage to field or injury to participants
- Audible thunder or visible lightning
- Poor visibility (darkness)

During periods of inclement weather, it is the shared responsibility of the Department or league / team officials to determine the appropriate and safe use of fields. If any of the above-noted weather or field conditions apply, league / team officials shall postpone or cancel the scheduled activity unless prior arrangements are in place for the league to determine the playability of the scheduled Town field(s). The Town is not liable for any costs incurred by the team(s) due to cancellations at any time.

VIII. Field/Facility Maintenance

The Department shall perform and / or approve all maintenance of fields / facilities.

Repairs to league owned and maintained equipment such as the bats, balls, etc. are the sole responsibility of the league.

If a league or team damages a field / facility beyond what is considered normal wear and tear, or damages a field / facility due to misuse, the league / team shall be responsible to work with the Department to make and / or pay for the necessary repairs.

Department staff may prohibit scheduled use of fields / facilities if, at the sole judgment of staff, the field is unsafe for use or that undue damage to the field shall occur as a result of the scheduled use.

The fields shall not be in use for warm-up, practice, or games, when Department staff members are working on the field.

No portable fencing or other equipment shall be erected without the prior written approval of the Department.

Teams using fields shall leave fields in "Ready Condition" for the next activity, game and / or day. Failure to leave the field in Ready Condition may result in loss of field use privileges.

"Field Closed" signs may only be removed with the permission of the Director or the Department.

IX. Weekend Events / Tournament

It is the responsibility of the organizations and users to ensure that all persons associated with their use of Town fields / facilities understand this policy.

It is the responsibility of the organizations and users to ensure all vehicles are only parked in designated parking areas and do not block public right of ways, parked on neighbors' lawns or driveways. No vehicles, of any type are permitted on Town fields or beyond any fencing or gates and are only allowed in in designated parking areas.

It is the responsibility of the organizations and users to provide a Certificate of Insurance naming the Town of Gorham as additionally insured. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregative for personal and bodily injury including death.

It is the responsibility of the organizations or users to provide a "pest/wildlife proof" dumpster and ensure all litter generated in association with their use, is removed from the fields, dugouts, spectator areas, and parking areas and is placed in a dumpster nightly. Dumpsters must be removed promptly after completion of event / tournament. See XIII. Rental Contact Information. It is the responsibility of the organizations or users to ensure there are two portable toilets per field / facility. Portable toilets must be cleaned and removed promptly after completion of event / tournament. See XIII. Rental Contact Information.

It is the responsibility of the organizations or users to ensure all participants are aware that no overnight parking or camping is allowed on any Town property.

All coaches, referees, and umpires are responsible for ensuring the safety of field playing conditions at all times during scheduled play. It is also the responsibility of the coaches / participants to ensure all spectators follow said rules above.

Organizations are required to designate one representative and alternate to serve as a liaison with the Director to handle field scheduling and playability.

X. Concessions

The establishment of any concession shall be approved by the Director before commencement of such operations.

Concessionaires shall be responsible for storing all food items properly to avoid pests. It is also the responsibility of the concessionaires to remove all trash from the location or dispose of all trash in appropriate dumpster at the end of the event and / or day.

Private businesses operating concessions shall maintain all applicable licenses and permits for the operation of a food service business as required by the Town and State of New Hampshire. It is also the responsibility of the private business to store all food items properly to avoid pests and remove all trash from the location or dispose of all trash in appropriate dumpster at the end of the event and / or day.

XI. Responsibilities

The Department shall be responsible for providing every organization or user of Town fields / facility a copy of this policy.

The Department shall be responsible for administering and enforcing this policy in a fair and equitable manner.

The Department shall be responsible for routinely assessing the condition of the fields / facilities during the playing season in conjunction with league / team officials.

It is the responsibility of organizations and users to provide timely and accurate information to the Department.

It is the responsibility of the organizations and users to ensure that all persons associated with their use of Town fields / facilities understand this policy.

XII. Violations

Any infraction or violation of this policy, or local, state or federal laws and / or regulations, by organizations or users utilizing Town fields / facilities shall be considered infractions and may result in the violator being prohibited from future use, either temporarily or permanently.

XIII. Appeals

Any person aggrieved at any decision of the Director in the administration or enforcement of this policy may appeal to the Town Manager. Decisions of the Town Manager may be appealed to the Town Selectboard. Appeals shall be filed in writing within ten (10) days of the decision, shall state subject of the appeal, and set forth a detailed explanation of the alleged error.

Decisions of appeals shall be rendered in writing within fifteen (15) working days of hearing the appeal. The decision of the Town Selectboard is final.

