

# Facility Request Information & Application

## Derry Parks & Recreation Department

31 West Broadway

Derry, NH 03038

Phone: (603) 432-6136 Fax: (603) 432-6758

derryrecreation@derrynh.org

*All Facility and Field Use Requests must be submitted in writing using the attached Facility Request Application Form. All requests must be received prior to the date requesting. Please read through all information below before completing Application.*

### **Facility Use Fees:**

#### **Indoor Rentals**

Derry Residents: \$15.00 / hour (Veteran's Hall) \$50.00 / hour (A/C Lodge)

Non-residents: \$50.00 / hour

(additional fees may apply if air conditioning is in use)

#### **Outdoor Field Rentals & Open Space/Parks**

**(may exclude certain camps, clinics & fitness classes)**

Derry Residents: \$5.00 per hour / field

Non-residents: \$50.00 per hour / field

#### **Tennis Courts**

Derry Residents: \$15.00 / hour

Non-residents: na

#### **Camps, Clinics & Fitness Classes**

Indoors: 30% of participant fees

Outdoors: 20% of participant fees

#### **Lighting Fees**

\$35 per hour / field

#### **Line Striping Fees—Games**

Football: \$250, Other: \$175

#### **Damage Fees**

Minimum of \$50 per hour or cost of damages

### **The following items are prohibited:**

- No field prep or maintenance of fields. All work on fields to be done by Parks employees only!
- No alcoholic beverages on any town property at any time.
- No charcoal grills - gas grills only please.
- No food or beverages allowed in the Veterans Hall Gymnasium.
- No vehicles on field areas. No ATVs/Gators on wet fields.
- No parking in the Church lot on Boyd Road during MacGregor Park activities
- No reservations can be made on picnic tables, playgrounds, etc.
- Additionally, all RSA & Town Ordinances apply

### **Requirements from applicants:**

- Facility Request Form (attached) completely filled out. **Hourly schedule must be provided at the time of submittal to be considered for use of fields.**
- Current liability insurance naming the Town of Derry as certificate holder and as an additional insured on the policy.
- Payment of all fees (cash or check payments only).
- Public Gathering Permit (if necessary) which can be obtained at the Derry Municipal Center (Administration Department).
- Police Detail (if necessary) which can be scheduled through the Derry Police Department (432-6111). **Detail to be paid by organization renting the field(s)/space.**
- Parks Employee may need to be scheduled over the weekend for field prep and/or maintenance. **Employee to be paid by organization renting the field(s)/space.**
- All trash generated from the event must be removed - Carry in - Carry Out

# Facility Request Application Form

## Derry Parks & Recreation Department

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Derry, NH 03038

Phone: (603) 432-6136 Fax: (603) 432-6758

Organization / Individual Name:

Organization / Ind. Address:

Group Representative (if applicable):

Phone: (H)

(W)

(Fax)

Email:

Please circle the facility and/or field you are requesting:

Alexander-Carr Pavillion

Alexander-Carr Lodge

Barka Field

Bastek Field

Buckley Softball

Buckley Baseball

Buckley Soccer

Derry Village Baseball

Don Ball Practice

Don Ball Baseball

Don Ball Game

Don Ball Softball

East Derry Field

Hood Park

MacGregor Park

O'Hara Baseball

Rider 1

Rider 2

Smith Field

Vet's Field

Veteran's Hall

West Running Brook Field

If Other, please specify here:

Date(s) Requested:

Starting Time:

Ending Time:

Detailed Description of Event / Activity:

Special Provisions / Additional Requests:

Approximate Number of Participants / Spectators:

Name of on-site supervisor:

**YES**      **NO**      Will the activity require line striping and/or field preparation?

If yes, list dates:

**YES**      **NO**      Will there be fundraising, solicitation, offerings, or fees charged while on town property?

If yes, describe:

**YES**      **NO**      Will food / beverages / merchandise be sold?

If yes, describe:

**YES**      **NO**      Will sound reinforcement / amplifications / PA systems / air horns be used?

If yes, describe:

**YES**      **NO**      Will you require access to electricity / field lights?

**YES**      **NO**      Will the event / activity require tents, canopies, etc.?  
Please note, structures are not permitted in irrigated areas.

**YES**      **NO**      Will the event require access to Department buildings and/or restrooms?  
Please note, additional facility fees may apply

**YES**      **NO**      Will gas grills be used?  
Please note, charcoal grills are NOT permitted at any park / field / area

Please see the attached list of Facility Use Guidelines before completing the Application.

# Facility Use Guidelines

- The above mentioned requested activity will not occur unless the following conditions, policies, and procedures are agreed upon. The on-site supervisor/group representative must be at least 21 years of age and must be present during the entire activity. The above group/individual also assumes the responsibility to pay any related scheduling fees, rental fees, and/or line striping fees. In accordance with Department Policies & Procedures, before the commencement of the activity. The organization/individual also assumes the responsibility to incur fees for damages resulting from usage of the facility.
- In accordance with RSA 175:1, it is unlawful to possess or consume alcohol on Town Property.
- All trash generated by the organization/individual while using any Town or School owned facility MUST be removed by the above mentioned individual/organization. All buildings and facilities under the jurisdiction of this Department are classified as "carry in - carry out".
- Vehicles are not permitted on field areas. All cars must be legally parked in designated areas. Patrons utilizing MacGregor Park are NOT permitted to use the church parking lot on Boyd Road.
- Groups/Organizations requesting use of Beaver Lake outside of normal season/operating hours may be required to secure an independent lifeguard.
- Amenities at park areas, such as playground structures, gazebos, picnic tables/areas are classified and available on a first come - first serve basis and cannot be reserved. Indoor facilities cannot be reserved for private uses or functions, such as birthday parties, if it conflicts with normal hours of operation where the park, facility, or program is open to the general public. Food/beverages are not permitted in Veterans Hall Gymnasium.
- Certificates of Liability Insurance MUST be on file and/or received by both the Recreation and Finance Offices before approval of this application and/or utilizing any Town owned property/facilities. Refer to Policies & Procedures.
- In the event of inclement weather and/or unseen circumstances, the Department reserves the right to cancel or post-pone the scheduled event/activity.
- 24 hour advanced notice is required for cancellation of the scheduled activity or use of Department facility. If the Department does not receive such notice, the group will be charged all fees.
- The Town of Derry and the Parks & Recreation Department reserves the right to suspend usage and scheduling privileges if any individual/organization fails to comply with Department Policies & Procedures, specific park/facility rules, or all legal requirements.
- This request covers only recreational facilities, buildings, and park areas. Separate forms regulate and reserve public usage of the Municipal Center Conference Rooms and Municipal Parking Lots. Forms are available at the Executive Department.

Terms Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Group Representative's Signature)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parks & Recreation Employee Signature)

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## For Office Use Only

Total Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Insurance Received: \_\_\_\_\_ Permit #: \_\_\_\_\_