TOWN OF SWANZEY
620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 352-6250

Brown Memorial Fields
Rental Information & Application

The *Town of Swanzey* (Town) has established criteria for field use at *732 West Swanzey Road, Swanzey NH 03446* (Brown Memorial Fields) and will monitor proper use of allocations and authorizations. The Town may charge fees to recover public costs to operate, maintain, repair, improve, supervise, and administer the use at Brown Memorial Fields. The Town reserves the right to make any decisions regarding sports programming and facilities that are in its best interests, and the best interests of the residents of the Town. **The Recreation Departments reserves the right to deny any rental request.**

Brown Memorial Fields has two fields available for rent for practices, tournaments, instructional camps, private events, and games.

- Softball Field with lights
- Soccer Field with no lights

The Town reserves the right to adjust the field scheduling process as needed to address recognized needs or resolve conflicts.

All communication regarding this policy shall be through the Recreation Director at recreation@swanzeynh.gov or 603-209-2927.

I. Requesting Field Time

Brown Memorial Fields are available for rent from 8:00am – 10:30pm on weekends and during the summer (June 14th – August 22nd) and 3:00pm – 10:30pm Monday-Friday during the school year (mid-April - June 15th). No event or inning may begin after 10:00pm and all participants shall leave the premises by 10:30pm. Please refer to our online calendar located at www.swanzeynh.gov regarding availability.

- All rental requests must be submitted using the Field Rental Application or online at swanzeynh.myrec.com. The application must be filled out completely by the main contact and all communication will be done with the main contact person listed on the rental application only.
- Requests will be accepted no more than 90 days out from the first use date unless otherwise stated. All requests will be reviewed by the Recreation Department and a confirmation will be sent once approved. If a conflicting request exists for the same day for the same field, the following criteria will be used to determine approval.
    - Town sponsored programs and prior contractual obligations.
    - Rental history and past compliance with Town Policies and Procedures.
    - Current condition of the fields and impact to them.
    - The Recreation Director or his/her designee shall have the discretion to resolve conflicts.

- When the field rental request is approved, the confirmation will be emailed to the main contact listed on the application. The entire fee is due no later than 14 days after receiving confirmation of rental. If the request is made within 14 days of use, the total fee is due within 24 hours of confirmation of rental.
- New requests or changes for approved rentals will not be considered if submitted less than 3 business days (Monday-Friday) of the use date. Submission of changes to the Recreation Department does not guarantee approval.
- **No refunds will be given for unused rented fields or unused time during rental timeframe.**
- A Certificate of Insurance (COI) is required prior for all rentals or field access will be denied. See the Insurance, Indemnification & Liability section for COI requirements. A copy of the COI must be received by the Recreation Department at the time of final payment.
- A rental is not final until payment or insurance is received. Payment may be made by credit card online or by check or cash at the Tax Collectors window at the Swanzey Town Hall. Please make checks payable to: Town of Swanzey with Brown Field Rental in the memo line.
- Any use of fields without authorization or interfering with another authorized user may result in the revocation of all authorizations indefinitely. Nothing in this policy shall prohibit members of the public from using the property when a field is not in use.

II. Insurance, Indemnification & Liability

Users shall maintain commercial general liability insurance applicable to its activities in connection with this policy in the amount of $1,000,000 per occurrence and shall name the Town of Swanzey, its officials, agents, volunteers, and employees by certificate and endorsement as an additional insured, furnishing the Town proof of insurance before commencing any use of the premises described in this policy.

If you cannot provide proof of insurance, you can purchase insurance coverage through GatherGaurd. For more information about how to purchase, please contact the Town Administrator's office.

In addition, to the fullest extent permitted by law, Renters shall protect, indemnify, save, defend and hold harmless the Town, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, economic injury, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this policy or the activities of Organization or its agents, employees, volunteers, guests, contractors or subcontractors, and even if allegedly caused in whole or in part by any negligent act or omission of Indemnified Parties.

It is the parties' intent that the Town and Indemnified Parties described above shall have no expense or liability arising from this policy or any activities conducted, or persons present on

Town premises in connection with this policy.

