

# TOWN OF SOUTHBOROUGH



## RECREATION COMMISSION

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772  
(508) 229-4452 · FAX (508) 229-7969  
WWW.SOUTHBOROUGHRECREATION.COM

### **Town of Southborough Recreation Facility Use Policy 2017**

This policy applies to all Town of Southborough owned athletic fields and facilities located in the Town of Southborough, Massachusetts. 9-11 Memorial Field is a separate policy as it is under the Department of Conservation and Recreation (DCR) Property.

Recreation Commission will ensure that the fields and facilities are maintained for, used by, and kept available for use by Southborough Residents. The Commission will establish schedules for facility use applying the guiding principles that no fields or facilities are overused or burdened by traffic or parking problems.

The Recreation Department will make every reasonable effort to treat all organizations, teams, and individuals using the Recreation Facilities in a fair and equitable manner when establishing priorities for use. All Players, coaches, and spectators are required to abide by Southborough Recreation's Code of Conduct (appendix A) and Southborough Public Schools core values (appendix B). User groups must allocate facility usage so as not to discriminate on the basis of disability, gender, race or religion.

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## Application Process

- Refer to seasonal deadlines on when to apply for time. (located below) You can still apply after the deadlines but you run the risk of not receiving your request time. All times are allocated per the priority use stated below.
- Applications will be accepted online, in person, mail or fax. Telephone reservations are not accepted.
- All applicants must be at least 18 years of age or older and must be present throughout the entire use of the rental period.
- Reservation request must include reservation form, roster, proof of insurance and nonprofit status if applicable (letter from Attorney General or IRS). Youth & Adult sports organizations must provide team rosters (with emails), practice and game schedules.
- The time stated on your application should be the time you wish to gain entry to the field and the time you anticipate being cleaned up and off the field. Gym times vary per school, contact Recreation for times.
- Once your reservation has been approved, full payment must be received within 5 business days.
- Checks payable to the Town of Southborough, 21 Highland Street, Southborough, MA 01772.
- Town Organization **must** turn back time not used 30 days after practice and game times have been allocated at the beginning of the season.
- The Recreation Department is open Monday to Thursday 9am to 4pm, Friday 9am to 12:30pm

## Permit Regulations

- Cancellation of approved permit can occur within 36 hours of use if deemed in the best interested of the Town. Refer to cancellation section.
- Field/Gym permits are to be used for intended purpose only. Subletting is not allowed.
- Transfer of time to third party is prohibited without permission of the Recreation Department.
- All facilities will not be exploited for private gain.

## Priority Use

Reservations will be accepted on a first come first serve basis and will be considered according to the following priority:

1. Town and Recreation Departments, School Departments
2. Southborough Youth Groups and Southborough Adult Sport Organizations (> 95% residents)
3. Reciprocal Use Facilities (Fay School, St. Marks School)
4. Other Organizations (select teams, club teams, private clinics, tournaments, camps, adult and youth groups not sponsored by Town, private school, non-residents, unaffiliated organizations, and other organizations)

## When to apply

<b>Field Use</b>	<b>Application submitting deadline</b>
Spring April 1 to June 30	February 1
Summer July 1 to August 30	May 1
Fall September 1 to November 30	July 1
<b>Gym Use</b>	<b>Application submitting Deadline</b>
Winter November 1 to March 30	October 1
Spring March 1 to May 30	February 1
Summer June 1 to August 20	May 1
Fall September 1 to November 1	August 1

## Fees and Charges

All fees and charges are based on operational and administrative costs, preparation and set up time, staff time, custodial clean up, field maintenance, capital projects, and equipment replacement costs. The fees are established by the Town of Southborough Recreation Commission and are reviewed on an annual basis.

