

MONTAGUE PARKS & RECREATION DEPARTMENT

56 First Street, Unity Park Fieldhouse

Turners Falls, MA 01376

Phone: (413) 863-3216/Fax: (413) 863-3229

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Director of Parks & Recreation

Jennifer Peterson
Clerk/Bookkeeper

Facilities/Fields
Reservation Request & Use Policies

Date Submitting Request: _____

Individual/Organization/Business applying for permit: _____

Address: _____ **City:** _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Contact Person: _____ **E-mail address:** _____

Applicant or the responsible adult who is designated on the permit form must be present at all times when a field allocated to them is in use.

Cell phone Number: _____ **Number of Attendees:** _____

Fields & Facilities: Check all that apply relative to this request

Unity Park –

- Ballfield 1**
- Ballfield 2**
- Basketball Court**
- Picnic Area #1**
- Picnic Area #2**
- sun shelter**

Montague Center Park –

- Ballfield**
- Picnic Area**

Highland Park (Millers Falls) -

- Ballfield**
- Basketball Court**
- Picnic Area**

Norma's Park (Lake Pleasant) -

- Picnic Area**
- Ballfield**

Montague Center Town Hall-

- Gymnasium**

Rutter's Park (Lake Pleasant) -

- Basketball Court**
- Open Space**

Date of Event: _____ **Start Time:** _____ **End Time:** _____
Day of Week Da

Activity & Purpose: _____

Are you Charging fees? _____ **If yes, what are you using the proceeds for** _____

Equipment or supplies bringing on-site? _____

Any other specific information we should know? _____

•Are restrooms required? _____ **If yes, a department designated employee may need to be on-site for an additional fee.**

- *If the business is charging fees, MPRD will receive 10% of total receipts collected. If fees are not being charged, MPRD will still require payment due to the fact that the business is still benefiting from use of town property.*
- *Long-term usage – 3 months or more (application must be filled-out every three months.) MPRD reserves the right to deny usage or modify previous use to maximize availability and maintain fairness when using fields/facilities.*

FEE SCHEDULE

Fees collected are used to maintain the condition of the facilities & fields.

If you represent an entity/organization not noted in the fee schedule, confer with the Parks & Recreation Director.

FACILITY/FIELD	Private Resident	Private Non-resident	Non-Profit Montague / Non	Profit/Private Business
Unity Park – Field 1	No Fee	No Fee	Free	No Fee
Unity Park – Field 2	No Fee	No Fee	Free	No Fee
Unity Park – Picnic Area	No Fee	No Fee	Free	No Fee
Unity Park – Basketball Court	No Fee	No Fee	Free	No Fee
Montague Ctr. Ballfield	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Montague Ctr. Picnic Area	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Montague Ctr. Shed	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Highland Park Ballfield	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Highland Park Basketball Court	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Highland Park Shed	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Highland Park Picnic Area	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Norma’s Park Picnic Area	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Norma’s Park Ballfield	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Rutter’s Park Basketball Court	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Rutter’s Park Open Space	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Montague Center Town Hall Gymnasium	No Fee	\$25 per use/day	Free / \$25 per use	\$35 per use/day
Park Attendant	\$10 per hour	\$10 per hour	\$10 per hour	\$10 per hour

Parks & Recreation Department

PARK RULES & REGULATIONS

Applies to all park land under the jurisdiction of the Montague Parks & Recreation Department

Parks are open from Dawn to Dusk, except for scheduled events

The following items are **ABSOLUTELY FORBIDDEN** in any park or facility that is under the jurisdiction of the Montague Parks & Recreation Department. (Local law enforcement take notice.)

- NO use, sale, or distribution of dangerous or narcotic drugs.
- NO sale, consumption or possession of alcoholic beverages, and gambling of any kind; unless under the authorization by the Montague Board of Selectmen
- NO fighting, threatening, abusive language, and other indecent acts
- NO cutting, breaking, injuring, or removing trees/shrubs/plants/turf/signs/fences/buildings, or other structures
- NO camping, hunting or fishing
- NO dumping
- NO horses, cattle, and other livestock; unless during parades with the permission of the commission
- NO motorized vehicles beyond designated parking areas – driving, testing or repair of same, are prohibited except on roads or areas designated for such purposes
- NO painting, pasting, erecting, distribution of signs, advertisements, or postings
- NO selling or soliciting of funds or donations
- NO fires that are not in park grills or private portable grills. Fires must be tended to at all times.
- NO entertainment, demonstration or exhibition; unless permission is granted by the Parks & Recreation Commission and/or Montague Board of Selectmen
- Dogs (or any other domestic animal) MUST be leashed and under control at all times. It is the responsibility of the person leading the leashed animal to clean up after that animal.
- No animals within the PLAYGROUND AREAS.
- The following activities are also NOT ALLOWED on Town park land; golf, archery, paintball, geo-caching (metal detector/digging), or any other activity that will cause damage to the parks, facilities or threatens the safety of others.

