



Town of Southborough  
RECREATION COMMISSION  
21 HIGHLAND STREET  
SOUTHBOROUGH, MASSACHUSETTS 01772  
508-229-4452 fax 508-485-7189

## **SOUTHBOROUGH RECREATION FACILITY USE POLICY 2008**

This policy applies to all publicly and privately owned athletic fields and facilities located in the Town of Southborough, Massachusetts when scheduled by the Recreation Commission. 9-11 Memorial Field is a separate policy as it is under the Department of Conservation and Recreation (DCR) property.

The Recreation Commission will ensure that the fields and facilities are maintained for, used by, and kept available for use by Southborough residents. Furthermore, the Commission will establish schedules for facility use applying the guiding principles that no fields or facilities are overused or burdened by traffic or parking problems.

The Recreation Commission will make every reasonable effort to treat all organizations, teams, and individuals using Recreation Facilities in a fair and equitable manner when establishing priorities for use. Further, all players, coaches and spectators are required to abide by generally accepted standards of good sportsmanship and Southborough Public Schools core values. User groups must allocate facility usage so as not to discriminate on the basis of disability, gender, race or religion. User groups must give inclusive sports teams' priority in scheduling over exclusive sports teams.

## **I. General Definitions**

- a) “Affiliated Organization” means
  - i) All organizations registered with the Southborough Recreation Commission
  - ii) The Public Schools of the Town of Southborough
  - iii) The Northborough-Southborough Regional School District
  - iv) St. Marks School
  - v) Fay School
  - vi) Any other organization based in the Town of Southborough which participates in a league recognized by the Southborough Recreation Commission.
- b) “Municipal Recreation Programs” means programs run by the town of Southborough Recreation Commission.
- c) “Organization” means any entity which has applied for and been granted a Permit to use a recreational facility.
- d) “Premises” means any Town or School Facilities and Reciprocal Use Facilities.
- e) “Reciprocal Use Facility” means St. Mark’s, Fay School, and Verizon fields that have agreed to reciprocal use.
- f) “School Committee” means the Southborough K-8 School Committee.
- g) “Southborough Youth Sport Organization” means a non-profit organization created to benefit the youth of Southborough that operates in accordance with the Southborough Youth Sport Organization Guidelines and is sanctioned by the Southborough Recreation Commission.
- h) “Town Recreational Facilities” means town owned and school owned facilities, as well as privately owned facilities that the Recreation Commission has secured for the use of Southborough residents and organizations.
- i) “Unaffiliated Organization” means any organization applying for use of the Field which is not an Affiliated Organization.
- j) “User” means any person who participates in any scheduled activity on the Premises and any other person on the Premises who attends a scheduled event with an Organization whether as a participant or as a spectator.
- k) “Youth” means a person under 18 years of age or prior to H.S. graduation
- l) “Coaches means a member of an organization that has been granted a permit

## II. Priority List

1. K – 8 School programs (Tier 1 on pg. 6)
2. Town recreation programs (Tier 1 on pg. 6)
3. Southborough and Northborough/Southborough youth sport organizations ie. SYBA, SYSA & Youth Baseball/Softball, Lacrosse and Pop Warner Football (Tier 1 on pg. 6)
4. Algonquin Regional H.S. sports teams (Tier 1 on pg. 6)
5. Select Teams within Town Youth Sports Organizations (Basketball & baseball) (Tier 3 or 4 on pg. 6)
6. Town adult sport organizations (>95% residents) ie. men's softball (Tier 2 on pg. 6)
7. Off-season sports (facility must be used for the sport intended, ie. tennis courts for tennis) ie. Soccer, LAX, Football and Baseball in gyms (indoor specific balls must be used)
8. Non Profit Organizations (>95% residents) i.e. Extended Day, Fay and St. Mark's (Tier 2 on pg. 6)
9. Southborough Youth League Sponsored Sports Camps (>95% residents) (Tier 2 on pg. 6)
10. Select leagues 51% residents or more (Tier 3 on pg. 6)
11. Select leagues 50% residents or less (Tier 4 on pg. 6)
12. Camps, Special Events, Business and non-residents (Tier 5 on pg 6)

**Any organization or user who receives a permit to use Town recreational facilities shall abide by the following rules:**

**III. Organizations must fill out the official application form completely. An application form is attached as (Exhibit A). One person must submit the entire general schedule for all league season use, as defined by the deadlines below, (i.e. Soccer spring indoor use by February. 1st and outdoor use submitted February 1<sup>st</sup>.). A 'Master Schedule' will be required one week after the scheduled coaches meeting. We will communicate with only one designated scheduler for each permitted organization.**

In order for us to process your request you must provide a certificate of liability insurance with general liability limits of \$1,000,000.00/3,000,000.00 naming the Town of Southborough as an additional insured under the policy evidenced by the certificate. A team roster will also need to accompany the request or forthcoming before an approved permit.