<b>Tier</b>	<b>Groups</b>	<b>Grass Field</b>	<b>Gym</b>	<b>Other</b>
1	Recreation Dept. & Public Schools and Town of Southborough	No Charge	No Charge	
2	Youth & Adult groups > 95% residents	\$20/pp/sport/season	\$20/pp/sport/season	Gym-Weekend usage additional custodial fee and a 3 hour minimum in addition to pp rate.
3	Other Organizations > 51% residents	\$55/hour Must provide team roster	\$55/hour Must provide team roster	Gym-Weekend usage additional custodial fee and a 3 hour minimum in addition to pp rate.
4	Other organizations < 50% residents	\$65/hour Must provide team roster	\$65/hour Must provide team roster	Gym-Weekend usage additional custodial fee and a 3 hour minimum in addition to pp rate.
5	Business, single one day event, non- residents	\$75/hour	\$85/hour	Gym-Weekend usage additional custodial fee and a 3 hour minimum in addition to pp rate.
6	Tennis Courts-Instructor Rental Fee			\$10/hour for resident lessons only

## Light Fees & Policies

Actual usage will be paid by the user.

### Mooney "Majors" Diamond Light Policy

1. Lights shall only be used for players ages 12 and under and will not be modified/expanded to accommodate older players.

2. Hours of Lighting Use: • Sunday through Thursday nights: lights will be programmed to automatically turn off at 9:00 pm. • Friday & Saturday nights: lights will be programmed to automatically turn off at 9:30 pm.

a. The lights will be programmed to automatically shut off at the above stated times. This program will be controlled by the Southborough Recreation Department.

b. Selected coaches and other Southborough Little League officials will be given authority to manually turn the lights off earlier than the above stated times and will be instructed to do so when games or practices are postponed (cancelled due to rain) or end early.

c. The Recreation Department and Police Department have existing policies and procedures in place if issues occur or policies are not followed with recreational facilities after hours.

3. If a game on the Diamond ends after 8pm, the lights may not be used for practice.

4. The lights may be used for Tournaments ONLY if Southborough baseball players are participating in the tournament — Hours of Lighting Use above remain in effect. 0 Parkerville Rd. Page 4 of 5

Mooney Light Policy cont.

5. Points of contact for the Southborough Recreation Department and Southborough Little League will be provided to abutters upon request to insure that this policy is followed and to facilitate open communication.
6. Announcer speakers will be kept at a reasonable/responsible decibel level.
7. The Recreation Department will host an annual meeting with the neighborhood and the youth organizations that use the Mooney field to facilitate open communication and respectfully express concerns.
8. If a police detail is required at Mooney Field the user shall be responsible for the fee.
9. Lights shall not be used at any time between November and February 28.

### **Richardson Tennis Court Light Policy**

1. The tennis court lights shall have a push button system allowing the lights to turn on for a 30- minute period of time. Once the lights are approaching that time, the user can press the button again for continued use but the lights shall not extend beyond the hours identified in condition #2.
2. Hours of Lighting Use are as follows: Sunday through Saturday nights: lights will be programmed to automatically turn off at 9:00 pm. Any changes of the proposed lighting schedule shall require a new ZBA (or Planning Board) approval hearing.
3. Points of contact will be provided to insure that lights are turned off when not in use. If abutters do not have contact information, they may call the Police Department for assistance. If this becomes an issue the Recreation Department will review this policy with the abutters/ neighborhood, along with the members of the Board of Selectmen and the Police Chief

### **Liability and Insurance**

1. Liability insurance holding the Town of Southborough harmless is required for all long term reservations and tournaments. All policies must name the "Town of Southborough" as additional insured.
2. The applicants will be responsible for any and all damages to the Town of Southborough premises, equipment, and property. If after an activity, additional janitorial maintenance is required (in excess of normal cleaning services and time) the applicant will be charged accordingly.
3. The applicant will be held responsible for all actions, behaviors, and damages caused by his/her guests/ attendees.
4. The Town of Southborough Recreation has the right to revoke any permit issued due to the group causing to the field or gym by inappropriate behavior or activities caused by the group's use of the field or gym.

## **Field Lining**

Field lining is very important part of the permitting process. Please contact the Recreation Department to go over field lining schemes for season permits. Each organization is responsible for the cost of lining for their perspective sport. Recreation may ask a user group to move or alter practices due to lining and mowing.

## **Credit/Refunds**

The Town of Southborough does not give refunds for fields that cannot be used due to weather or natural conditions. If an event is cancelled, every effort will be made to reschedule the event at a later date for the affected group. Credits can be granted for custodial cancellation; weather cancellations, 36 hour notice prior to the day of the event (must be in writing). Credits can only be held and applied within the permit season.

