



## **Parks and Recreation Department**

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### ***FIELD/FACILITY RESERVATION AND USE POLICY***

#### **MISSION STATEMENT**

The City of Claremont Parks & Recreation Department is dedicated to providing quality recreation facilities, programs, and services to enhance the quality of life for the residents of Claremont.

#### **STATEMENT OF PURPOSE**

The purpose of the Claremont Parks & Recreation Department Field/Facility Reservation and Use Policy is to provide facilities for the use and enjoyment of residents of Claremont. It is the goal of the Claremont Parks and Recreation Department to make the parks and recreation facilities available for use by organizations and individuals for nonprofit recreational purposes.

#### **SPECIAL PERMITS and LICENSES**

**A special use permit from City Hall is required for use of Broad Street Park.** After completion and approval of your request form your information will be forwarded to City Hall for approval by the City Manager's Office. A permit will be issued to you following approvals. **A caterers licenses is required when** renting the Zotto Gym and/or Arrowhead for a banquet, wedding or anniversary party where alcohol is being served.

**Use of the non-posted playing fields in the parks and open space for leisure** does not require a reservation / permit. Please be aware that permitted use of playing fields or open space supersedes leisurely use by a group or individual. Therefore, a permit is required to assure facility availability.

#### **RESERVATION PROCEDURES**

Parties interested in reserving a park facility must complete a Field Reservation/Facility Request Form at the Parks & Recreation office. Requests will be classified and handled on an availability basis with the following priorities:

**Internal:** Programs and activities of the City of Claremont Parks & Recreation Department will receive priority use of any and all facilities. Additionally, Stevens High School will receive priority use of seasonal athletic facilities after the facility request form for each season is completed and approved by the Director of Parks & Recreation.

**Non-Profit:** Claremont based middle and elementary schools, nonprofit organizations, including but not limited to youth and /or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc. **Yearly financial contributions to facility improvements by non-profits and schools may be used as a deduction from the facility use fee. All fee deductions must be approved by the Director of Parks and Recreation.**

**For-Profit:** Non Claremont based, schools, nonprofit organizations and private individuals, businesses, and organizations.

**Reservation Procedures Continued:**

- The Director or Assistant Director of Parks & Recreation will approve or deny all Facility Requests.
- In-season sports will take precedent over out of season sports (i.e. baseball in the spring and soccer in the fall).
- The Parks & Recreation office will collect all fees and necessary paperwork prior to facility use.
- Failure to pay fees or submit required paperwork will result in the disqualification of request.
- The Parks and Recreation Department reserves the right to cancel reservations. If this occurs the rental group will receive a refund.
- Leisurely use of the parks open space and non-posted fields do not require a reservation. Please be aware that permitted use of playing fields or open space supersedes leisurely use by a group or individual. Therefore, a reservation / permit is required to assure facility availability.

**RESERVATION FEES**

The following fees will be assessed upon approval of Facility Reservation Request. Permit will identify parameters of field usage.

	<b>Internal</b>	<b>Non-Profit</b>	<b>For-Profit</b>
**Single Field Reservation (based on one hour of usage)	N/C	\$25.00 hr. \$75.00 w/lights	\$50.00 hr. \$100.00 w/lights
*/**Seasonal Games Field Reservation (One Field)	N/C	\$500.00 \$1,500.00 w/lights	\$750.00 \$2,000.00 w/lights
**Tournament Site Use	N/C	\$ 75.00/day \$175.00 w/lights	\$125.00 /day \$225.00 w/lights
**Camp/Clinic Site Use	N/C	\$75.00/day	\$125.00/day
*Pavilion /Picnic Site	N/C	N/C	N/C

Maintenance fees may be required.

