



TOWN OF BREWSTER
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OFFICE OF
RECREATION COMMISSION

**Policy and Procedures for Public Use of Facilities – Brewster Recreation
Department and Brewster Recreation Commission**

1. Use of Recreation Department owned buildings, grounds, property or equipment thereon (hereafter referred to as facilities) shall be engaged through the office of the Recreation Director, using the application for attached hereto referred to as Attachment A. The Recreation Director shall make the decision on the application if a Recreation Commission meeting does not occur before the requested date of use, otherwise the application will be referred to the Recreation Commission for a decision. Approval to use a portion of the facility does not imply permission to use any other portion of the facility or any equipment of the premises unless specifically stated. The applicants' organization is responsible for containing all of its members and related persons to the area assigned, leaving the facilities in the condition in which they were found, reporting any damage incurred, and any locked areas will be locked upon departure, and for payment of any related fees or charges above and beyond what the Recreation Department deems as normal maintenance including but not limited to trash collection fees or damage to property.
2. The Town of Brewster and the Recreation Commission assumes no liability for injuries to persons who are on Town premises or for damage to any equipment or property. The holder of a permit to use Town facilities agrees to accept all equipment or property as is, waives any and all claims against the Town of Brewster and the Recreation Commission, its officials, employees and/or agents for any injury, accident, illness, expense or claim of damage of any kind, whether to persons or to property which occur as a result of the use of Town facilities by said holder or by others under its express, implied, or apparent authority.
3. The holder of a permit further agrees to assume all liability and to indemnify and hold harmless the Town of Brewster, Recreation Commission, its officials, employees and/or agents for any and all claims. The holder of the permit, at all times during the exercise of its rights hereunder, shall have in effect an insurance policy, binder and/or rider, insuring the holder and the Town of Brewster/Recreation Commission, in the amount of \$200,000 per claim, or contributed to by the condition of the facility. This off premise liability insurance could come in the form of general liability insurance under a homeowners insurance policy or a one-time event rider. The Recreation Commission or the Recreation Director may waive the requirement for insurance.
4. The Recreation Director and Recreation Commission may authorize the use of the Recreation Department building and facilities by any organization or individual provided, in the

opinion of the Recreation Director or Recreation Commission, the proposed activity on Town property would not be considered a detriment to the Town of Brewster and the Recreation Department.

5. A fee for facility use will be charged to all groups not directly related to the Town to defray the cost of equipment, cleaning, maintenance, utilities, supplies and heating as applicable. The present fee schedule for all groups has been approved by the Recreation Commission and is as follows;

Brewster Recreation Department Facility & Field Use Fee Schedule

Non-Profit Fees: \$25 for 4 hours; \$50 up to 8 hours (4+ hours)

Profit Fees: \$75 for 4 hours; \$100 up to 8 hours (4+ hours)

- These figures are based on a profit or non-profit event, not organization.
- Requests over 8 hours a day per day will be reviewed by the Recreation Commission.
- This fee schedule may be revised from time to time. Fees will be waived for organizations directly related to the Town of Brewster and the Recreation Department.
- Regulations and fees are subject to change by action of the Brewster Recreation Commission. The above fee schedule may be adjusted to accommodate extenuating circumstances via the authority of the Brewster Recreation Director or the Brewster Recreation Commission.

Brewster Recreation Department Facility (Court) Use Fee Schedule

Clinics: There will be a 70/30 split

Private lessons: The contractor rents the court for \$15 per hour and collects their own fees.

During the months of June, July & August, there will be a cap of no more than 5 private lessons on one weekday, and none will be granted on the weekends.

6. All payments shall be made to the Brewster Recreation Department in advance of the scheduled event unless approved by the Recreation Director. Cash, a credit card payment, or check made payable to the "Town of Brewster" must accompany the application.
7. Prior to scheduling, the Police Chief of the Town of Brewster may be contacted by the individual in charge of the sponsoring organization to determine the need for traffic control and/or security supervision. All required security or supervision will be paid for by the

organization using the facilities. The Recreation Commission and/or the Recreation Director reserve the right to require police supervision at the cost of the sponsoring agency.

8. **Parking:** If the proposed event requires parking in excess of the number of spaces located on the property, the applicant must consult with the Police Chief of the Town of Brewster and provide supplemental information to the Recreation Commission as to where off-premises parking will be provided and how pedestrian safety and vehicular circulation will be addressed.
9. **Music/Noise:** The Town of Brewster has a noise bylaw (chapter 125 of the Code of the Town of Brewster) which states that excessive noise that is audible at a distance of one hundred fifty (150) feet from its source shall be punishable by a fine of up to fifty dollars (\$50.00). Users of Recreation Department facilities are subject to this bylaw and the sponsoring agency or group shall be held responsible for ensuring compliance.
10. **Lighting:** Any temporary outdoor lighting must not be excessively bright or shine onto areas that are not part of the facility being used.
11. **Smoking:** Smoking is not permitted on Town/Recreation property.
12. **Fires:** Open fires are not permitted on Town/Recreation property. Contained fires for cookouts require approval from both the Board of Health and the Fire Chief.
13. **Food:** No food or beverages may be served or consumed in Town Facilities other than in a designated kitchen and/or cafeteria equipped for food preparation and eating.

If a sponsoring organization would like to serve or sell food at their event, they must fill out an appropriate application from the Town of Brewster Board of Health and obtain a food permit. **A copy of the approved food permit must be included with Attachment A.** If no food permit is submitted with Attachment A and the group is found to be serving or selling food, the Recreation Director and/or Recreation Commission reserves the right to revoke the approved facility use request. Any fees collected for future reserved dates will be returned to the sponsoring organization.

Alcohol beverages are not permitted at Brewster Recreation Department facilities. If an individual, group, or organization has been granted a permit and is found in violation:

- a. The permit may be revoked.
- b. Violators may be subject to arrest and prosecution.

14. When there is a scheduling conflict, Brewster Recreation Department related programs have priority.

15. In the event of multiple applications for the same site/same date usages, the first completed application with payment will have priority.

Brewster Recreation Department Facility Use Form

Office of the Recreation Commission

Town of Brewster

Name of Organization or Group: _____

Person Responsible on Sight: _____

Day Time Phone # _____

Evening Phone # _____

Profit or Non-Profit Organization (circle one) IRS# _____

Date or Dates Requested: _____

Time In: _____ Time Out: _____

Rain Date (in the event of postponement): _____

Field/Court(s) Requested (check applicable site/s)

Freeman's Way Fields:

Town Hall Fields:

Courts:

***Babe Ruth**

***Softball #1**

***PB courts**

***LL #1**

***Softball #2**

***tennis courts**

***LL #2**

***Softball #3**

***Soccer Field**

***Gages Field (behind BFD)**

Purpose of Facility Use: _____

Will admission be charged? Yes/No

If Yes, Amount: _____ Total # of Persons Expected: _____

I have read the Policy and Procedures for Public Use of Brewster Recreation Department Facilities and understand them with the acknowledgment that any additional expenses incurred will be paid by my organization and that any violation may jeopardize continued use of the Brewster Recreation Facilities.

Signature: _____

FOR OFFICE USE ONLY

Fee Charged: \$

Amount Received: \$

Policy Packet Received:

Insurance Certificate Attached:

Approved by: _____

