

# TOWN OF SOUTHBOROUGH



## RECREATION COMMISSION

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772  
(508) 229-4452 · FAX (508) 229-7969  
WWW.SOUTHBOROUGHREC.COM

### **Town of Southborough Recreation Facility Use – NON-TURF**

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

Recreation Commission will ensure that the fields and facilities are maintained for, used by, and kept available for use by Southborough Residents. 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 Department will make every reasonable effort to treat all organizations, teams, and individuals using the Recreation Facilities in a fair and equitable manner when establishing priorities for use. All Players, coaches, and spectators are required to abide by Southborough Recreation's Code of Conduct (appendix A) and Southborough Public Schools core values (appendix B). User groups must allocate facility usage so as not to discriminate on the basis of disability, gender, race or religion.

### **Application Process**

- Refer to seasonal deadlines on when to apply for time. (located below) You can still apply after the deadlines but you run the risk of not receiving your request time. All times are allocated per the priority use stated below.
- Applications will be accepted online, in person, mail or fax. Telephone reservations are not accepted.
- All applicants must be at least 18 years of age or older and must be present throughout the entire use of the rental period.
- Reservation request must include reservation form, roster, proof of insurance and nonprofit status if applicable (letter from Attorney General or IRS). Youth & Adult sports organizations must provide team rosters (with emails), practice and game schedules.
- The time stated on your application should be the time you wish to gain entry to the field and the time you anticipate being cleaned up and off the field. Gym times vary per school, contact Recreation for times.
- Once your reservation has been approved, full payment must be received within 10 business days.
- Checks payable to the Town of Southborough, 21 Highland Street, Southborough, MA 01772.
- Town Organization **must** turn back time not used 30 days after practice and game times have been allocated at the beginning of the season.
- The Recreation Department is open Monday to Thursday 9am to 4pm, Friday 9am to 12:30pm

## **Permit Regulations**

- Cancellation of approved permit can occur within 36 hours of use if deemed in the best interested of the Town. Refer to cancellation section.
- Use of fields is subject to Board of Health approval. All regulations, if any, imposed by the Board of Health upon issuing a permit must be followed. No exceptions
- Field/Gym permits are to be used for intended purpose only. Subletting is not allowed.
- Transfer of time to third party is prohibited without permission of the Recreation Department.
- All facilities will not be exploited for private gain.

## **Priority Use**

In the event of a conflict in applications, field usage will be allocated to the highest priority applicant by applying the following schedule:

1. Municipal Recreation Programs
2. In Season youth sports for which the field has been lined.
3. Municipal programs for non-youth
4. In Season adult sports for which the field has been lined.
5. Off-season sports
6. Select Teams (in leagues which hold tryouts)
7. Special events

The Recreation Commission reserves the right to override the priority list noted above in order to fully maximize usage of the facility

## **When to apply**

<b>Field Use</b>	<b>Application submitting deadline</b>
Spring      March 1 to June 30	February 1
Summer      July 1 to August 31	June 1
Fall          September 1 to November 30	August 1
<b>Gym Use</b>	<b>Application submitting Deadline</b>
Winter      November 1 to March 30	October 1
Spring      April 1 to May 31	February 1
Summer      June 1 to August 31	May 1
Fall          September 1 to October 31	August 1

## **Liability and Insurance**

1. Liability insurance holding the Town of Southborough harmless is required for all reservations. All policies must name the “Town of Southborough” as additional insured.
2. The applicants will be responsible for any and all damages to the Town of Southborough premises, equipment, and property. If after an activity, additional janitorial services or facility maintenance is required (in excess of normal services and time) the applicant will be charged accordingly.
3. the applicant will be held responsible for all actions, behaviors, and damages caused by his/her guests/ attendees. The Town of Southborough carries NO MEDICAL INSURANCE for Users of its facilities. Users participate at their OWN RISK OF INJURY.
4. The Town of Southborough Recreation reserves the right to revoke any permit issued due to inappropriate behavior or activities caused by the group’s use of the field or gym.