All users must notify the Recreation Office within 72 hours of any scheduled time they will not be using.

The Town of Southborough reminds users that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI is performed on all staff, including volunteers, in accordance with Massachusetts General Law. In an effort to further protect the children of Massachusetts, Chapter 385 of the Acts of 2002, "An Act Further Protecting Children", was signed into law by Governor Jane Swift in November 2002. The law imposes several new requirements, including "...any entity or organization primarily engaged in providing activities or programs to children 18 years of age or less or that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer."

**Field use:**

Spring Season	Apr 1 to June 30
Summer Season	July 1 to Aug 30
Fall Season	Sept 1 to Nov 30

**Application Deadline:**

February 1st
May 1st
July 1st

**Gym use:**

Winter Season	Nov. 1 to Mar. 30	Oct. 1
Spring Indoor ( <i>for field groups</i> )	Mar. 1 to May 30	Feb. 1
Summer Season	June 1 to Aug. 20	May 1
Fall Season	Sept. 1 to Nov. 1	Aug. 1

**IV. Facility Regulations**

1. Participants are not allowed to play in any unsafe conditions. Report such conditions to the Recreation Office as soon as possible (508-229-4452). To prevent damage and for safety reasons, the fields should not to be used during severe rain or wet conditions. If there is any question as to whether or not a field can be played on, you should call the Townhouse (508-485-0710 ext. #8 - special announcements). Changes in status due to changing weather conditions will be put on the message by noon for daily evening play and by 8:00a.m. for weekend play.
2. TRASH MUST BE placed in proper receptacles.
3. **NO FOOD OR DRINKS** in gyms. (water ONLY)
4. Basketball shoes **must be worn** in gyms.
5. There is **NO ALCOHOL or TOBACCO** allowed on Town owned Property.
6. The Town of Southborough carries **NO MEDICAL INSURANCE** for Users of its facilities. Users participate at their **OWN RISK OF INJURY**.
7. Town Fields are for **SOUTHBOROUGH** Residents, Groups or Organizations.
8. Cancellation of this permit can occur within 72 hours if deemed in the best interest of the Town.
9. On Southborough Fields there should be **NO FEE CHARGES** for additional activities unless prior arrangements are made with the Recreation Director.
10. The Southborough Police Department has a copy of all permits, will take notice and will take action if **any** of the policy rules are violated.

## **V. Remedies for Violations of the Town Recreation Facility Use Policy**

- a. Violations: Failure of an Organization or its members to comply with regulations established for use of Town and School Facilities shall constitute a violation of this policy.
- b. Reports:
  - i) Any person who observes a violation of these regulations is requested to report the same to the Southborough Recreation Commission.
  - ii) Any organization, which observes a violation of the regulations and procedures set forth herein, shall report the violation to the Southborough Recreation Commission. Only by cooperative enforcement will Town and School Facilities be preserved for quality use in the future.
- c. Investigation  
The Southborough Recreation Commission will review and investigate reports of violations, and reserves the right to inquire of the Organization concerning the events alleged to have occurred during the period for which that user was issued a permit. By accepting a permit to use the Town and School Facilities, the Organization agrees to cooperate fully in any investigation deemed necessary by the Southborough Recreation Commission or other authorities.
- d. Sanctions  
Based upon its investigation, the Southborough Recreation Commission will determine a sanction appropriate to the violation, including but not limited to:
  - i. Revocation of a permit or permits issued to an Organization.
  - ii. Prohibiting use of the Facility by an Organization for an indefinite or specified period of time.
  - iii. Conditioning that Organization's future use of the Facilities on other reasonable terms and conditions such as participation in maintenance and repair of the Facility.
  - iv. If a member of the Organization violates these policies and/or the Southborough Youth Sport Organization Guidelines (if applicable), such individual may be barred from acting as a coach or serving on the Board of Directors of any Organization using the Town or School Facilities.
  - v. Any costs incurred by the Town of Southborough, including staff time, investigative fees and/or legal fees, shall be borne by the Organization if:
    1. it is determined that there exists a violation of these policies and/or the Southborough Youth Sport Organization Guidelines (if applicable), by a coach or any other individual acting on behalf of the Organization
    2. it is determined that an Organization has failed to adequately investigate and/or address a reported violation
    3. an Organization fails to fully assist and cooperate in the Southborough Recreation Commission's investigation of a reported violation

