LEOMINSTER RECREATION DEPARTMENT

Mailing: 25 West Street, Leominster, MA 01453
Office: 40 Barrett Parkway, Leominster, MA 01453 Telephone: (978)534-7529 Fax: (978)534-7549

BARRETT PARK FACILITY REQUEST FORM AND PERMIT APPLICATION

*Insurance is required by the City for any permitted activity on City property

NAME OF ORGANIZATION:_____

APPLICANT NAME:_____ OTHER CONTACT NAME:_____

ADDRESS:_____ ADDRESS:_____

_____ _____

PHONE: H):_____W):_____ PHONE: H):_____W):_____

CELL:_____ CELL:_____

EMAIL:_____ EMAIL:_____

AREA(S) OF PARK REQUESTED:

( ) BALLFIELD ( ) BEACH (NO WATER) ( ) WALKING TRAIL ( ) OTHER:_____

( ) PICNIC AREA & PAVILION NEAR PLAYGROUND ( ) PAVILION NEAR BEACH

EVENT DATE(S):_____ HOURS REQUESTED:_____

_____ _____

ESTIMATED ATTENDANCE:_____

PURPOSE OF USE (Tournament play, League play, outing, etc.):_____

WILL YOU BE CHARGING FEES, ADMISSIONS, OR REQUIRING ANY TYPE OF FINANCIAL SUPPORT FOR YOUR EVENT? ( ) YES ( ) NO

IF YES: ANTICIPATED INCOME:_____ANTICIPATED EXPENSES:_____

TOTAL PROFIT/LOSS:_____

WHAT WILL YOU DO WITH ANY PROFIT REALIZED FROM THIS EVENT?_____

_____

NOTE: A COMPLETE FINANCIAL STATEMENT MAY BE REQUIRED.

I HAVE READ THE "BARRETT PARK USE POLICIES" AND AGREE TO ABIDE BY ITS TERMS AND CONDITIONS.

SIGNATURE:_____DATE:_____

OFFICE USE ONLY

DATE RECEIVED:_____ GRANTED:_____ NOT GRANTED_____

COMMENTS:_____

FEE(S) CHARGED:_____DEPOSIT CHARGED:_____

CHECK #:_____RECEIPT #:_____CHECK #:_____RECEIPT #:_____

INSURANCE CERTIFICATE RECEIVED:_____DATE:_____LICENSE AGREEMENT RECEIVED:_____DATE:_____

Updated 2017

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Judith Sumner
Director of Recreation

PARK USE POLICIES

- A Portable Toilet is available for use in the playground area (if you have a large function you may need to bring extra toiletry supplies to accommodate your guests or rent an extra portable toilet).
- If tables are moved, they must be returned to the location found.
- **Trash** must be picked up off the ground and taken out of the park. **We follow a carry-in, carry-out policy**.
- Children must be confined to the Barrett Park property and not wander on private property.
- **Swimming is not allowed**. Children must be watched at all times especially near the water.
- Groups are responsible for their guests.
- You are responsible for damage to the park or any facilities. You will be billed for any damages.
- Attaching anything with nails, tacks, tape etc. to pavilions is NOT permitted. (signs, banners, etc.)
- Bouncy houses or blow ups of any kind are NOT permitted.
- No electricity is supplied. If you would like to supply a generator, that is permitted with approval and a signed License Agreement/permit.
- You are responsible to report any unsafe conditions present so they may be addressed.
- ***No Alcoholic Beverages are allowed in the park.***
- ***No gas grills allowed without a signed License Agreement/permit. No gas grills will be permitted at the beach pavilion. Gas grills may be permitted at the playground pavilion only with a signed License Agreement. (Charcoal grills are not allowed)***
- ***No vehicles allowed in the park or on the lawns. Cars must be parked in the parking lot.***
- ***No dogs are allowed at Barrett Park.***
- ***We are a smoke free park. No smoking allowed in the park or in the parking lot.***
- ***Music may be played but must be kept low. This is a peaceful park setting with many close neighbors.***

If a permit is granted the insurance requirements are as follows:

***Insurance Requirements:** The Licensee agrees to maintain in full force from the Commencement Date until the expiration of the term of this License Agreement, and thereafter so long as the Licensee is in occupancy of any part of the Premises, a policy of leading comprehensive public and commercial general liability and property damage insurance under which the Licensee is named as insured and the City is named as additional insured, and under which the insurer agrees to provide coverage in the minimum amounts set forth below. Set policy must not exclude liability of athletic participants. Each such policy shall be non-cancelable and non-amendable with respect to the City without thirty (30) days prior notice to the City and a duplicate original or certificate thereof shall be delivered to the City within five (5) days of a request therefore.

The minimum limits of General Liability of such insurance shall be not less than One Million Dollars ($1,000,000) per occurrence/combined single limit and shall be not less than Two Million Dollars ($2,000,000) in the aggregate per location. On the Certificate of Insurance the Certificate Holder should be listed as the City of Leominster, 25 West Street, Leominster,MA 01453. All required insurance shall be written with such companies qualified to do business in Massachusetts.

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To Request Using Recreation Property

If you would like to reserve an area of a public park, the City requires a certificate of liability insurance. Below is information on the required insurance. Insurance can be obtained through your insurance company for your event. Please inquire with them on the cost of obtaining the certificate of liability insurance. Once you find out the cost and before you go ahead and purchase it, you will need to fill out a facility request form and return it to the Recreation Department office to be approved by the Recreation Commission. The Recreation Commission generally meets the 3rd Tuesday of every month, except there are no meetings in July and December. All requests need to be in at least two weeks prior to the next Recreation Commission meeting.

The park is open to the public, so if there is an area that is not being used or another individual/group has not requested the use, you can have a small party there without a permit. The pavilions are on a first come first served basis unless you obtain a permit. If someone shows up with a permit, you must leave. Charcoal grills are not allowed, and gas grills are not allowed without a permit. There is no driving or parking in the park. Please see all Park Use Policies below.

- **Complete a facility request and submit it to Recreation Department office at 40 Barrett Park Drive, Leominster.**
- **The Recreation Department checks to see if others are using the facility and puts facility requests on the monthly Recreation Commission Agenda.**
- **The request is discussed and voted on at the monthly Recreation Commission meeting or subcommittee meeting.**
- **If the facility request is granted, obtain liability insurance and submit a certificate of insurance to the Recreation Department office.**

  Groups will be required to provide the minimum limits of General Liability of such insurance shall be not less than **One Million Dollars ($1,000,000) per occurrence/combined single limit and shall be not less than Two Million Dollars ($2,000,000) in the aggregate per location.** On the Certificate of Insurance the Certificate Holder should be listed as the City of Leominster, 25 West Street, Leominster, MA 01453. All required insurance shall be written with such companies qualified to do business in Massachusetts.

- **Portable toilets arranged by permit holder if deemed necessary by the Recreation Commission.**
- **Trash removal off premises by permit holder.**
- **Site preparation by permit holder.**
- **Site cleaned up by permit holder.**
- **Police detail may be required if deemed necessary by the Recreation Commission.**
- **Read and agree to the park use policies and sign a License Agreement/permit at the Recreation office.**
- **You are responsible for damage to the park or any facilities and will be billed for damages.**