## Fees and Charges

All fees and charges are based on operational and administrative costs, preparation and set up time, staff time, custodial clean up, field maintenance, capital projects, and equipment replacement costs. The fees are established by the Town of Southborough Recreation Commission and are reviewed on an annual basis.

<b>Tier</b>	<b>Groups</b>	<b>Grass Field</b>	<b>Gym</b>	<b>Other</b>
1	Recreation Dept. & Public Schools and Town of Southborough	No Charge	No Charge	
2	Youth & Adult groups <b>&gt; 95% residents</b>	\$20/pp/sport/season	\$20/pp/sport/season	Gym-Weekend usage additional custodial fee and a 3 hour minimum in addition to pp rate. <b>Custodial Fee will be emailed/mailed directly to applicant</b>
3	Other Organizations <b>&gt; 51% residents</b>	\$55/hour Must provide team roster	\$55/hour Must provide team roster	Gym-Weekend usage additional custodial fee and a 3 hour minimum in addition to pp rate. <b>Custodial Fee will be emailed/mailed directly to applicant</b>
4	Other organizations < 50% <b>residents</b>	\$65/hour Must provide team roster	\$65/hour Must provide team roster	Gym-Weekend usage additional custodial fee and a 3 hour minimum in addition to pp rate. <b>Custodial Fee will be emailed/mailed directly to applicant</b>
5	Business, single one day event, <b>non- residents</b>	\$75/hour	\$85/hour	Gym-Weekend usage additional custodial fee and a 3 hour minimum in addition to pp rate. <b>Custodial Fee will be emailed/mailed directly to applicant</b>
6	Tennis Courts	Not Available Public Use Only	Not Available Public Use Only	Not Available. Public Use Only

Updated 03.17.22

## Credit/Refunds

If an event is cancelled due to weather related conditions, every effort will be made to reschedule the event at a later date for the affected group. Credits can be granted for custodial cancellation; weather cancellations, or facility closures issued by the Recreation Department. If the permit holder does not utilize a facility as scheduled, no refund or credit will be issued. 48 hour notice is required to cancel permit without penalty. Credits can only be held and applied within the permit season. **Full refunds will be made at the discretion of the Recreation Director.**

## **Field Lining**

Field lining is very important part of the permitting process. Please contact the Recreation Department to go over field lining schemes for season permits. **Each organization is responsible for the cost of lining for their prospective sport.** Recreation may ask a user group to move or alter practices due to lining and mowing.

## **Light Fees & Policies**

The rate set beginning in 2021 will be \$15/hour per lighted field. Final billing will take place at the end of the permitted season.

### **Mooney “Majors” Diamond Light Policy**

1. Lights shall only be used for players ages 12 and under and will not be modified/expanded to accommodate older players.
2. Hours of Lighting Use: Sunday through Thursday nights: lights will be programmed to automatically turn off at 9:00 pm. Friday & Saturday nights: lights will be programmed to automatically turn off at 9:30 pm.
  - a. The lights will be programmed to automatically shut off at the above stated times. This program will be controlled by the Southborough Recreation Department.
  - b. The lights will only be turned on if you are scheduled for field use through the Recreation Department. If the user group does not have a permit for the date/time of a practice/game, the lights will not be turned on.
  - c. The Recreation Department and Police Department have existing policies and procedures in place if issues occur or policies are not followed with recreational facilities after hours.
3. If a game on the diamond ends after 8pm, the lights may not be used for practice.
4. The lights may be used for tournaments **ONLY** if Southborough baseball players are participating in the tournament — Hours of Lighting Use above remain in effect.
5. Points of contact for the Southborough Recreation Department and Southborough Little League will be provided to abutters upon request to insure that this policy is followed and to facilitate open communication. Please provide a point of contact to the Recreation Department
6. Announcer speakers will be kept at a reasonable/responsible decibel level.
7. The Recreation Department will host an annual meeting with the neighborhood and the youth organizations that use the Mooney field to facilitate open communication and respectfully express concerns.
8. If a police detail is required at Mooney Field the user shall be responsible for the fee.
9. Lights shall not be used at any time between November 1 and February 28.

