

Deerfield Recreation Department
Facility Use Policy

This policy applies to all Town of Deerfield athletic fields and those managed by the Deerfield Recreation Department.

The use of fields must be authorized by the Deerfield Recreation Committee.

1. Priority for use of facilities:

1. Deerfield Recreation Department sponsored teams, groups, and activities.
2. Frontier Regional School middle school and high school teams and Deerfield Elementary School functions.
3. Private schools and organizations with which the Recreation Department has a cooperative arrangement.
4. Youth groups and leagues with participants attending the Union 38 district.
5. Other organizations from the Town of Deerfield including adult leagues and organizations.
6. Other organizations from the Union 38 district towns including adult leagues and organizations.
7. Out of town organizations.

2. All scheduling of fields will be done by the Recreation Director, subject to review by the Recreation Committee, in accordance with the priority list set out in Section 1.

3. Written requests for repeated seasonal use of fields must be made to the Recreation Department on a seasonal basis, and are subject to the approval of the Recreation Committee. Requests made on short notice will be approved, by majority vote, by the Selectperson liaison, Recreation Committee chairman and the Recreation Director.

Season

Application Deadlines

Spring April 1- June 15
Pre-season & Regular season
Baseball & Softball

March 15

Summer	June 16-August 30 Tournament Season Baseball & Softball	May 15
Fall	September 1-November 30 Soccer & Field Hockey Fall Baseball	August 15

4. A Facility Request Form will be available from the Recreation Department office and the town website.
5. Groups receiving permission are restricted to the dates and hours approved and the specified fields, unless specific changes are approved in advance from the Recreation Committee. Parking is limited to assigned areas and trespassing on abutters' property is prohibited.
6. Field permits can not be "sublet" to any user other than that named on the agreement.
7. Use of the field must be under adult supervision.
8. The lining of the field is not included in the permit fee. Fields must be raked, dragged, and equipment put away at the end of each use.
9. The use of fields during or following heavy rain or when there is standing water is prohibited. If lightening is observed, play must be suspended until safe conditions are observed.
10. Smoking, consumption of alcohol or possession of controlled substances on town property is strictly prohibited.
11. Appropriate permitting for the sale of food through the Board of Health and raffles through the Town Clerk are the responsibility of the user group. Food permits must be visible at all times.
12. Fields will not be scheduled 100% of the time. Down time is needed to rehabilitate fields.
13. The Recreation Department will provide portable toilet facilities during the regular seasons of soccer, baseball & softball. The Recreation Department will arrange for portable toilets for out of season use with a minimum notice of 10 days before field use and at the user's expense.
14. Users will provide the town with a copy of sufficient liability insurance listing the Town of Deerfield as an "additional insured," with a minimum per occurrence limit of \$1,000,000.00. Users of the Old Deerfield field must also list the Pocumtuck Valley Memorial Association as an additional insured with a minimum per occurrence limit of \$1,000,000.00.
15. Users other than the Town of Deerfield assume responsibility and liability for any and all injury or damage to persons or property which occur

during use and agree to hold harmless and indemnify the Town of Deerfield from all claims, awards and attorney's fees. The Town will provide a liability release form to be executed by individual adult participants and the parents of minor participants. The user must return signed release forms for all participants at least 7 days prior to first facility use.

16. Events planned by the Pocumtuck Valley Memorial Association may take precedence over use of the Old Deerfield field.

17. Payment of all fees, payable to the Town of Deerfield, must be made at least 7 days prior to the first use in any season.

18. The Recreation Committee reserves the right to reject any request for use of its facilities and to evict any group from its facilities if the group's activity is or has been destructive to the facility, disruptive to abutters or adjacent users or the group is in violation of these policies.

19. Unauthorized use of fields by an organization may result in loss of privileges for the season.

20. Fields can not be used by individuals or groups engaged in for-profit activities.

21. Fees may be waived at the discretion of the Recreation Committee.

Adopted 1/25/2012

Field Use Fees

Seasonal Fee \$10.00 per child

One Day Use Fee \$20.00 per field

Adopted 1/25/2012

**Deerfield Recreation Department
8 Conway St.
South Deerfield, MA 01373
665-1400 ext. 107**

FACILITY REQUEST FORM

Please complete, sign and return to the Recreation Department.

Name of Organization _____

Name of Primary Contact _____

Address _____

Phone Number & E-mail _____

Rank Field in order of Desire:

Memorial Park _____ Old Deerfield _____ Sugarloaf Field _____

Day & Date _____

Time _____

Description of Use (Include #of teams, # of games, #of practices)



Statement of Agreement

I have read the above information and agree to abide by the use policies and regulations as set forth by the Recreation Department and other Town Boards; and I assume full responsibility for this function.

Signature of Applicant _____ title or authority _____ Date _____



Permission GRANTED DENIED

Amount Due \$ _____ or WAIVED

Special Stipulations or Instructions _____

Signature of Director _____