



Town of Hingham
RECREATION COMMISSION
210 Central Street
Hingham, Massachusetts 02043-2763

FIELD & FACILITY PERMIT

FROM:

Responsible Person: Telephone (Home):
Organization: Telephone (Cell):
Address: Telephone (Work):
Email: FAX:

REQUEST INFORMATION:

- 1. Facility / Field Requested:
2. Purpose of Use:
3. Dates Requested:
4. Times:
5. Number of Participants: Hingham Residents (yes/no)
6. Will Fees be charged? Yes No Amount \$ (Attach program, brochure or flyer)
7. Additional Comments:

Mandatory: Attach a certificate of insurance showing general liability coverage and naming the Town of Hingham as "additionally insured"

Mandatory: For all youth Organizations: I certify that our organization is C.O.R.I. certified and that all volunteers have been CORI checked as required by MA state laws. (Chapter 385 of the Act of 2002 - Sec 172 H)
(Signature of Organization's President)

Policy Statement

The purpose of this policy is to establish an orderly and fair procedure for the reserving of Hingham Recreation athletic fields and facilities for the purposes of practices, games, birthday parties, and special events. It is the intent of this policy to balance the increase in demand for such organized uses with the maintenance, renovation, and rest necessary to protect the long-term playability of our fields and ensure user safety. Neither the Recreation Department nor the Town of Hingham will be responsible for any injuries or loss of articles.

I have read and agree to comply with facility/field use policies of the Hingham Recreation Commission listed on the back of this permit. I will assume responsibility for the payment of any fees associated with this permit. The Recreation Commission may revoke this permit for failure to comply with the policies governing Hingham Recreation facilities and fields.

Signature of Applicant Date

Director of Hingham Recreation Date Approved

The Recreation Department requires all leagues and organizations to provide the following information

- Completed application
- A copy of the organization's insurance certificate. It must be for a minimum of \$1,000,000 general liability coverage and the Town of Hingham must be named as additionally insured.
- Any organization that accepts volunteers and provides activities or programs to children 18 years of age or younger must provide the Recreation Department with written documentation that the organization performs a CORI check on all volunteers and paid employees, as required by Massachusetts General Law.

Refund Policy

- Once a field/gym/room permit is processed, no refund will be given. This includes no refunds for rain dates.

General Guidelines for Permit Holder

All field/gym/room users are expected to adhere to the following guidelines to help keep our fields and facilities in an acceptable condition for public use. Violation of these guidelines may result in fines or the loss of future permitting or use privileges: Permit holders are required to see that players and spectators adhere to all regulations, including

- Payments for permits should be made at the time of approval.
- All fields must be vacated by dark
- The permit must be on site in the possession of the permitted group or individual during the permitted time
- No littering. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal. All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal
- No selling of food, beverages or merchandise on Recreation property without an approved concession permit
- The individual who signs the request form assumes the responsibility for any accidents or damages that may occur to the facilities or equipment. The applicant will be held responsible for the cost of repairs, as a result of any damages
- Accidents and injuries must be reported to recreation staff
- Organizations using the Recreation facility and or fields are responsible for supervising the participants during use of the property and making sure the area is clean after completion of activities. If clean up must be undertaken by Recreation Staff, a custodial charge will be issued. At the completion of each function all fields and rooms must be left as they were found
- All Recreation facilities and fields will be made available to public and private organizations. However, first priority for recreation facilities and fields will be given to recreation programs. Second priority for facilities and fields will be given to Hingham community organizations
- Recreation equipment and materials are not for public use unless permission was granted by the Director of Recreation
- The use of tobacco and the possession or use of alcohol, narcotics or controlled substances on Recreation property is prohibited

FEE SCHEDULE

Recreation Fields:

Tier 1: Hingham Youth Organizations / Hingham Public Schools	\$8 / hr
Tier 2: Adult Leagues / Private Individuals / Hingham Private Schools / Teams under \$300 per registration	\$25 / hr
Tier 3: For Profit Organizations / Teams over \$300 per registration	\$40 / hr

Recreation Facility (Gymnasium / Classrooms):

Tier 1: Hingham Youth Organizations / Community / Teams under \$300 per registration	\$25 / hr
Tier 2: For Profit Organizations / Teams over \$300 per registration	\$40 / hr

Birthday Party Fee (Hingham Residents Only):

Tier 1: Game Room & Gym – 1.5 hour party (plus 15 minutes of preparation time & 15 minutes of clean-up)	\$125
Tier 2: Game Room – 1.5 hour party (plus 15 minutes of preparation time & 15 minutes of clean up)	\$70
Tier 3: Game Room & Gym – 1.5 hour party All inclusive package: Staff attendant to help organize sports and games in the gymnasium, paper products, decorations, a case of water and 2 liters of soda. (you supply the cake and food)	\$250

The Recreation department reserves the right to adjust fees at their discretion