



Town of Greenfield Recreation Department

20 Sanderson Street, Greenfield, MA. 01301

Phone (413) 772-1553 Fax (413) 773-0115

Email: christym@greenfield-ma.gov

http://www.greenfield-ma.gov/Pages/GreenfieldMA_Recreation/index

DATE RECEIVED _____
Facility Use Request Form
Must be Printed and Completed
entirely to be processed

Facility Use Request Form

Name of Organization _____

Type of Organization: Private Non Profit Municipal Educational Other

Contact Person _____

Mailing Address _____ City/State/Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-Mail _____

Event Purpose _____

Facility Requesting

_____ Abercrombie Field _____ Beacon Field _____ Green River Park
_____ Green River Swimming & Recreation Area _____ Highland Park
_____ Hillside Park _____ Energy Park _____ Other _____

Specify Area/Other

_____ Baseball Field _____ Soccer Field _____ Softball Field
_____ Tennis Courts _____ Restrooms _____ Open Field
_____ Beach _____ Pavilion/Stage _____ Volleyball Court
_____ Electricity _____ Lifeguards _____ Basketball Courts
_____ Other (please specify) _____

Date Requested

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time (include setup) _____ AM / PM **End Time** (include clean up) _____ AM / PM
Event Start Time _____ AM/PM Event End Time _____ AM/PM

Frequency: One-Time Weekly Bi-Weekly Monthly Other (Please attach a schedule)

Expected Attendance: Children _____ Adults _____

Will you be charging admission? NO YES Admission Charge: _____
Will you be serving food? NO YES Who is providing/cooking food/type: _____
Are they ServSafe Certified? NO YES
Does your organization charge dues? NO YES If yes, amount: \$ _____
Will you be selling anything? NO YES What? _____
How many automobiles do you expect? _____

Priority For Facility Use Reservation Requests:
Group A: Town of Greenfield Recreation Department
Group B: Town of Greenfield School Department
Group C: Town of Greenfield Group represented by a responsible Greenfield resident
Group D: Non-Resident Group represented by a responsible staff person appointed by the school or group to hold full responsibility for the group's activity and actions, and so approved by the Recreation Department



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Facility Reservation Policies Agreement

This agreement made this _____ day of _____, 20__ by and between the Town of Greenfield through its Recreation Department (hereinafter referred to as "Greenfield") and _____ (hereinafter referred to as "User"). WHEREAS Greenfield wishes to promote the use of its parks and recreational areas and provide for the enjoyment of the general public, and WHEREAS User wishes to use said facilities. NOW, THEREFORE parks and recreation facilities of the Town of Greenfield shall be used by User in accordance with the following policies and procedures:

- 1. Reservations must be made with the Recreation Department with an outline of event plans no later than 2 weeks prior to the proposed use of facility.
2. Applicant hereby assumes responsibility and liability for any and all injury or damage to the person or property of the User or others connected therewith, be they business or personal invites, and further shall indemnify and hold the Town of Greenfield harmless in the event of any such injury or damage from any and all claims, awards or attorneys' fees.
3. The applicant will abide by all County, Town and other ordinances, rules of Board of Health, Police, and Fire Departments regarding public assemblies.
4. In the event the User wishes to provide amplified music, the music shall be at a volume that can not be heard beyond the park boundaries and shall not be used before 10:00am or after 8:00pm.
5. The restrooms will be locked at 8:00pm (where available). Additional charges may apply for use of temporary facilities at Energy Park if additional cleaning is necessary.
6. No glass bottles or containers allowed on Town Park/Recreational facilities.
7. The User shall be responsible for its own clean up immediately following the event; the User must leave the area in the same condition in which it was found.
a. The User will remove any and all streamers, balloons, ribbon, tape, posters, signs, etc. from pavilion and picnic tables. Only BLUE PAINTERS tape is permitted for hanging decorations.
b. In the event that the Town must clean up the area following the event, the User shall be charged that expense. The Director of Recreation will determine "same condition," and the Director's decision is final.
8. A \$50.00 refundable damage deposit must be paid with the application. The deposit shall be returned in full following the event provided that the park/recreational facility was left as set forth in Policy 7.
9. Special events attracting more than 75 people may necessitate having police officer on duty, at the expense of the User, to assist with traffic control and parking, at the discretion of the Director of Recreation.
10. This permit may be revoked at any time by the Director of Recreation, Mayor, or members of the Town of Greenfield Police Department for violation of the above or any other Park, Town or State Ordinance.

The following stipulations shall also apply due to the specific use by the User:

- a: _____
b: _____

I (We) assume full responsibility for any damages to Town of Greenfield property and/or equipment that occur as a result of the requested use. Furthermore, I (We) understand that the Town of Greenfield, its staff, and members of the Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the property. Sport groups and organizations not sponsored by the Recreation Department must provide a Certificate of Insurance, naming the Town of Greenfield, its agents, servants and employees as additional insured, evidencing the following: Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.

Cleaning Fees:

The following additional fee will be assessed for cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. This fee will be itemized and billed to the reserving party once the duration of the facility reservation is completed. Security/Damage deposit will not be returned in addition to cleaning charges. Minimum Fee: \$50.00

USER SIGNATURE _____ DATE _____

My signature on this form indicates that I have read the Facility Use Request Form, Policy & General Rules and agree to abide by them.

