



BURLINGTON RECREATION DEPARTMENT

FACILITY REQUEST FOR TOURNAMENTS AND SPECIAL EVENTS

Name of organization or individual _____

Address _____

Business phone _____ Home phone _____

Cell phone _____ Fax _____

Person in charge of event _____

Address _____

Day phone _____ Evening phone _____

Please describe event _____

How many people are expected to attend? _____

Facilities requested _____

Dates and times _____

Will there be music or other entertainment? _____ Describe _____

Will there be a food concession? _____

- What food items will be sold? _____
- Will food be prepared on site? _____
- Will grills or stoves be used? _____
- Have you contacted the Board of Health? _____

To be completed by Recreation Department Administration:

The items checked below are required:

- ☐ Deposit in advance Amount _____
- ☐ Permit fee
- ☐ Portable toilets Number of units _____
- ☐ Site supervisors (each site)
- ☐ Police detail Number of officers _____
- ☐ Proof of liability insurance
- ☐ Recreation Department staff on duty:
 - Number of supervisors _____
 - Number of maintenance workers _____
 - Number of custodians _____
- ☐ Recreation Commission "Facility Use" Policy

Groups that violate laws or Recreation Department regulations, or use facilities without authorization, may be denied future use of the Town's outdoor recreation facilities or may be subject to fines or other legal action.



BURLINGTON RECREATION DEPARTMENT OUTDOOR FACILITIES

1. Facilities under the jurisdiction of the Burlington Recreation Commission are for use by Burlington residents only unless specifically authorized to the contrary.
2. Industries and businesses using recreation facilities must be located within the Town of Burlington unless specifically authorized to the contrary.
3. Other than business and industrial groups, all groups using outdoor facilities (softball fields, soccer fields, tennis courts, etc.) must be made up of Burlington residents only, except as specified by the Recreation Department. Burlington resident groups will normally be permitted to use facilities for games with visiting teams consisting of non-residents, but the Burlington group must request permits.
4. Reporting requirements:
 - Town resident leagues requesting use of facilities must submit team rosters (giving names, addresses, and phone numbers of all players in the league) at least two weeks prior to the start of the playing schedule.
 - Business and industrial leagues must submit league rosters (giving names, addresses and phone numbers of all companies in the league) at least two weeks prior to the start of the playing schedule.
 - Persons who sign up to play in Recreation Department leagues may be required to show proof of residency.
5. Penalties:
 - Persons, teams, or leagues found to be in violation of the residency requirements may be penalized by the Recreation Department. Penalties may include barring non-resident players, forfeiting games, suspensions, revocation of facility permits or other measures specified by the Recreation Department.
6. Reservations for outdoor facilities must be requested at the Recreation Department office. The Recreation Department will issue permits for authorized use.
7. User fees for outdoor facilities will be charged as listed in current fee schedules. Fees must generally be paid before permits will be issued. Permits may be issued in advance for extended use upon receipt of one month's payment, but users must then pay monthly in advance.
8. Fees will NOT normally apply to Burlington youth organizations and youth groups.
9. If a permit is paid for and the event is rained out, the Recreation Department will attempt to schedule another date at no additional cost to the user. The user must contact the Recreation Department and request a make-up date. It will NOT be issued automatically.

10. The Recreation Department will rule on situations not specifically covered in this policy, and the Recreation Commission may amend the policy at any time.
11. Opening and Closing Hours
 - All parks and playgrounds under the jurisdiction of the Recreation Commission shall open at 8:00 a.m.
 - Unless specified in a permit, or superceded elsewhere in this document, all parks and playgrounds under the jurisdiction of the Recreation Commission, except Simonds Park and Marvin Field, shall close at dusk. Simonds Park and Marvin Field shall close by 11:00 p.m.

Parking at Simonds Park

All-day parking is not allowed at Simonds Park from April 1 to November 1.

Towing of Vehicles

Persons who are cited for violating parking regulations in Burlington public parks more than one time may have their vehicles towed at the owners' expense.

Speed Limit

The speed limit in all Burlington parks and playgrounds under the jurisdiction of the Recreation Commission shall be 10 miles per hour.

Right to Enact Regulations

Article X, Section 23 of the Bylaws of the Town of Burlington authorizes the School Committee and Recreation Commission to enact regulations with regard to the use of parks, playgrounds and school grounds. A copy of Section 23 is included in the Appendix.

Bicycles on the Town Common

The riding of bicycles, scooters, skateboards, and other such vehicles and in-line skating are not allowed on the Burlington Town Common during band concerts, movies, and other scheduled events.

**Amendment to
The Burlington Recreation Commission Policy Manual**

Attachment I

Facility Use

It is proposed that the following be added to the “Outdoor Facilities” section:

12. Use of outdoor facilities for special events and large group activities
 - Groups wishing to use outdoor recreation facilities for special events and large group activities must receive permission in advance from the Recreation Department.
 - Depending on the size and nature of the event, the Recreation Department may require all or some of the following:
 - a. One or more police officers on duty
 - b. One or more Recreation Department supervisors
 - c. One or more Recreation Department maintenance workers
 - d. Cash deposit
 - e. Proof of insurance
 - f. User fees
 - g. Field permit
 - Alcoholic beverages are not permitted.
 - Charcoal and gas grills may be used for cooking, but no other fires are permitted.
 - Event organizers must comply with all laws, rules, and regulations regarding use of the Town’s outdoor recreation facilities.
 - Event organizers must enforce parking regulations.
 - The group must clean up the facility at the conclusion of the event. All litter generated by the event must be picked up.
 - If a group does not pick up all its litter, a clean-up fee may be charged or a fine of up to \$200 may be levied.
 - The applicant must receive permission in advance for the playing of live or recorded music.
 - The applicant must provide adequate supervision for the event. The supervisor/participant ratio must be approved in advance by the Recreation Department.
 - Permission must be granted in advance for use of Recreation Department buildings, equipment, or supplies.

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