***\*Seasonal Field use fees are subject to change based on impact of usage requested. Seasonal reservations are based on 20 game hours. Additional game hours for Internal, Non-Profit and For Profits may be charged based on the impact of the request at a rate of \$25.00 hr.***

***\*Pavilion/Picnic Site Reservations may require a maintenance fee.***

***\*\* Internal -Stevens High School Athletics agrees to contribute financially to the Parks & Recreation Departments field maintenance program, and in doing so, has agreed to collaboratively maintain and improve the quality of field and court usage and space. Stevens High School agrees to financially contribute to the costs associated to the activities and programs scheduled at City park locations.***

**Non-Profit** -Non-profit organizations, Claremont based schools and others listed within the Type II usage may contribute financially to the improvements of the facility requested. When doing so, the fee or portion of the fee for usage may be waived by the Director of Parks & Recreation.

### **MAINTENANCE FEES**

The following additional fees will be assessed for any custodial, maintenance, or grounds work that is required outside of the regular working hours i.e.(weekends and evenings). These fees will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.

	Weekdays After 3:00 p.m.	Saturdays	Sundays & Holidays
Minimum 2 hours/man	\$50.00	\$50.00	\$75.00
Additional	\$25/hour/man	\$25/hour/man	\$37.50/hour/man

### **CLEANING FEES**

The following additional fee will be assessed for additional cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. This fee will be itemized and billed to the reserving organization once the duration of the facility reservation is completed

Minimum	\$100
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### **MISCELLANEOUS FEES**

Additional fees not listed may be charged to you for your facility / field usage. Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservations.

### **CERTIFICATE OF INSURANCE**

Some type II and type III field and facility request users must provide a certificate of general liability insurance with per-occurrence and aggregate limits of not less than \$1,000,000.

### **CLOSED FOR SEASONAL MAINTENANCE**

On occasion, a field or indoor facility will be closed for seasonal maintenance. Outdoor facilities, during this time, are subject to turf maintenance practices which include field overseeding, aeration, irrigation and fertilization. Use of a particular sports field and indoor facilities during seasonal maintenance will be posted as off limits.

**City of Claremont  
Parks & Recreation Department  
Field and Facility Request Form**

**This form is not necessary for reservations of GCC Meeting Room**

NAME OF USE GROUP \_\_\_\_\_

CONTACT PERSON FOR GROUP \_\_\_\_\_

CONTACT PERSON PHONE (DAY): \_\_\_\_\_ (EVENING): \_\_\_\_\_

ADDRESS OF CONTACT PERSON: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DATE(S) OF EVENT (USE): \_\_\_\_\_ TIME(S) OF EVENT (USE) \_\_\_\_\_

DESCRIPTION OF EVENT (USE): \_\_\_\_\_

APPROXIMATE NUMBER OF PARTICIPANTS: \_\_\_\_\_ APPROXIMATE NUMBER OF SPECTATORS \_\_\_\_\_

SPECIAL ARRANGEMENTS REQUESTED (minimum of five working days notice required) \_\_\_\_\_

**TYPE OF FIELD/FACILITY REQUESTED:** (please circle) FOOTBALL / SOFTBALL / BASEBALL / SOCCER  
OPEN GREEN SPACE / PICNIC / PLAYGROUND  
POOL FACILITY / MEETING ROOM / GYM  
TENNIS COURTS / BASKETBALL COURTS

**SPECIFIC SITE REQUESTED:** (please circle) BARNES PARK / VET'S PARK / MOODY PARK / ARROWHEAD  
MONADNOCK PARK / BROAD ST. PARK / ZOTTO GYM  
INDOOR POOL / OUTDOOR POOL / JSL / GCC MTG. ROOM

**FOR OFFICE USE ONLY**

GROUP TYPE *Internal / Non-Profit / For-Profit* Single Use Seasonal Use Tournament Use Camp/Clinic Picnic / Pavilion

FEE \$ \_\_\_\_\_ CASH \_\_\_\_\_ CHECK# \_\_\_\_\_ CHARGE VISA/MASTERCARD

**PLEASE READ AND SIGN**

I (We) assume full responsibility for any damages to City of Claremont equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that City of Claremont, its staff, and members of the Parks and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and or property during our requested use of the facility. Sport groups and organizations not sponsored by the Parks & Recreation Department must provide a Certificate of Insurance, naming the City of Claremont, its agents, servants and employees as additional insured, evidencing the following:

Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000. Date Received \_\_\_\_\_

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

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