

APPLICATION FOR USE OF FIELDS/FACILITIES

Litchfield, NH Recreation Commission

• 2 Liberty Way Litchfield, NH 03052

<http://www.litchfieldrec.com> rc@litchfieldnh.gov (603) 886-5003

Deliver this completed form by email to rc@litchfieldnh.gov or to Town Hall during normal business hours.

>>> PLEASE COMPLETE ALL FIELDS ON PAGES 1 AND 2 OF THIS FORM <<<<

Requester's Name:	
Address:	
E-Mail Address:	
Phone:	
Alt: Phone:	
Best Contact Method	<input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email
Group/Organization Name:	
Requester's Title/Role in Organization:	
Chief Officer or Representative of the Requesting Organization:	Name:
	Title:
Profit or Non-profit?	<input type="checkbox"/> Profit <input type="checkbox"/> Non-profit
Organization or individual?	<input type="checkbox"/> Organization <input type="checkbox"/> Individual

Application is hereby made for the privilege of using the following fields/facilities:

>> Check all that apply for the same date(s) and time(s).

Roy Memorial Park ("Darah Pond")	<input type="checkbox"/> Field 1 (south) <input type="checkbox"/> Field 2 (west) <input type="checkbox"/> Field 3 (north) <input checked="" type="checkbox"/> Talent Hall
	Other (specify):
Scott Innes Sr. Fields (Brickyard Rd.)	<input type="checkbox"/> 11 v 11 Field (east) <input type="checkbox"/> 6 v 6 Field (west)
Bissett Fields (Jeff Lane)	<input type="checkbox"/> Field 1 (left, south) <input type="checkbox"/> Field 2 (right, north)
Litchfield Park at Sawmill Brook	<input type="checkbox"/> Field 1 (east) <input type="checkbox"/> Field 2 (west)
Corning Fields (Brook Rd.)	<input type="checkbox"/> Field 1 (south) <input type="checkbox"/> Field 2 (north)

Date(s):	Beginning ____/____/____	Ending ____/____/____
Times ¹:	Beginning ____ (<input type="checkbox"/> am/ <input type="checkbox"/> pm)	Ending ____ (<input type="checkbox"/> am/ <input type="checkbox"/> pm)
Day(s):	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	
Purpose of Event		
Expected number of participants		
Expected percent of participants who are Litchfield residents	<input type="checkbox"/> 0% <input type="checkbox"/> 1-49% <input type="checkbox"/> 50-99% <input type="checkbox"/> 100%	

Other requests or information the Commission might need in considering this application:

I have read the following rules and regulations governing the use of facilities and by submitting this form pledge that the organization and/or individuals on whose behalf this application is made will faithfully respect those rules and assume total responsibility in connection therewith, including any exceptions on next page.

Signed: _____ Date of Application: / /

¹ Your group must arrive no earlier than and depart no later than your scheduled times.

Please allow for set-up and clean-up times as necessary, to avoid overlaps with other groups or scheduled maintenance.

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The following are generally prohibited and may be permitted only when requested and approved by at the Recreation Commission at its discretion.

Type of Exception	Requested Exception (A blank here mean no exception is requested.)
What food/beverage do you propose to sell, serve, or share (e.g. "pot luck")?	
What alcohol do you propose to allow, including "BYOB"? (Police detail to be arranged and paid at applicant's expense may be required.)	
Where and why do you propose to kindle a fire ? (A fire permit and/or fire department standby detail, both to be arranged and paid at applicant's expense, may be required.)	
What public address system(s) are proposed to be used?	
Why do you want to operate after sunset ? ²	
What type of fundraising will be done and how will the funds raised be used?	
What vendors will be present? (If specific vendors are not yet known, list the type and approximate number of vendors.)	
What is the admission fee ?	

***** FOR RECREATION COMMISSION USE ONLY *****

This application is hereby approved subject to the following exceptions and restrictions:

Approved on ___ / ___ / ___ by Recreation Commission Officer: _____

Fee Assessed: \$ _____ Fee Collected: \$ _____ Balance Due: \$ _____

Activity put on recreation fields and facilities event calendar by _____

² While this might be implied by the requested date and time, and while the park might normally be open to the public after sunset, an exception still must be requested here if you expect to continue your program or event after sunset.

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Instructions

- Check the current Recreation Commission calendar at <https://litchfieldrec.com/schedules/> for conflicts before making your request.
- For recurring events, the event/league sponsor must apply each year, prior to the anticipated start of the event/season to get their event(s) on the schedule.
- An application for the use of the facilities should be made at least two (2) weeks in advance of the date on which the use of the facilities is desired, and in any case must be made before the Recreation Commission meeting preceding the requested date. See the Commission's meeting schedule at <https://litchfieldnh.gov/home/town-calendar/>
- After you complete this form, your request will be reviewed at a meeting of the Litchfield Recreation Commission. To facilitate the process, and in the event any questions arise, you are encouraged to have someone representing your organization attend the meeting.
- Fields/facilities generally are available for use by residents on a first come, first served basis, unless closed by the Recreation Commission, for maintenance or to protect the fields.
- Use of Litchfield's Recreational fields/facilities requires 3 forms to be filed with the Commission:
 1. Facility Request Form (pages 1-2 of this form)
 2. Certificate of Liability Insurance³, with this "Additional Named Insured":
Town of Litchfield
2 Liberty Way
Litchfield, NH 03052
 3. New Hampshire Youth Skills Camp Program criminal background check.
The Department of Health and Human Services (DHHS) oversees the criminal background check requirement established for youth skill camps. This program is not a licensing program; it requires criminal background checks to be conducted for all personnel who may be left alone with children. The owner must obtain these checks and submit certification of completion and their background check process to CCLU with the required fee each calendar year.
See <https://www.dhhs.nh.gov/oos/cclu/ycp/skills.htm>
- Send questions about this form, your request, or the review and approval process to rc@litchfieldnh.gov.