Respectful behavior is appreciated at all times. Remember; CHILDREN PLAY HERE.

ANY PERSON, GROUP OR ORGANIZATION WISHING TO USE A PARK FOR AN ORGANIZED EVENT MUST OBTAIN AN APPLICATION FORM FROM THE PARKS & RECREATION DEPARTMENT, AND SUBMIT IT TO THE PARKS AND RECREATION DIRECTOR/COMMISSION PRIOR TO THE EVENT FOR APPROVAL.

Montague Parks & Recreation Commission: Revised and Adopted – 12/03

USE POLICIES & FEE SCHEDULE

Permits will be issued based upon the following PRIORITY LIST:

- Tier 1: Montague Parks & Recreation Department sponsored groups/teams/programs/events
- Tier 2: Other town sponsored groups/teams/programs/events
- Tier 3: Gill-Montague Regional School District groups/teams/programs/events
- Tier 4: Local non-profit and non-commercial youth organization activities
- Tier 5: Local non-profit and non-commercial adult organization activities
- Tier 7: Montague based businesses. Priority will be given to those who have properly used facilities in the past.
- Tier 8: Non-Montague based businesses. Priority will be given to those who have properly used facilities in the past.

RESERVATION POLICIES

- All applications are first come/first served. However, the Parks & Recreation Department and Commission reserves the right to review all applications relative to the priority list noted above.
- All applications must be submitted no less than 14 days prior to the date requested.
- All individuals/groups utilizing Town facilities should take out a permit through the Parks & Recreation Department.
- Permits are non-transferable.
- Long-term usage – 3 months or more (application must be filled-out every three months.) The Parks & Recreation Department reserves the right to deny usage or modify previous use to maximize availability and maintain fairness when using fields/facilities.
- We encourage the use of permits if an individual/group wishes to use a facility on a particular date and time. With the exception of indoor space, if a field or facility is not being used, anyone may use that facility. However, it is understood that their usage is not considered secure and that anyone in possession of a permit has priority over those who do not possess a permit.
- A permit is required for the use of all indoor facilities, a key release form will accompany this form
- All changes must be cleared through the Parks & Recreation Department.
- Individual/group must be in possession of permit during event.
- Individuals or groups with a permit will be given priority over those who do not possess a permit or a group with a permit in hand has priority over a group without a permit. Use of facility or field in previous seasons doesn't guarantee use of a field or facility in the current year.
- MPRD reserves the right to reject any request for use of its facilities or to evict any group from said facilities if it deems their activity may be detrimental to the facility; not in the best interest of the residents of Montague; the group or individual in the group have misused facilities in the past; and/or not abiding by the policies indicated.

FACILITY USE POLICIES

- All facility users must abide by the established "Parks Rules & Regulations" unless otherwise approved by the Parks & Recreation Department and/or Commission.
- All special events held on the fields require pre-approval from the Parks & Recreation Department.
- The use of fields when standing water is present, during heavy rain, or following heavy rain is strictly prohibited.
- For safety reasons, the MPRD will not schedule events that are deemed non-compatible to each other in the space allowed.
- Individuals/groups must remove their own trash and make sure the facility they used is clean before leaving.
- There is no guarantee that the field permitted will be lined. Field lining is not included in the administrative permit fee. If the permit holder needs lines, it is the responsibility of the permit holder to make arrangements.
- Users are not allowed to perform any type of maintenance on fields or facilities.
- Tents and other structures must be approved by the Parks & Recreation Commission, and may also need to be approved by the Building Inspector and the Turners Falls Fire Department.
- Conservation of heat, lights and water must be a priority.
- If electricity will be used, it must be indicated on the application as to what it will be used for as well as any wattage information. There will be an additional charge based on usage. (Fee schedule will apply).
- Only the facility noted in this application may be used. A permit does not apply to any other facility.
- Smoking is prohibited in all indoor facilities.
- Where a very large event is scheduled (100 or more people), consult with the Parks & Recreation Director well in advance to confirm the details.
- Fields will not be scheduled 100% of the time. Down time is often needed to rehabilitate the fields.