The Recreation Department reserves the right to review any cancellations on a case by case basis.

## **Guidelines for cancellation of activity on Town/School FIELDS – Hotline 508-485-0710 Press 8**

1. If grass is easily removed with a cleat, this is considered a wet field.
2. Standing puddles of water on a field
3. Footing is unsure and slippery
4. Ground is water logged and squishy
5. Lightning or thunder is present or severe weather warnings are present.
6. Unsafe facility conditions – glass, exposed stones and rocks, etc.
7. Frozen fields

Any groups playing on an officially closed field may forfeit the right to play on that field for the remainder of the season and maybe held responsible for field repair. Report any violation to the Recreation Department.

## **Guidelines for cancellation of activity in GYMS**

If the school is closed, due to unforeseen circumstances, such as a snow day or other emergency, all events and activities will be cancelled.

If a coach or league needs to cancel at the last minute follow below:

### **Emergency Cancellation Procedures on weekdays after 4pm or all weekend**

If you need to cancel gym time, which is not within the 36 hour notice, the **coaches are responsible for calling the recreation office and the appropriate school** and leave a message:

Finn – 508-485-3175 x109

Woodward – 508-229-1255 x110

Neary – 508-481-2300 x1107

Trottier – 508-485-2400 x178

## **Facility Regulations**

- TRASH MUST BE placed in proper receptacles or carried away by user.
- NO FOOD OR DRINKS in gyms. (water ONLY)
- Basketball shoes must be worn in gyms.
- There is NO ALCOHOL or TOBACCO allowed on Town owned property.
- The Town of Southborough carries NO MEDICAL INSURANCE for Users of its facilities. Users participate at their OWN RISK OF INJURY.
- On Southborough Fields or Buildings there should be NO FEE CHARGES for additional activities unless prior arrangements are made with the Recreation Commission.
- The Southborough Police Department has a copy of all permits, will take notice and will take action if any of the policy rules are violated.
- Monitors must be in place for all basketball games to ensure that no food or drink (except water) is brought into the gyms.
- There is no grilling of any kind allowed on any of our fields or facilities without a permit from the Fire Department.
- User must adhere to their own code of conduct, the Schools core values and policy and the Recreation Commissions Code of Conduct
- All facilities will not be exploited for private gain.
- No events may begin before 8am or past dusk, with the exception of lighted fields that may be scheduled up
- Tennis courts cannot be used for private lessons without permission from the Recreation Commission.

**Violations of any part of the policy can result in a charge of 10% of the total permit and/or revocation of permit.**

## Southborough Recreation Commission

### Code of Conduct

#### Mission and Purpose

The Southborough Recreation Department and Commission is dedicated to raising the standard of service to youth in sports through the creation and enforcement of the Code of Conduct. The Code of Conduct defines the expectations for all participants affiliated with the Southborough Recreation Department and youth sports organizations. The Commission firmly believes that for any youth sports or activities to be positive and safe, enjoyable and fun learning experiences, all participants must be held accountable for their behavior. This Code of Conduct explains the tools to be used by the Recreation Department and Commission to ensure that all participants are provided with a positive and enriching experience.

#### Respect, Sportsmanship and Positive Interactions

Participants are expected to maintain a high level of respect, sportsmanship and positive interactions with all affiliated with the delivery of the youth sport All participants must;

- Respect and support all coaches, officials, players, teammates, opponents, parents, spectators and staff affiliated with the delivery of the sport;
- Respect facilities, grounds and equipment;
- Respect the integrity of the sport, including the rules and fundamentals of the game set forth by the league and by our community youth sport partners;
- Cheer for and support teammates;
- Always try one's best;
- Treat all participants in a positive and encouraging manner

Positive Interactions foster an experience for continued participation, personal growth and wellness. Positive Interactions are defined as;

- Displaying good sportsmanship at all times towards all participants;
- Provide a safe and supportive environment that encourages all participants to learn, have fun, be social and challenge themselves;
- Use appropriate language and refrain from use of foul language, taunting, fighting, criticizing, badgering or jeering at anyone, understanding that ejection from the youth sport activity is a possibility for such behavior;
- Negative Reinforcement, isolation, individual or team punishment/retaliation will not be tolerated. Disciplinary actions will occur if/when found to be occurring.
- Respect for custodians and rules of Town facilities.