## **VI. Facility Reservation Fee**

Definitions	Youth Permit Grass Field	Adult Permit Grass Field	Youth Permit Gym	Adult Permit Gym
Tier 1: Recreation Department & Public Schools sponsored programs	Tier 1: N/C	Tier 1: N/C	Tier 1: N/C  *see weekend usage	Tier: N/C  *see weekend usage
Tier 2: Youth & Adult groups greater than 95% residents (Town Sports Org)	Tier 2: \$15/pp/season	Tier 2: \$15/pp/season	Tier 2: \$15/pp/season  *see weekend usage	Tier 2: \$15/pp/season  *see weekend usage
Tier 3: Youth & Adult groups greater than 51% residents – Select/Club leagues	Tier 3: \$40/hour	Tier 3: \$40/hour	Tier 3: \$40/hour  *see weekend usage	Tier 3: \$40/hour  *see weekend usage
Tier 4: Youth & Adult groups less than 50% residents-Select/Club leagues	Tier 4: \$45/hour	Tier 4: \$45/hour	Tier 4: \$45/hour  *see weekend usage	Tier 4: \$45/hour  *see weekend usage
Tier 5: Camp, Special Events, Business, Non-resident	Tier 5: \$50/hour	Tier 5: \$50/hour	Tier 5: \$55/hour  *see weekend usage	Tier 5: \$55/hour  *see weekend usage

\* Weekend Usage = hourly rate plus custodial rate  
(4 hour minimum booking is required and can be shared with other user groups)

Any program using Choate Field lights (should not exceed 10pm) will be charged actual cost for use.

The Recreation Commission reserves the right to grant waivers to these fees based on specific, written requests for extenuating circumstances. However, it should be noted, it is not the intent of the Recreation Commission to vary from this established Fee Schedule.

No refunds; Credits will be granted for the following:

- Weather cancellation
- Custodial cancellation
- 72 hours notice prior to the day of the event (must be in writing)

The Recreation Commission reserves the right to review any cancellations on a case by case basis.

## VII. Policy Review and Approvals

This policy will be reviewed in one year.

***This Policy should be reviewed and amended as needed, and should be scheduled for review annually. Failure to have the Policy approved annually will not invalidate this document. This policy will remain in effect until any amendments or the Southborough Recreation Commission, Southborough Board of Selectmen, and Southborough School Committee finalize Policies.***

***The above Southborough Recreation Facility Policy has been updated, and approved by:***

***Southborough Recreation Commission on 9/08  
Board of Selectmen 10/08***

**RECREATION FACILITY RESERVATION FORM 2008**

**Section 1. Designated Scheduler/ Applicant Information**

Name: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cell) \_\_\_\_\_

E-MAIL \_\_\_\_\_ alternate E-Mail \_\_\_\_\_

**Section 2. Team / Organization Information**

TYPE OF ORGANIZATION (CHECK ONE and COMPLETE DETAILED INFORMATION):

**Town Youth League:** \_\_\_\_\_ **Town Adult League:** \_\_\_\_\_

Name of Town Organization: \_\_\_\_\_

Number of Players: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

Are you charging admission or separate fee for this event? \_\_\_\_

**Private Youth League:** \_\_\_\_\_ **Private Adult League:** \_\_\_\_\_

Name of Private Organization \_\_\_\_\_

Number of Players: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

Are you charging admission or separate fee for this event? \_\_\_\_

Name of Coach \_\_\_\_\_

Address \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail \_\_\_\_\_

OTHER (PLEASE SPECIFY): \_\_\_\_\_

**Section 3. Date/Time request and Fee Schedule**

Scheduling Request (In preferential order if necessary)

