Town of Hampton
Recreation & Parks Department
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Field Reservation/Allocation And Use Policy

Adopted
Effective

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Reservation Procedures:

- Parties interested in reserving a park facility must complete a Field Reservation/Allocation Request form at the Hampton Recreation and Parks office.

- Requests will be classified and handled on an availability basis with the following priorities:

  TYPE I: Programs and activities of the Town of Hampton and the Town of Hampton Recreation and Parks Department will receive priority use of any and all facilities.

  TYPE II: Hampton area schools, including WHS, HAJH, Marston School, Centre School, Lincoln Akerman and North Hampton Elementary School. Hampton based, non-profit organizations, including but not limited to youth and/or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.

  TYPE III: Non Hampton based non-profit organizations and private individuals, businesses and organizations.

- The Director of Recreation and Parks will approve or deny all Facility Reservation Requests.
- In-season sports will take precedent over out of season sports (i.e. baseball in spring and soccer in fall).
- The Recreation and Parks office will collect all fees and necessary paperwork prior to facility use.
- Failure to pay fees or submit required paperwork would result in the disqualification of request.
- The Recreation and Parks department reserves the right to cancel reservations. If this occurs the rental group will receive a refund.

Reservation Usage Fees

The following fees will be assessed upon approval of Facility Reservation Request.

	TYPE I	TYPE II	TYPE III
Single Field Use	N/C	N/C	$25.00/hour
Sport Seasonal Field Use	N/C	N/C	$15.00/hour
Tournament site Use	N/C	N/C	$200.00/day
Camp/Clinic Site Use	N/C	N/C	$200.00/day
Lights at Eaton	N/C	N/C	$10.00/hour
Tuck Building	N/C	N/C	$40.00/ ½ day
Keys to facilities	N/C	$20.00 deposit	$20.00 deposit

Cleaning Fees/Damage Deposit

The following additional fee will be assessed for additional 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 organization once the duration of the facility reservation is completed.

$100

Miscellaneous Charges

Any damage directly incurred as a result of the reserving party's use of the facilities (i.e. lights at field) will be itemized and billed to the reserving organization once the duration of the facility reservations is completed.

Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservations.

Parks, Fields, and Open Space Rules of Use

1. Hours – Facility use should not extend outside of the hours of the approved reservation/allocation request.

2. Facilities – The reserved use of Hampton parks and/or facilities such as recreation shall be scheduled at the discretion of the Director of Recreation and Parks. A reservation confirmation shall be issued specifying the date, time and location of the use and such use shall be subject to any conditions that may be imposed thereunder.

3. Alcoholic Beverages – No individual or group shall possess or consume any alcoholic beverages in a Town Park, recreational facility or preserved open space area.

4. Personal Conduct – No person shall improperly conduct him/herself within the parks so as to annoy or disrupt any other person using the parks.

5. Disposal of Waste – The permit holder will leave the field and surrounding areas in a clean, neat condition. All waste, garbage and recyclables shall be disposed of in receptacles designated for this purpose. If it is necessary for the Town to provide cleaning services following a reserved activity the permit holder may be charged an additional fee and a review of future use will occur.

6. Town Property – No person shall damage, deface, destroy or remove any park property, including but not limited to: signs, structures, equipment, natural growth or other material.

7. Motor Vehicles – No person shall operate, stop or park any motor vehicle except on park roads, parking areas or other areas so designated for such use. Nor shall any person operate any motor vehicle, in a reckless or negligent manner, or in such a manner as to become a nuisance to other park users.

8. Firearms – No person other than an officer of the law shall carry any firearm within the limits of the parks.

9. Building of Fires – No person shall set or maintain any fire in the parks except in stoves or grills maintained for the purpose and located by authority of the Recreation and Parks Department.

10. Sound Equipment – No person shall use any sound amplification equipment in the parks except by special permission from the Recreation and Parks Department.

11. Explosives and Fireworks – No person shall have in his/her possession or ignite any fireworks within the parks, fields, or Town owned facilities.

12. Failure to comply with park regulations may cause the cancellation of reservation and forfeit the use of Town facilities in the future. Reservations are revocable at any time for any violation of rule, ordinance or state law.

Town of Hampton
Recreation and Parks Department
Field Reservation/Allocation Request

NAME OF APPLICANT _____

NAME OF ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____ PHONE (H) _____ (W) _____

CONTACT _____ PHONE (H) _____ (W) _____

Sport: ☐ Baseball ☐ Basketball ☐ Flag Football ☐ Football ☐ Frisbee ☐ Lacrosse

☐ Rugby ☐ Soccer ☐ Softball ☐ Street Hockey ☐ Volleyball ☐ Other

Start Date: _____ End Date: _____

☐ Monday/Time: ___to___ ☐ Tuesday/Time: ____to___ ☐ Wednesday/Time: ___to___

☐ Thursday/Time: ___to___ ☐ Friday/Time: ___to____ ☐ Saturday/Time: ___to___ ☐ Sunday/Time:____ to___

I (We) assume full responsibility for any damages to Town equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that the Town of Hampton, its staff, and member of the Recreation and Parks 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 our property during our requested use of the facility. All applicants must provide a Certificate of Insurance, naming Town of Hampton, 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.

Date Received _____

SIGNED: _____ DATE: _____

APPROVED: _____ DATE: _____

TYPE I II III Single Use Seasonal Use Tournament Use Camp/Clinic Use

FEE $_____

FOR OFFICE USE ONLY: CASH _____ CHECK # _____ DATE _____ CASHIER _____