#### DISCIPLINE

Any player, instructor, coach, assistant coach or parent/guardian of a player who is a discipline problem, who throws their hat, helmet, bat, ball or glove in anger, use of foul language, or any other actions detrimental to the Code of Conduct will be removed from the activity, game/practice and/or league participation. This rule may be enforced by the player's coach (where applicable), umpire, referee, and/or designee of the Recreation Department.

Any mischievous behavior or inappropriate conduct on the bench will also result in removal from the game.

Examples include:

- Players will direct all cheering towards their own team mates and shall refrain from taunting, criticizing or jeering at opposing players. Badgering, name-calling or use of foul language by a coach, whether directed at an umpire, coach, player or spectator will not be tolerated. Violation of this rule will result in a warning to the coach followed by ejection from the game.

- Cursing or fighting is cause for immediate ejection from the game, and repeated offenses will result in player(s) or coach(es) being barred from participating in the future games or practices.
- League specific guidelines may supersede the guidelines set here. Said leagues will enforce the guidelines and expectations set forth during participation in the sport specific league and will be provided prior to participation.
- Any coaches, officials, players, teammates, opponents, parents, spectators and staff affiliated may be removed from participation at the discretion of the Recreation Department.

#### **Role of All Participants:**

Athlete/Participant: youth engaged in safe, fun and healthy activities while encouraging team mates and self to do their best.

Parent: Encourage participation through commitment to the league and the rules and regulation of the sport and Code of Conduct.

Coach/Instructor: Adult responsible for the sport instructions, practices, games and overall team experience

Official: employee assigned to maintain the rules and regulations of the specific youth sports match

Staff: employee or volunteer affiliated with the Youth Sports League

Spectators: community members attending league practices and matches.

Partner Organizations: youth sports organizations that utilize the Town of Southborough facilities to provide the services of the sports specific youth sports leagues.

#### **Terms**

As a participant of the Southborough Recreation programs and youth sports programs that use Town facilities, I have read and agree to abide to the Code of Conduct set forth by the Southborough Recreation Department and Commission.

***Approved and adopted by Recreation Commission 2017***



# RECREATION FACILITY RESERVATION FORM

## Section 1. Designated Scheduler/Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

## Section 2. Team/Organization Information

### Town Youth or Adult League

Name of Town Organization: \_\_\_\_\_

Number of Players: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

Are you charging admission or separate fee for this event? \_\_\_\_

### Private Youth or Adult League or Other (#3-5 noted in fee chart)

Name of Private Organization \_\_\_\_\_

Number of Players: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

Are you charging admission or separate fee for this event? \_\_\_\_

Name of Coach (if different from scheduler) \_\_\_\_\_

Address \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail \_\_\_\_\_

### Section 3. Date/Time request

Scheduling Request (In preferential order if necessary)

Day(s)	Date(s)	Hours	Facility

Additional Comments:

### Section 4. Check list

Please provide the following along with your completed facilities request form.

- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Roster of players addresses and parent email
- \_\_\_\_\_ Roster of coaches with telephone number, addresses, email
- \_\_\_\_\_ Payment enclosed (or 5 business days after permit is approved)

I have read the policy and agree to abide by all provisions set forth in this document. I understand that repeated violation of the rules will result in immediate loss of permit.

A pending permit will be issued for your review and approval before a final permit is issued.

The Recreation Commission reserves the right to grant waivers to facility fees based on specific, written requests for extenuating circumstances. However, it should be noted, it is not the intent of the Recreation Commission to vary from this established Fee Schedule.

Mail to: Southborough Recreation, 21 Highland St., Southborough, MA 01772

Fax: 508-229-7969

email: Jenn Hom [jhom@southboroughma.com](mailto:jhom@southboroughma.com)

Checks payable: Town of Southborough

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Print Name

Signature

Date

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recreation Office use only - Recreation Approval**