III. Fees and Scheduling

Softball Field Rental Fees

Time Frame	No Field Prep	Game Play Field Prep	No Field Prep with Lights	Game Play Field Prep with Lights
Hourly (2 hour max)	$20.00	N/A	N/A	N/A
Partial Day (4 hours or less)	$50.00	$75.00	$75.00	$90.00
Full Day (More than 4 hours)	$100.00	$150.00	$150.00	$180.00
Weekend (Full Day Sat & Sun)	$200.00	$290.00	$290.00	$350.00

- **No Field Prep** – Users will have access to the bathrooms and the softball field with no dragging or prep performed to the infield.
- **Game Play Field Prep** – Users will have access to the bathrooms and the softball field will be dragged and prepared for game play with the mound at specified distance for the User.
- **No Field Prep with Lights** – Users will have access to the bathrooms, field lights 30 minutes before sunset and the softball field with no dragging or prep performed to the infield.
- **Game Play Field Prep with Lights** - Users will have access to the bathrooms, field lights 30 minutes before and the softball field will be dragged and prepared for game play with the mound at specified distance for the User.

Soccer Field Rental Fees

Time Frame	No Field Prep	Game Play Field Prep
Hourly (2 hour max)	$10.00	N/A
Partial Day (4 hours or less)	$30.00	50.00
Full Day (More than 4 hours)	$50.00	$100.00
Weekend (Full Day Sat & Sun)	$100.00	$200.00

- **No Field Prep** – Users will have access to the bathrooms, the soccer goals and field, but no field prep will be performed.
- **Game Play Field Prep** – Users will have access to the bathrooms, the soccer goals and field will be freshly lined to a 150'x225' field size (U12).

Lighting is only available on the softball field from 30 minutes before sunset to 10:30pm. Organizations will be given a key to access the switch box at the beginning of the season and must return the key following the last scheduled usage of the season. If keys are not returned at the end of the season, a $10 fee per key not returned will be enforced.

The Town will provide all the needed field and bathroom prep for all rentals, unless other agreements have been put into place. Only full season rentals (10 rentals or more) will be assigned keys to access the bathrooms and light switch box. Keys cannot be duplicated. All assigned keys must be returned to the Recreation Director following the last scheduled game of the season.

Additional rentals of the space at Brown Memorial Field are available, please contact recreation@swanzeynh.gov for more information.

IV. Property Policies

Each organization will be held responsible for compliance with the following policies. Misuse of Brown Memorial Fields, or the failure by any organization or individual member to comply with these regulations is cause for revocation or denial of existing authorizations and/or future applications.

- The organization's president, agent or designated liaison is responsible for being onsite and enforcing the rules and regulations regarding the conduct of teams while using Brown Memorial Fields.
- All vendor and food sales on Town property require prior approval from the Town of Swanzey Recreation Department.
- Any equipment left on site must have prior authorization from the Recreation Department and must be safely stored or secured. The Town of Swanzey is not responsible in any way for any equipment or property that may be left on Town property.
- Parking in grassy areas at Brown Memorial Fields is prohibited. Vehicles are restricted to the dirt parking lot. Improperly parked motor vehicles may be ticketed or towed at the owner's expense.
- Smoking, use of tobacco products, e-cigarettes, and drugs are prohibited on Town property (including parking lots).
- Alcoholic beverages are prohibited at Brown Memorial Fields, except in designated areas for users with an approved open container permit by the Board of Selectmen. Applications for open container permits can be obtained from the Selectmen's Office in Town Hall. **Alcoholic beverages are prohibited from the soccer field, parking lot and playground.**
- If lightning is detected 10 miles away or seen, a mandatory delay of 30 minutes must be enforced and all players, coaches, officials, and guests must leave the fields and seek shelter.
- No grills or fires of any type are allowed, except with written permission from the Town of Swanzey Fire Department.

- Pets are permitted and must always be under control in the hands of a responsible person. Tethering to the fences is not permitted. Pet waste must be cleaned up and removed by the pet owner.
- All signage wishing to be displayed must be approved by the Town. The Town reserves the right to deny signage and placement.

