

FACILITY RESERVATION POLICIES AND PROCEDURES

RESERVATIONS

Reservations for park's or facilities are on a first come-first served basis and may be made no more than one (1) Applications are available beginning 1 Jan. In the event the one year to date reservation falls on a day that the Town of Dighton Parks and Recreation office is closed, the earliest reservation shall be the next working day. The adult signing the reservation form is duly authorized representative for any and all damages, missing items, and clean up. Dates and hours on the reservation form must include set-up, take-down, and cleaning time. The user is required to clear and clean the facility after use.

SALE OF CONCESSIONS/COMMERCIAL EVENTS

Sales of any kind are not permitted in Town of Dighton parks unless authorized by The Town of Dighton. Groups authorized to sell concessions agree to: provide all supplies, materials, and equipment to operate concession; keep the area around concession operation clean; and operate the concession in accordance with satisfactory practices and abide by the laws and regulations governing same. All concession sales must complete any necessary paperwork from the Town of Dighton Board of Health.

ALCOHOL POLICY

No alcoholic beverages, are allowed in any park. No person shall drink from, or possess an open container of permitted alcoholic beverages in any park.

DAMAGE POLICY

It is the user's responsibility to inspect the facility and report any problems. Charges will be assessed for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests. No additions, alterations, or changes to the park grounds, structures, or buildings are permitted without the written permission of Town of Dighton Parks and Recreation.

CANCELLATION

A cancellation at a park or facility must be made no less than 90 days in advance of the event. This will allow other applicants the opportunity to reserve those facilities.

The Department Director, or designee, reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to misrepresentation of information on application, unsafe facility conditions, or weather conditions. All facilities and areas have maximum capacities set by safety code regulations, planned seating capacities, and parking provisions. Parks and Recreation reserves the right to deny any reservation application if the expected attendance will exceed the safe capacity of the facility so as to endanger public health and safety.

Animal's or dog's policy is as follows. Only Certified and Registered Service Dog's are allowed in any Park or Playground within the jurisdiction of the Town of Dighton Parks and Recreation Commission locations. No other Animal or Dog activity may take place.

ANY VIOLATION of said rules will be grounds for not allowing any future use of said facilities



TOWN OF DIGHTON

PARKS & RECREATION
979 SOMERSET AVENUE
DIGHTON, MA 02715
508-669-6431

REQUIRED DEPARTMENTAL SIGN-OFFS FOR FIELD USE

EVENT: _____ LOCATION: _____ DATE: _____

PARKS & RECREATION FIELD USE APPROVED:

Board of Health

Contact Information:

Telephone# 508-669-5182 – Ext

Signature Sign-Off

4 Concessions

Comments: _____

Sanitations

Comments: _____

+

* Board of Selectmen

Contact Information:

Telephone# 508-669-6431 - Ext 1

Signature Sign-Off

Comments: _____

* Building Department

Contact Information:

William McGrady, Jr-Telephone# 774-872-0940

Signature Sign-Off

Comments: _____

* Police Department

Contact Information:

Chief Nichols – Telephone# 508-669-6711

Signature Sign-Off

Comments: _____

* Fire Department

Contact Information:

Chief Maguy – Telephone# 508-669-6611

Signature Sign-Off

Comments: _____

Highway Department

Contact Information:

Thomas Ferry – Telephone# 508-669-5461

Signature Sign-Off

Comments: _____

Town of Dighton

POLICY	Policy on Reservation and Use of Town Facilities
Effective Date	Upon Approval
Revisions	
Board of Selectmen Approval Date	August 14, 2019

BACKGROUND

The Town of Dighton allows the private and public use of town-owned facilities, including the Field behind Town Hall, Old Town Hall meeting room, Town Hall meeting rooms, for use/rental to non-profit and commercial groups or individuals for meetings or programs of an educational, informational or cultural nature, or other events as approved by the Town Administrator.

PURPOSE & APPLICABILITY

The purpose of this policy is to establish parameters for use of Town facilities to ensure safety for all and to uphold the integrity of Town property. This policy shall govern the use of Town-owned buildings and parcels including, but not limited to, Town Hall, Old Town Hall, the Pavilion, and the Carl K. Spratt Memorial Field behind Town Hall. This policy does not address school buildings.

POLICY

1. Subject to availability, consistent with the needs of the Town and request of the public, and at the discretion of the Town Administrator, the following facilities are available for use/reservation to non-profit organizations, commercial groups and individuals:

- Carl K. Spratt Memorial Field
- Town Hall meeting rooms
- Old Town Hall meeting room
- Library meeting space
- Highway Garage (car washes)
- Gazebo
- Pavilion (contact Lion's Club member Carl Stonstrom).

