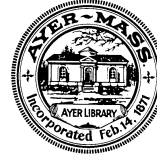


# Ayer Parks Department

Town Hall ♦ One Main Street ♦ Ayer, MA 01432  
978-772-8217 ♦ 978-772-8222 (fax)



---

## Use of Park Facilities Policy

Updated 5/20/20

Approval for public use shall be consistent with recognized needs and values for their intended use. Programs and activities not affiliated with Ayer Parks & Recreation Programs having as their goal cultural, educational, charitable, civic and recreational values of non-commercial nature are encouraged and will be given careful consideration by the Park Department when request for use of facilities are made.

The Ayer Parks Department is responsible for organizing and scheduling their programs, which take priority. All requests for use of the Park Facilities will be made through the park office. Park facilities may be made available to community groups except during scheduled programs. Any use that requires services may incur a maintenance cost.

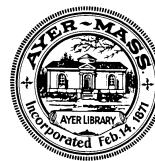
A community group which has obtained approval for the use of park facilities on a specific date may consider the arrangements to be firm commitment, unless notified to the contrary by the Ayer Park Department.

1. Group organizers are responsible for ensuring their groups adhere to all state and federal health regulations, specifically those put forth during the COVID-19 reopening.
2. Ayer residents have first priority for facility/ground use.
3. Non profit groups and town boards may use park facilities without charge providing such proposed use does not interfere with any park function or activity.
4. Approval of the use of park buildings and/or grounds will be made by the Parks Department. In all cases the needs and activities of the department programs will take precedence over other activities in the use of the building and grounds.
5. A written application must be made for each proposed use for the park facilities which will consist of the dates of proposed use. Such application is to be approved by the Parks Director and/or Commission before the date of the proposed event.
6. Applications are to be submitted at least 20 days prior to the proposed date of use or sooner. Under unusual circumstances, applications may be accepted with lesser notice.

7. Request for the use of the park facilities by individuals or by groups from outside the community, if approved, will be subject to maintenance charges. Fees for use of Parks Department facilities can vary depending on the event, space required, accessories needed, etc. In general, the fee for outside groups to use Parks Department facilities is \$50/field per hour.
8. The user agrees to pay all maintenance fees if required within one week of planned use of the facilities.
9. No decorations, scenery or other materials will be affixed to the buildings/grounds without the express consent of the Park Department. All decorations must meet fire retardant requirements. Used decorations must be removed and area must be clean after function.
10. The concession stand may not be used without the approval of the Park Department.
11. The user/or users are responsible for assuring the area is clean after the function.
12. The user is responsible for making arrangements for trash removal for large functions. If you require trash removal please state so in the application. A minimal maintenance fee will be charges.
13. The user agrees to confine all activity of the group to the area cited and approved on the applications.
14. The user will maintain full responsibility for the appropriate conduct of all members of their group and enforcing Parks Department regulations.
15. The user acknowledges the use of alcoholic beverages and/or illegal drugs are prohibited.
16. The user agrees to pay for any damages caused to the facility other than normal wear as a result of the group.
17. The field use form to use the buildings/grounds may be canceled without notice if any of the above provisions are violated in any manner.
18. No speeding on park property. Parking is permitted only in designated areas. Those in violation may be towed at their own expense.
19. Grills, open fires or use of any form of combustible material are not permitted unless given approval by the Parks Commission
20. No parking is allowed in the handicapped areas, with the exception of those in position of an appropriate permit.

# Ayer Parks Department

Town Hall ♦ One Main Street ♦ Ayer, MA 01432  
978-772-8217 ♦ 978-772-8222 (fax)



---

## Field Use Application

To be completed by applicant:

Date: \_\_\_\_\_ Date(s) requested: \_\_\_\_\_  
Name of organization: \_\_\_\_\_  
Name of individual acting on behalf of organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Ayer Resident \_\_\_ Non Resident \_\_\_

Facility Request (Please check appropriate space)

Basketball Courts 1 \_\_\_ 2 \_\_\_  
Fields 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 5 \_\_\_ 6 \_\_\_  
Beach area \_\_\_  
Concession Stand \_\_\_  
Other \_\_\_\_\_

Intended for the purpose of:  
Practice \_\_\_ Game \_\_\_ Tournament \_\_\_ Other \_\_\_\_\_

Number of participants expected to attend: \_\_\_\_\_

Special requirements needed:  
Trash receptacles \_\_\_ Field maintenance \_\_\_ Parking \_\_\_ Bathrooms \_\_\_  
Others \_\_\_\_\_

Start time: \_\_\_\_\_ Projected time of completion: \_\_\_\_\_

If special requirements are required an additional maintenance cost may be charged.

Comment: \_\_\_\_\_  
\_\_\_\_\_

I have read the Use of Ayer Park Facilities Policy and agree to abide by the conditions listed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Park Department:

Date Received: \_\_\_\_\_ Approved: Yes \_\_\_\_ No \_\_\_\_

Facility Fee Applicable: Yes \_\_\_\_ No \_\_\_\_ Amount: \_\_\_\_\_

The Ayer Park Department agrees to permit \_\_\_\_\_

to utilize the listed facility/facilities as stated in the attached agreement form.

Park Commissioners Signature (Three required):

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

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

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

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

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

Park Supervisor Signature:

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