V. Field Maintenance Guidelines

Each authorized group will be held responsible for complying with the following Field Maintenance Guidelines:

- Holes and uneven areas on fields must be reported to the Recreation Department for repair, and NOT repaired by the user. This includes batter boxes, pitching rubber areas, and any other area needing attention.
- All field prep, including dragging and line must be performed by a Town employee only.
- Mowing of Brown Memorial Fields is not permitted.
- All trash and debris must be removed from the field, dugout, infield, outfield, and fence areas. The Town will provide and maintain trash and recycling bins around the facility.
- Damages discovered to Town property MUST be documented (photos) and reported in a timely manner to the Recreation Director. This includes fences, player benches, bleachers, trash cans, or anything else needing attention.
- Structures or improvements of any kind CANNOT be built or installed without prior written approval from the Town.
- No tarps, tents, or similar materials that may damage the grass may not be used.
- All field improvements must be approved in advance by the Town. This includes home plates, batting cages, temporary fencing, fill material, sheds/equipment storage units, etc. Stockpiling material onsite is prohibited unless pre-approved by the Town.
- NO chemical applications allowed. This includes all pesticides.
- Users are responsible for excessive use or damage to Brown Memorial fields, equipment, and property as determined by the Town. If additional maintenance is required after an activity (more than routine services/time), the assigned user group may be charged accordingly. Failure to pay for additional maintenance caused by excessive use or damage may result in the immediate loss of existing field allocations/permits, and/or the refusal of future allocation requests.

VI. Inclement Weather and Cancellations

The Town reserves the right to cancel or suspend field usage when field conditions could result in injury to players or cause damage to fields. Rentals may also be cancelled when the health and safety of participants is threatened due to impending conditions, including but not limited to; heavy rain, poor air quality, high winds, excessive heat, lightning, tornadoes, tropical storms, hurricanes, winter storms, or pandemics.

If inclement weather causes fields to be unsafe for play, every attempt will be made to reschedule the rental. If no use has occurred on the rental day and use cannot be

rescheduled within sixty days, a full refund for that rental day will be given. It is the renter's responsibility to notify the Town if the field is unplayable and request them to turn off the lights, if programmed for rental. Failure to notify the Town prior to programmed light use will result in forfeiture of the total fee paid for field use and lights.

Groups witnessing misuse of fields by other scheduled or unscheduled users are requested to contact the Recreation Director.

VII. Refunds

No refunds will be processed unless written notification of non-weather-related cancellation is received by the Town no later than 7 days prior to the use date. There are no refunds for field use cancelled less than 7 days prior to the use date.

VIII. Appeals Process

Should the organization disagree with the denial of an application and the reassignment of, or cancellation of, a field allocation or a violation notification from the Recreation and Public Works Department (Collectively "Staff Decision"), they may file an appeal in writing.

1. The appeals board will be made up of the Board of Selectmen ("Appeal Board").
2. The appeal of the Staff Decision must be filed in writing with the Town Administrator or Selectmen's Office within 72 hours of the date of the decision stating the basis of the appeal.
3. The Town Administrator will schedule a meeting with the Board of Selectmen and authorized representative(s) of the organization to occur within 7 days, at which time the organization may present its position to the Appeal Board and the Recreation Director may defend the Staff Decision.
4. The Board of Selectmen shall issue a written decision based on a majority vote affirming, reversing, or modifying the Staff Decision as it deems appropriate.
5. The decision of the Board of Selectmen is final.

IX. Adoption

This policy is adopted by the Swanzey Board of Selectmen effective the 2024 season and shall be in effect until rescinded or amended.

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Brown Memorial Fields Rental Application

Applicant (must be at least 18): _____

Address: _____

Best Contact Phone # _____

Email: _____

Organization Name & Address: _____

_____

Is your organization non-profit? YES / NO

Type of Activity Planned: _____

How many people expected? _____

One-Time Rental? YES / NO
If YES, please indicate day, time, which field, and all prep needed:

_____

If NO, please attach a 2065 calendar to indicate days, times, fields, and prep needed for a full season rental.

Multiple Rentals, Start and End Dates: _____

Liability Insurance? Y / N

- Please attach the organization's Certificate of Liability Insurance (COI) with the Town of Swanzey named as an additional insured.

Program Representative

_____ _____
Signature Written name