2. Political groups and functions are not eligible for reservation.

3. The use of any of the above-mentioned facilities for municipal purposes will take precedence over all other reservations. If the Town cancels a reservation, every effort will be made to provide as much advance notice as possible. A refund will be issued if a fee has been paid in advance.

4. The Board of Selectmen shall establish a fee schedule for rental of the facilities governed by this policy and shall update and amend as necessary from time to time.

5. Inquiries for reservations may be made in person at the Board of Selectmen's Office or by mail/email to boardofselectmen@dighton-ma.gov. The short term use of field or park space in the Town must be approved in advance by the Parks and Recreation Commission subject to any terms or conditions they deem appropriate.

6. An authorized representative of the group or organization must complete a request for use of facility form, enclosed herein, outlining all event details to be signed by designated public officials. The individual signing the form must be 18 years of age or older and shall be responsible for the conduct of the group and the protection of the Town property. Said representative will be required to sign an indemnification agreement with the Town of Dighton for a scheduled event. Said Agreement shall state:

I agree to indemnify and hold harmless the Town of Dighton and its employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of Town of Dighton properties herein specified. I have received a copy of the Policy on Reservation and Use of Town Property and agree to abide by all the rules and regulations formulated by the Board of Selectmen and its agents for the use of buildings and facilities; and to adhere to all specifications and limits listed.

7. The representative of the group or organization must attend a walk through of the facility being utilized if requested by the Facilities Manager, Town Administrator or other representative of the Town. The walk through shall be attended by an authorized representative of the Town and the user's representative.

8. Applications for permits to conduct permitted activities on Town Property shall be filed no later than thirty (30) days prior to the requested date for said use. Late or incomplete applications will be considered at the discretion of the Board of Selectmen.

9. Applications must be accompanied by a Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence/\$3,000,000 aggregate with the Town of Dighton named as an additional insured valid for the date of the event. The insurance requirement may be waived by a vote of the Board of Selectmen.

10. Police and/or Fire details may be required by the Town, to be paid for by the applicant. Contact the Police Chief and/or Fire Chief for more information.

11. Only service animals shall be admitted on Town property, including outdoor fields. Pets, on or off-leash, are not allowed.

12. Large-scale events (events with 50 or more attendees) require a parking plan.

TERMS AND CONDITIONS OF USE

1. Users must leave the facility and all furnishings as they found it. Users may be charged fees to cover costs for damages or cleaning. Reimbursement is required for any damage by the user(s) caused other than normal wear.

2. Users must remove all trash and recycling on the same day as the event. The Town does not employ a full time custodian and other events may be scheduled to use the facility shortly after a user's allotted time. If Town offices are closed, please contact the Communications Center at 508-669-6711 with any problems.
3. No alcohol is permitted.
4. No open flames, i.e. candles, torches, etc. are allowed. Chafing trays with sternos are allowed.
5. Exits and entrances must be kept clear. Tables must be a minimum of six (6) feet from exits and entrances.
6. Suggested decorations include: table centerpieces, plants/flowers, and/or balloons. All decorations must be fire resistant. Decorations, banners, signs, and other similar items shall not be affixed to walls. Rice, confetti, mylar cutout shapes and other similar items may not be used as decorations in or outside the building. A \$25.00 fee shall apply if those items are used. The use of duct tape and tacks to affix decorations is prohibited. A \$50.00 fee shall apply for painting/repair in case of the use of duct tape or tacks.
7. No live trees or shrubs are allowed, including Christmas trees.
8. There is no smoking or vaping inside the buildings. Smoking must be at least ten (10) feet away from all entrances and exits so as to prevent smoke from entering buildings. Butts shall be disposed of properly.
9. No fog machines or fake smoke machines are allowed. Pyrotechnic displays or sparking devices are prohibited unless prior authorization has been granted by the Fire Chief and the Board of Selectmen.
10. Permits are required for temporary signs and in some cases tents. No signs are allowed on public property without prior approval by the Board of Selectmen.
11. Children must be directly supervised at all times.
12. When booking a D.J. for party functions, music and entertainment must be kept at a reasonable level. In some cases, an entertainment license will apply which requires additional permitting.
13. The Town is not responsible for the loss or damage to any personal property of any user, or of any individual attending the event.
14. No views expressed by private individuals or groups using public property shall be considered the view of the Town and the permit holder shall post a sign stating so if any position or statement is being made to the public during the licensed period.

15. No drones are allowed unless a separate specific request is made at time of booking. The Town reserves the right to deny permission for drone(s) or revoke such permission at its discretion.