OTHER RESOURCES:

- For rooms or fields at the schools, see <http://www.communityuse.com/default.asp?acctnum=45151819> (Click "Login" in the upper right corner or click the documents tab for instructions.)
- For the Community Room in the Fire Station see "Community Room Usage Request" at <https://litchfieldnh.gov/fire-department/>

³ If you need to obtain insurance for this activity, see <https://nhprimex.org/assets/Uploads/TULIP-10-4-2017.pdf> at Primex <https://nhprimex.org/>. (This is an independent third-party organization, not associated with the Town.) To purchase insurance, go to <https://tulip.intactspecialty.com/e/tulip/apply.aspx> and for the Venue ID Code enter "OB54 - 074" and press the tab key, then click next (or near the bottom enter "town of Litchfield" in the search box, then select the entry with an address of Liberty Way). Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/\$1,000,000 with additional personal injury of \$300,000. Exceptions to this requirement can be approved by the Commission in its discretion.

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Rules and Regulations

Governing Use of Recreation Fields and Facilities

The Litchfield Recreation Commission is pleased to cooperate with and to extend to the public the use of the fields and facilities for which it is responsible. In return, the Commission expects the property to be respected and protected from any damages. Below are the rules and regulations under which use of such facilities is permitted and clarification the responsibilities of the individual(s) or organization(s) using these public facilities.

1. Safety must be everyone's number one priority!
 - a. In the event of inclement weather and/or adverse conditions, it is the responsibility of your organization to ensure the safety of the people attending your event.
 - b. Once lightning has been spotted all fields must be cleared for a minimum of 30 minutes after the last flash of lightning.
 - c. Any dangerous or potentially dangerous situations or conditions must be reported to the Litchfield Recreation Commission as soon as possible, and in all cases within twenty-four (24) hours of discovery.
 - d. Any damages to property or any injury to any person must be reported to the Litchfield Recreation Commission as soon as possible, and in all cases within twenty-four (24) hours of occurrence.
2. Respect for neighbors: The privacy, property, and rights of all neighbors to the field(s) being used must be respected by all organization members and attendees.
3. Supervision: All activities must be under competent adult supervision approved by the commission. In all cases, an assigned responsible adult organization member must be present. The group using the facility will be responsible for any damage to the facility, equipment, or surrounding properties.
4. Parking on recreation property is restricted to designated areas. The applicant must ensure that all attendees are aware of parking restrictions both in the park and on the surrounding streets.
AT NO TIME WILL ANY VEHICLE OR EQUIPMENT BE LEFT IN ANY FIRE LANE .
5. Cleanup: The applicant is responsible for cleanup each day. A refundable deposit of \$100 may be required to cover cleaning and other costs incurred by the Litchfield Recreation Commission. The applicant/organization must provide trash bags, remove trash from the field, and dispose of all trash appropriately.
6. Alcohol and Drugs: In acknowledgment of the Litchfield Recreation Commission's policy against the sale, possession, use, abuse or consumption of alcohol on town property and state laws against the sale, possession, use, abuse or consumption of controlled drugs and controlled drug analogs as defined in [RSA 318-B: 1, VI through VI-b](#), lessee covenants and agrees to enforce said policy and laws during the use of the facility and premises by the Lessee, it's officers, employees, agents, representatives, contractors, customers, guests and invitees.
7. Profanity: The use of profane or objectionable language and disorderly conduct is prohibited. Anyone violating such prohibition may be ejected from the premises and could face a fine.
8. Timely departure: Organizations or groups using the facilities shall see that all persons are completely out of the park area within the time specified in the approved application. No activity shall continue beyond sunset, unless specifically approved by the Litchfield Recreation Commission.
9. Public address systems are prohibited unless approved in writing by the Litchfield Recreation Commission.
10. Damage to property: The applicant organization shall be responsible for any damage to the property resulting from its use thereof, whether by accident or otherwise, and shall pay the entire cost of such damages.
11. Discrimination: No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion, sexual orientation, or geographical residency in Litchfield.
12. Fundraising: No solicitation of funds shall be permitted unless first approved in writing by the Litchfield Recreation Commission.
13. Vendors: The Town of Litchfield does not allow vendors in any of the town parks without prior approval.

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14. Fires and glass containers are prohibited on town property.
15. Transferability: Permission to use fields/facilities is not transferable to another party, or for any use not listed on the application.
16. Changes to this agreement: The Litchfield Recreation Commission, at any time, reserves the right to change the foregoing regulations or withdraw from any organization or person the privilege of using fields/facilities, all within its discretion.
17. Indemnification: In consideration for allowing the rental and/or permission to use town facilities and in recognition of the commission's fiduciary responsibility to protect owned property and assets, the Lessee hereby covenants and agrees at all times to indemnify and hold harmless the Town, its commission officers, and its employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of these rental premises and all Town facilities, by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.