



**Town of Burrillville**

**Parks and Recreation Department**

**OUTDOOR FACILITY REQUEST FORM**

**Please Print**

Organization (if applicable) \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Individual/Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Event/Activity: \_\_\_\_\_ Number of Participants \_\_\_\_\_

Day/Date(s) \_\_\_\_\_ Actual Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Insurance: Company \_\_\_\_\_ Policy # \_\_\_\_\_ Exp.Date \_\_\_\_\_ (attach copy)

**Facility(s) Requested**

Hauser Memorial Field

Branch River Park

Tennis Courts

Softball Field \_\_\_\_\_

Softball Field \_\_\_\_\_

Harrisville \_\_\_\_\_

Baseball Field \_\_\_\_\_

Baseball Field \_\_\_\_\_

Branch River Park \_\_\_\_\_

T-ball Field \_\_\_\_\_

Track \_\_\_\_\_

Restroom \_\_\_\_\_

Track Field \_\_\_\_\_

Basketball Ct. \_\_\_\_\_

**Park Area(s) Requested**

Gazebo/Town Common \_\_\_\_\_ Freedom Park \_\_\_\_\_ White Mill Park \_\_\_\_\_ Bike Path \_\_\_\_\_ Tarklin Park \_\_\_\_\_

Bleiweis Park \_\_\_\_\_ Gonyea Park \_\_\_\_\_ Veteran's Park \_\_\_\_\_ Firemen's Memorial Park \_\_\_\_\_

Hero Park \_\_\_\_\_ Remington Park \_\_\_\_\_ Skate Park \_\_\_\_\_

*(Public will still have access to Bike Path during requested dates/times)*

***Facility request not approved until you receive confirmation from Parks & Recreation!***

I agree to follow all rules and regulations set by the Town of Burrillville when using the above recreational facilities. Violating any of the rules and/or regulations as set- forth herein may result in loss of deposit if applicable, assessment of additional costs/or suspension of any further use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Key Issued To: \_\_\_\_\_ Key# \_\_\_\_\_ Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_

Key Returned by: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Rules & Regulations Governing Recreational Facilities**

It is the responsibility of the organization president and/or the individual identified as the person in charge of the permit to make application for the use permit and pay to the department all necessary fees associated with the facility use.

By Town ordinance the following fee structure has been established for use and maintenance of the Burrillville recreational facilities.

**Field/Facility Use Fees**

Burrillville Youth Leagues	\$25.00 per field/park or Maintenance in lieu of fee (max. 4 hours)
Non-Burrillville Youth	\$50.00 per field/park (max. 4 hours)
One Time Use (Burrillville residents) (non-resident)	\$50.00 per field/park (max.4 hours) \$100.00 per field/park (max. 4 hours)
One Time Use of Lights	To be determined by the Parks & Recreation Director and/or The Recreation Commission
Burrillville Adult Leagues	\$25.00 per field/park (max. 4 hours)
Non-Burrillville Adult Leagues	\$50.00 per field/park (max. 4 hours)
Lights for Leagues	To be determined by the Parks & Recreation Director and/or The Recreation Commission

**Groups are allowed to utilize only those specific fields which they have reserved in this permit or additional fees will be charged. Failure to pay said fees will risk cancellation of permit.**

A deposit may be required, if deemed necessary to cover any possible damage or cleanup needed. Deposits not utilized will be returned within 30 days. If for any reason the field/park is damaged, destroyed, or requires excessive cleanup costs, the individual executing this agreement will be responsible for any and all costs for repair, cleanup, and/or replacement.

If time and dates requested are available your permit will be placed on hold until your completed and signed permit form is received. Before final approval of permit, payment and any requested documentation must be received.

If the permit is cancelled within two weeks of your scheduled activity, the permit fees may be forfeited.

The department is not responsible for rainouts/cancellations by users. If you find that you will not need all of your scheduled dates, please contact us immediately so this time may be made available for another person and/or organization.

All organizations shall secure and maintain throughout the period of use of the permit, at no expense to the Town of Burrillville, a comprehensive general liability policy with policy limits of not less than \$1,000,000 per occurrence, issued by one or more companies authorized to do business in the State of Rhode Island. The Town of Burrillville and its employees shall be named as additional insured by endorsement. A copy of proof of insurance must be provided prior to approval of permit application.

A \$50 key deposit will be charged upon reservation of facilities at Hauser Field. The deposit will be refunded when the keys are returned. For returning leagues, this fee can be applied to the following year. Keys not returned or reported lost will result in forfeit of the key deposit. I will be the league's or organization's responsibility for any additional costs associated to replace, or if deemed necessary to change all locks for security reasons.

Leagues requesting use of the restroom facility at the Hauser Memorial Field complex are responsible for maintaining the facility. This includes replenishing paper products, routine cleaning after each rental occurrence, and repair of any damage occurring during your use of the facility.

It is the responsibility of the organization president and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities, as well as make sure coaches and/or volunteers receive and understand that permits must be on site during field use.

No alcoholic beverages are permitted on any town facilities. (Police will take notice).

No dogs are allowed on playing fields.

Groups must arrive and depart on time to avoid potential conflicts with other groups.

All groups are responsible for placing trash and recycling in proper receptacles and activity area must be picked up after use. If trash or recycling exceeds receptacle limits, it must be taken out by the organization so as not to attract wild animals.

Authorized activities or sports must take place in designated areas only.

Organizations operating concessions are responsible for complying with all license requirements of the RI Department of Health.

Vehicles are to park in parking lots and lots must be cleared within 1/2 hour of permitted use. No overnight parking is allowed on town property. Any vehicles left in lot will be towed at owner's expense. While driving through parking lots please be watchful for children.

All outdoor recreational facilities close at dusk according to town ordinance, unless approval by permit is given for extended hours and authorized by the Parks & Recreation Department Director and/or designee.

*Groups of 50 or more requesting the use of a field/park area for a one or more day event, may require a Special Event use application, which is available on the department web site or office. The organization or individual submitting for use of a park area, may be required to provide for police or fire department detail. It is the responsibility of the user to provide the department with proof of compliance if deemed necessary.*

Burrillville groups working with youth, prior to the start of each season are required to have a background check completed on every coach or volunteer before permit can be approved. Forms, policies and procedures governing background checks are available on the town web site or the Parks & Recreation office.

Organizations and individuals utilizing town facilities are responsible to adhere to all the General Laws and Ordinances set by the Town of Burrillville.

The Burrillville Parks & Recreation Department reserves the right to reject any permit.

### **Participation Waiver**

I, the undersigned for ourselves, our heirs, executors, and administrators, waive, release, and hold harmless the Town of Burrillville, its staff, officers, agents, employees, representatives, successors and assign of and from all rights/claims for damages, loss to person or property, which may be sustained or occur before, during or after use of the recreational facility or anywhere on the demise premises, which are caused by willful, wrongful act, negligence, or default of the lessee, its agents and assigns.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

**CHECK LIST FOR PERMIT**

\_\_\_\_ Signed Permit Form

\_\_\_\_ Copy of Certificate of Insurance

\_\_\_\_ Fees assessed for Permit

\_\_\_\_ Other: Describe & List: \_\_\_\_\_