16. Parking shall be in designated areas only.

FEES

All fees are payable in advance. Town Employees pay the resident rent per the schedule of reservation fees. The Board of Selectmen may waive any reservation fee at its discretion. See attached fee schedule for reservation rates.

There shall be a \$25.00 fee for returned checks.

CANCELLATION

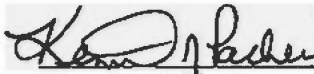
A cancellation fee may apply if a group cancels within one-week of the event.

\$15.00 with notice of cancellation one-week in advance

\$75.00 with notice of cancellation less than one-week in advance

Full rental fee if notice received less than 24 hours in advance of the event, or
"no-show"


SIGNATURES



Kenneth J. Pacheco
Chairman



Brett R. Zografos, Ph.D.
Clerk



Nancy J. Goulart
Member



Town of Dighton

979 Somerset Avenue

Dighton, MA 02715

(508) 669-6431

SCHEDULE OF RENTAL FEES

Old Town Hall	Resident	\$75.00
	Non-Resident	\$100.00
Town Hall	Resident	\$75.00
	Non-Resident	\$100.00
Library	Resident	\$25.00
	Non-Resident	\$50.00
Gazebo		No Fee
Pavilion		No Fee
<i>(Coordinated by the Lions Club)</i>		
Karl K. Spratt Memorial Field		No Fee
Athletic Playing Fields		
<i>(per season/sport determined by the Parks and Recreation Commissioners)</i>		



Town of Dighton

979 Somerset Avenue

Dighton, MA 02715

(508) 669-6431

Facility Reservation Request Form

Facility Requested: _____

Event Date: _____ Start Time _____ End Time _____

Applicant/Organization: _____

Address: _____ City/Zip: _____

Phone: Home/Cell: _____ Work: _____

E-Mail Address: _____ Contact: _____

Type of Event: _____ # of Attendees: _____

Event Details: *Please be specific* i.e. Food, music, entertainment, etc.

Live Band/DJ? No ☐ Yes ☐

If yes, contact Board of Selectmen for permit.

Concession Sales? No ☐ Yes ☐

If selling food, contact Health Department for permit.

Tents larger than 10 X 20? No ☐ Yes ☐

If yes, contact Building Department for permit.

Mechanical Rides/Inflatables? No ☐ Yes ☐

If yes, a certificate of insurance must be provided.

Open to the General Public? No ☐ Yes ☐ Admission Fee _____

Check Appropriate Field:

☐ Fund Raising Group ☐ Non-Profit ☐ Commercial In-Town
☐ Commercial Out-of-Town ☐ Resident ☐ Other

☐ Fee Paid by Cash/Check ☐ Fee Waived
☐ Board of Selectmen Vote

Terms and Conditions of Use:

1. Users must leave the facility as they found it. Users may be charged fees to cover costs for damages or cleaning.
2. Users must remove all trash and recycling on the same day as the event. The town does not employ a custodian and other events may be scheduled to use the facility after you. Please contact Dighton Police with any issues if the town offices are closed.
3. No open flames, i.e. candles, torches, etc. are allowed. Chafing trays with sternos are allowed.
4. Exits and entrances must be kept clear. Tables must be a minimum of six (6) feet from exits and entrances.
5. All decorations must be fire resistant.
6. No live trees or shrubs allowed, including Christmas trees.
7. The Town of Dighton is a tobacco-free facility. There is no smoking inside or outside the buildings.
8. No fog machines or fake smoke machines are allowed.
9. Permits are required for temporary signs and in some cases tents. No signs are allowed on public property without prior approval of the Board of Selectmen.
10. The town is not responsible for the loss or damage to any person or the property of any user, or of any individual attending the event.
11. No views expressed by private individuals or groups using public property shall be considered the view of the Town.

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of Dighton for a scheduled event. A General Liability Policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town of Dighton as additional insured must be provided with the submission of the application. The insurance requirement may be waived by a vote of the Board of Selectmen. If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

Indemnification Agreement: I/We, _____ group, agree to pay for any damage to the facility incurred during the term of rental by our organization. I/We understand that I/we must leave the area in the same condition that it was found. Furthermore, I/we agree to indemnify and hold harmless the Town of Dighton and its employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature arising out of the use of Town of Dighton properties herein specified. I have received a copy of the Policy on Reservation and Use of Town Property and agree to abide by all the rules and regulations formulated by the Board of Selectmen for the use of buildings and facilities; and to adhere to all specifications and limits listed.

Signature

Individually/Authorized Signature for the Group

(Applicant must be 18 years of age or older)

Date