XIV. Rental Contact Information

Portable Toilet Rental:

1. Go Time Restrooms
Berlin, NH 03570
603-723-3636

Dumpster Rental:

1. Great North Woods Container Service
20 Bret Street, Berlin, NH 03570
603-752-4288
2. Chapman Container Service
180 Lancaster Road, Gorham, NH 03581
603-466-9966
3. Marino Dumpsters Services, LLC
Milan, NH
855-923-3867

XV. FIELD / FACILITY USE POLICY AGREEMENT (see last page)

XVI. ATHLETIC ACTIVITY COVID-19 AGREEMENT (see last page)



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ATHLETIC ACTIVITY COVID-19 POLICY

- Athletes, volunteers, and staff (including administrative, coaches, trainers, or officials) should read and be familiar with the State of NH, Safer at Home, Amateur and Youth Sports Guidance (dated 8/8/2020 or newer version if available).
- Parents/guardians, staff, athletes, volunteers, and spectators attending a sporting event are asked to wear cloth face coverings while around others when social distance of at least 6 feet is not possible.
- Alcohol-based hand sanitizer with at least 60% alcohol will be readily available to all staff, volunteers and athletes and always kept with staff and equipment. Frequent hand hygiene should be required including but not limited to, hand hygiene upon arrival, before or after meals or snacks, before and after going to the bathroom, before and after touching a person's face and prior to leaving the event.
- Parents/guardians, staff, athletes, volunteers, and spectators are required to report any symptoms of COVID-19 or close contact to a person known with COVID-19 to the Director as soon as possible. No one should attend events if feeling sick or any of the following apply:
 - a. Has any symptoms of COVID-19 (see Universal Guidelines for potential symptoms)
 - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
 - c. Traveled in the past 14 days either:
 - i. Internationally (outside the U.S.),
 - ii. By cruise ship, or
 - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
- Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:
 - a. At least 10 days have passed since symptoms first appeared AND
 - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
- Coaches and other volunteers should not transport any athletes that are not immediate family members. In the event, that this becomes necessary, all parties must wear cloth face coverings and space out seating to maintain maximal distance from each other.

- Practices, training sessions, competitions, games, and tournaments are permitted. When possible or practical should be planned and implemented to maintain the minimum of six (6) feet of distance between all participants and coaches. In circumstances where closer contact for brief periods of time is necessary, staff and athletes must wear cloth face coverings as discussed above.
- Competitive sporting events will not be open to the public and should not be advertised publically.
- If back-to-back competitive sporting events, training sessions, or practices happen, there should be enough time scheduled to allow adequate cleaning of facilities and to allow for spectators, staff, volunteers, and athletes to exit the area while avoiding interaction with other incoming or existing groups.
- Teams should separate from each other during warm up that provide for necessary distancing.
- No teams / groups / athletes other than from New England are allowed at competitive sporting events, training sessions or practices on athletic fields in Gorham.
- Athletes, when possible, shall bring their own equipment and not share their personal equipment with other players. Shared training equipment provided by the league must be cleaned and disinfected according to CDC guidance after every use.
- Athletes will bring their own water bottles. No sharing or common use water bottles or drinking stations.
- Equipment bags / backpacks of athletes should be placed six (6)-feet apart. Athletes should not touch other players' equipment or water bottles.
- During competitive sporting events (scrimmages and games), each team shall provide its own game balls to be used while on defense (if applicable). Athletes preparing to play defense should sanitize hands prior to leaving the bench or dugout.
- All mouth-based activities often encountered with sporting events shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing / spitting sunflower seeds.
- Centralized areas for congregating, such as benches and dugouts, should be avoided unless there is enough room to allow for at least six (6) feet of space between staff, volunteers, and athletes.
- It is understood that this is a temporary permit in which can be revoked, eliminated, or extended due to the fluidity of COVID-19 and / or non-compliance.



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FIELD / FACILITY USE POLICY AGREEMENT

On behalf of the organization / group, I have read, understand, and will abide by the FIELD / FACILITY USE POLICY associated within this request and accept the legal and financial responsibilities involved within this request and in the use of facilities owned by the Town of Gorham, NH.

Organization Name: _____

Printed Name: _____

Signature: _____ **Date:** _____

ALTHLETIC ACTIVITY COVID-19 POLICY AGREEMENT

On behalf of the organization / group, I have read, understand, and will abide by the ALTHLETIC ACTIVITY COVID-19 POLICY associated within this request and in the use of facilities owned by the Town of Gorham, NH.

Organization Name: _____

Printed Name: _____

Signature: _____ **Date:** _____