### **Richardson Tennis Court Light Policy**

#### **Lighting hours: Sunset to 9pm**

1. The tennis court lights have a push button system allowing the lights to turn on for a 30-minute period of time. Once the lights are approaching the end of the 30 minute period, a warning lighting will turn on. The user can press the button again for continued use but the lights shall not extend beyond the hours Identified above.

**Guidelines for cancellation of activity on Town/School FIELDS. Cancellations Posted on [www.SouthboroughRec.com](http://www.SouthboroughRec.com)**

1. If grass is easily removed with a cleat, this is considered a wet field.
2. Standing puddles of water on a field
3. Footing is unsure and slippery
4. Ground is water logged and squishy
5. Lightning or thunder is present or severe weather warnings are present.
6. Unsafe facility conditions – glass, exposed stones and rocks, etc.
7. Frozen fields

**Any groups playing on an officially closed field may forfeit the right to play on that field for the remainder of the season and maybe held responsible for field repair. Report any violation to the Recreation Department.**

**Guidelines for cancellation of activity in GYMS**

If the school is closed, due to unforeseen circumstances, such as a snow day or other emergency, all events and activities will be cancelled.

If a coach or league needs to cancel at the last minute follow below:

Emergency Cancellation Procedures on weekdays after 4pm or all weekend

If you need to cancel gym time, which is not within the 36 hour notice, the **coaches are responsible for calling the recreation office and the appropriate school** and leave a message:

Finn – 508-485-3175 x109  
Woodward – 508-229-1255 x110  
Neary – 508-481-2300 x1107  
Trottier – 508-485-2400 x178

**Facility Regulations**

- TRASH MUST BE placed in proper receptacles or carried away by user.
- NO FOOD OR DRINKS in gyms. (water ONLY)
- Basketball shoes must be worn in gyms.
- There is NO ALCOHOL or TOBACCO allowed on Town owned property.
- On Southborough Fields or Buildings there should be NO FEE CHARGES for additional activities unless prior arrangements are made with the Recreation Commission.
- 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.
- For gymnasium use: Monitors must be in place for all basketball games to ensure that no food or drink (except water) is brought into the gyms.
- There is no grilling of any kind allowed on any of our fields or facilities without a permit from the Fire Department and permission from the Recreation Department.
- User must adhere to their own code of conduct, the Schools core values, and policy and the Recreation Commissions Code of Conduct
- Users are responsible for removing their sport specific goal/equipment from the field at the completion of their game/season.
- All facilities will not be exploited for private gain.

- No events may begin before 8am or past dusk, with the exception of lighted fields that may be scheduled up until 9:00pm
- Tennis courts cannot be used for private lessons without permission from the Recreation Commission.

**Violations of any part of the policy can result in a charge of 10% of the total permit and/or revocation of permit.**

# RECREATION FACILITY RESERVATION FORM

## Section 1. Designated Contact/Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email (For Permit to be Sent) \_\_\_\_\_

## Section 2. Team/Organization Information

### Town of Southborough Youth or Adult League

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

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

Are you charging admission or separate fee for this event? YES | NO

### Private Youth or Adult League or Other (#3-5 noted in fee chart)

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

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

Are you charging admission or separate fee for this event? YES | NO

Address \_\_\_\_\_

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

E-mail (For Permit) \_\_\_\_\_

### Scheduling Request (In preferential order if necessary) Please attach additional sheets if necessary

Day(s)	Date(s)	Hours	Facility

**Section 3. Check list**

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

\_\_\_\_\_Certificate of Insurance - **REQUIRED**

\_\_\_\_\_Roster of players and addresses - **REQUIRED**

\_\_\_\_\_Payment - **Must be paid prior to field use unless alternate arrangements are made with the Southborough Recreation Department**

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

A pending permit will be issued for your review and approval before a final permit is issued.

The Recreation Commission reserves the right to grant waivers to facility 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.

Mail to: Southborough Recreation, 21 Highland St., Southborough, MA 01772

Email: Tim Davis, [TDavis@southboroughma.com](mailto:TDavis@southboroughma.com)

Fax: 508-229-7969

Checks payable: Town of Southborough

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Printed Name of Applicant	Signature	Date

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

***Recreation Office use only - Recreation Approval***