Day (s)	Dates	Hours	Facility

Additional Comments

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## Facility Reservation Fee

Definitions	Youth Permit Grass Field	Adult Permit Grass Field	Youth Permit Gym	Adult Permit Gym
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Tier 2: Youth & Adult groups greater than 95% residents (Town Sports Org)	Tier 2: \$15/pp/season	Tier 2: \$15/pp/season	Tier 2: \$15/pp/season  *see weekend usage	Tier 2: \$15/pp/season  *see weekend usage
Tier 3: Youth & Adult groups greater than 51% residents-Select/Club leagues	Tier 3: \$40/hour	Tier 3: \$40/hour	Tier 3: \$40/hour  *see weekend usage	Tier 3: \$40/hour  *see weekend usage
Tier 4: Youth & Adults groups less than 50% residents- Select/Club leagues	Tier 4: \$45/hour	Tier 4: \$45/hour	Tier 4: \$45/hour  *see weekend usage	Tier 4: \$45/hour  *see weekend usage
Tier 5: Camp, Special Events, Business, Non-resident	Tier 5: \$50/hour	Tier 5: \$50/hour	Tier 5: \$55/hour  *see weekend usage	Tier 5: \$55/hour  *see weekend usage

\*Weekend Usage = hourly rate plus custodial rate  
(4 hour minimum booking is required and can be shared with other user groups)

Any program using Choate Field lights (should not to exceed 10:00 pm) will be charged actual cost for use.

### Reference:

#### Field Use:

Spring	April 1 to June 30
Summer	July 1 to August 30
Fall	September 1 to November 30

#### Gym Use:

Winter Season	November 1 to March 30
Spring	March 1 to May 30
Summer	June 1 to August 20
Fall	September 1 to November 1

The Recreation Commission reserves the right to grant waivers to these fees based on specific, written requests for extenuating circumstances. However, it should be noted, it is not the intent of the Recreation Commission to vary from this established Fee Schedule.

No refunds; Credits will be granted for the following:

- Weather cancellation
- Custodial cancellation
- 72 hours notice prior to the day of the event (must be in writing)

The Recreation Commission reserves the right to review any cancellations on a case by case basis.

#### **Section 4. Check list**

Please provide the following along with your completed facilities request form.

- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Roster of players and addresses
- \_\_\_\_\_ Roster of coaches with telephone numbers and addresses
- \_\_\_\_\_ Payment enclosed

#### **Section 5. Conditions that must be followed (please initial each line after reading)**

##### Grass Field Usage

- \_\_\_ Do not allow participants to play in any unsafe conditions.  
Report such conditions to the Recreation Office as soon as possible (508-229-4452).
- \_\_\_ Everyone must exit the field into a safe place in the event of thunder and lightening.
- \_\_\_ Keep your permit on you while at the facility
- \_\_\_ Upon leaving the facility, be sure all trash is picked up, equipment is set back into their space
- \_\_\_ Remember to lift, (not drag) all equipment
- \_\_\_ Use appropriate goal nets for your sport
- \_\_\_ Town facilities are for Southborough residents, groups or organizations
- \_\_\_ Town of Southborough does not carry Medical Insurance for Users of its facilities. Users participate at their own risk of injury
- \_\_\_ Local Police Department will take action if policy rules are violated or a permit has not been obtained for use of field
- \_\_\_ Must provide a 72 hours notice for cancellation. No refunds will be issued.

##### Gym Usage

- \_\_\_ All trash must be placed in proper receptacles
- \_\_\_ NO FOOD OR DRINKS in gyms (water only)
- \_\_\_ Basketball shoes must be worn in gyms
- \_\_\_ Town facilities are for Southborough residents, groups or organizations
- \_\_\_ Town of Southborough does not carry Medical Insurance for Users of its facilities. Users participate at their own risk of injury
- \_\_\_ Local Police Department will take action if policy rules are violated or a permit has not been obtained for use of facility.
- \_\_\_ Must give 72 hours notice for cancellation of gym. No refunds will be issued.

*To prevent damage and for safety reasons, the fields should not to be used in severe rain or wet conditions. If there is any question as to whether or not a field can be played on, you should call the Townhouse (508-485-0710 ext. #8-special announcements). Changes in status due to changing weather conditions will be put on the message by 1:00p.m. for daily evening play and by 8:00a.m. for weekend play.*

I have read the policy and agree to abide by all provisions set forth in the policy and this document. I understand that repeated violation of the rules will results in immediate loss of permit.

A pending permit will be issued for your review and approval.  
Full payment is required before an approved permit is issued.

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Print Name

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Signature

Date:

**Do not write below, this document is for Recreation Office use only**

**Section 6. Recreation Approval**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_