For Office Use Only

Reservation Fee \$_____ + Damage Deposit: \$50.00 = \$_____ Payment Cash Check # _____ Visa/MC/Discover: Account # _____ Exp. Date _____
Received by: _____ Entered into RecTrac By: _____ Insurance Certificate Received: Yes No
Approved / Denied _____ Date _____ Comments: _____
Christy Moore, Recreation Director



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General Facility Rules and Swim Area Rules

1. Alcoholic beverages are not allowed on premises.
2. Smoking is prohibited on the beach and within 30 feet of the playground.
3. Pets are not allowed in the Swimming and Recreation Area June 1st through November 1st.
4. Coast guard approved floatation devices only.
5. Glass containers are prohibited on the beach area.
6. Please watch your children carefully - lifeguards cannot babysit.
7. Bicycles are not allowed in the waterfront areas - please use the rack provided near the bath-house.
8. Fishing in or near swimming area is prohibited.
9. Keep the waterfront and park areas clean, throw trash in containers.
10. Throwing sand, stones, mud or sticks is not allowed.
11. Motorized vehicles are not allowed on the beach, bridge or picnic areas.
12. Loitering around or in guard chairs, restrooms, guardroom or concession stand is prohibited.
13. Due to shallow depth, diving or jumping off of bridge and walls are prohibited.
14. WALK in all waterfront areas.
15. Climbing, playing, or swimming around the dam and bridge is prohibited.
16. Rough play, running, splashing, shoving or dunking is not permitted.
17. Balls and throwing objects may be used in the athletic fields only.
18. Parking is only allowed in designated parking areas.
19. Non swimmers must have competent adult swimmer in the water with them and no further than one arms length away.

Supervision Guidelines

1. A minimum of one person per 25 participants/per area shall be assigned by User to supervise;
2. Youth groups shall have a designated Coordinator with a ratio of not less than 1 chaperone per 10 youth ages 8 and older; not less than 1 chaperone per 6 children under age 8;
3. Chaperones must be with youth at all times, including but not limited to the beach, playground, restroom areas, parking lots, etc. **Recreation Department staff, including lifeguards, are not responsible for supervision of visiting groups, individuals or children in the park.**
4. Lifeguards must be notified before Youth Groups enter the water; water events **MUST BE SCHEDULED WITH THE RECREATION DEPARTMENT IN ADVANCE**, and group chaperones must supervise groups; **per State Law, Camps must provide certified Lifeguards;**
5. It is the group supervisor's responsibility to prevent disruptive or disrespectful behavior, vandalism and excessive noise, and to remove those causing disturbances or contact police to have offenders removed;
6. Groups must leave the area in the same condition in which it was found; groups are encouraged to bring their own trash bags;
7. **CHILDREN ARE NEVER TO BE LEFT ALONE AT ANY PARK.**



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Swim and Facility Fees		
Passes	Resident	Non Res.
Family*	\$55	\$85
Individual	\$30	\$45
Senior (55+)	\$25	\$35
* Definition of a Family: Only two adults and their children under the age of 19, all residing at the same address can be listed on a family pool pass. For the purchase of a swim pass, an adult is defined as a person 19 years of age or older.		
Daily Visit	Resident	Non Res.
Adult (19-59)	\$4	\$8
Seniors (55+)	\$2	\$4
Youth (3-18)	\$3	\$6
Under 2 FREE	\$0	\$0
Group Rates	Same as Daily	Same as Daily
Groups larger than 10, must call the Recreation Director in advance for discount.		
July 4th	Resident	Non Res.
Car (Up to 7 people)	\$15	\$30
Per Person	\$5	\$10
Facility Rentals	Resident	Non Res.
Swim Area Pavilion (4 hour rental)	\$25	\$50
Damage Deposit	Flat Fee of \$50	Flat Fee of \$50
Electricity	Flat Fee of \$25	Flat Fee of \$25
Athletic Fields	\$20	\$40
Athletic Fields per hour	\$2	\$4
Tennis Courts per court/hour	\$10	\$20
Tennis Courts per tournament/court/hour	Call Recreation Director	Call Recreation Director
Lifeguard per hour*	\$25	\$25
Facility Supervisor per hour*	\$20	\$20
Special Events (75 or more people)	Call Recreation Director	Call Recreation Director
*Minimum of 2 hours		



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Additional Energy Park Rules

1. All animals must be leashed at all times. Pet owners are responsible for cleaning up after pet.
2. Skateboarding is not allowed in park, on stage or stairs and in parking lot.
3. All food vendors, distributors, and special events must obtain permits.
4. Smoking is prohibited in the park.
5. Gas grills, charcoal grills and hibachis are prohibited.
6. Limited parking in adjacent lot, other parking available on Miles St, Main St, and Hope St.
7. All signage for or during events must be approved by Events Director. Posters are to be hung on the designated board in park and on kiosk at main entrance. The use of duct tape is prohibited on light posts, fence or stage. Only BLUE PAINTERS tape is permitted.
8. All other park and supervision rules apply.

Energy Park		
Facility Rentals	Resident	Non Res.
Event/Pavilion (4 hour rental)	\$25	\$50
Damage Deposit	Flat Fee of \$50	Flat Fee of \$50
Electricity	Flat Fee of \$25	Flat Fee of \$25
Wedding (4 hour rental)	\$100	\$200
Concerts (2 hour rental)	\$100	\$200
Festivals* (2+ hour rental)	\$250	\$500
Facility Supervisor per hour*	\$20	\$20
*Maximum of 200 people		

Public events can be posted on the Energy Park website and on the events calendar which is printed at the beginning of the season. Please provide the details and a brief explanation (include highlights) of your event. All additional advertising is the responsibility of the organizers.