

Parks and Recreation Committee Policy

Town of North Brookfield

Effective Date: July 1, 2023

Revised Date: February 1, 2024

Mission Statement:

The Parks and Recreation Committee (to be known as Parks & Rec) of North Brookfield is dedicated to enhancing the quality of life for our community by providing accessible, well-maintained parks and recreational facilities that promote physical, social and mental well-being. We are committed to fostering community engagement, preserving natural resources and cultivating a sense of belonging and unity among residents of all ages. Through our programs, events and collaborative partnerships, we strive to create a vibrant and inclusive environment where individuals and families can gather, connect and create lasting memories. Together, we aim to cultivate a healthier, happier and stronger community in North Brookfield.

Purpose:

The purpose of this policy is to outline the guidelines and procedures for the management and utilization of parks and recreational facilities within the Town of North Brookfield. It aims to promote the well-being of residents, encourage community engagement and ensure the sustainable use of these public spaces.

Park Hours and Accessibility

- 2.1 Parks will be open to the public from 30 minutes before dawn to 30 minutes after dusk every day, unless otherwise specified for maintenance or special events.
- 2.2 The Parks and Recreation Committee will establish accessible pathways and amenities as resources are available to ensure inclusivity for individuals with disabilities, adhering to relevant accessibility standards.

Reservation and Usage Guidelines

- 3.1 Certain park areas and facilities, such as pavilions, sports fields and event spaces, may be reserved for private or public use. Reservations can be made through the Parks & Recreation Committee using the Request for North Brookfield Resources Form, subject to availability and applicable fees.
 - 3.1.1 The Committee shall be provided with a copy of said form at least 30 days prior to the event. Any approval by the Committee shall be subject to all necessary approvals listed on the form. Request for use is subject to availability of the area on the requested for use. Scheduling for events and other uses is the responsibility of the Committee and is on a first come, first served basis.
- 3.2 The Committee will establish reasonable rules and regulations for the use of park facilities, which must be followed by all users.

3.3 A Use of Facilities Agreement must be signed by two persons legally representing the organization holding the event. The form will include the following requirements and information:

- 3.3.1 A minimum of two contact persons must be listed, with all contact information current and legible. At least one contact person must respond to all inquiries by the committee within 48 hours or immediately if less than 48 hours before the event.
- 3.3.2 A sketch of the layout of the proposed event must accompany the request. Details to be determined by the Committee.
- 3.3.3 Motor vehicles are not permitted to drive or park on playing fields. Driving on other areas as part of an event is subject to the approval of the Committee. No public parking is to be allowed anywhere on the common. Motor vehicles are only permitted on areas determined by the Committee.
- 3.3.4 No permanent or temporary structures on the baseball infield (diamond) area.
- 3.3.5 No permanent or long-lasting marking allowed on any surface including grass or pavement areas. Chalk-type products only such as line chalk or sidewalk chalk.
- 3.3.6 Water usage fees for events and groups to be determined by the water department. Water usage that may cause damage to the venue will be prohibited.
- 3.3.7 Where available, electrical service will be only be provided if safe to do so. The Committee may request the opinion of the Electrical Inspector; any inspection fee will be paid by the event organizer(s). Fees for electrical use will be charged: \$25 for the first 4 hours, \$15 for each additional 4-hour period.
- 3.3.8 The Committee may consult with, and make recommendation to, any other committee or department head regarding any event if the Committee feels the need to do so.
- 3.3.9 The event coordinators will be responsible for any damage incurred during the event. An estimate for repairs will be submitted by the Committee to the Selectboard for approval and an invoice will be submitted to the coordinators by the Selectboard.
- 3.3.10 Any vendor selling on-site, consumable food or beverages items is required to comply with all Board of Health permitting and regulations as well as provide trash receptacles at the vendor location and is responsible for disposing of trash off-site.
- 3.3.11 Event organizers are responsible for all cleanup immediately after the event and to leave the event area as it was found before set-up.
- 3.3.12 Signs and banners are allowed; see Sign Policy section
- 3.3.13 Liability insurance will be required, naming the Town of North Brookfield as an additional insured for any event anticipated to exceed 25 attendees.
- 3.3.14 The Committee may, at its discretion, to meet event requirements, co-sponsor an event.
- 3.3.15 Fees for municipal use may be waived, however, the Committee will not be responsible for any costs associated with such use.
- 3.3.16 Events involving animals, i.e. horses, dogs, etc. may be subject to other specific requirements.

Maintenance and Cleanliness

4.1 The Parks and Recreation Committee will endeavor to maintain parks and recreational facilities in a safe and clean condition.

4.2 Inspection and maintenance schedules will be established to address issues such as playground equipment safety, landscaping, signage and infrastructure.

4.3 Users are responsible for cleaning up after themselves and properly disposing of trash in designated bins. Failure to comply may result in fines or penalties.

Sign Policy

5.1 Signs may be placed at venues up to 21 days prior to an event and must be cleaned up / removed within a week after the event.

5.2 Placement of promotional banners and signs will be done at the direction of the Committee.

5.2.1 Banners will be restricted to a maximum size of 3' X 5' and signs will be restricted to a maximum of 18" X 24".

5.3 No signage will be allowed on the playing fields or to interfere with recreation.

5.4 Signage associated with event vendors may be placed for the day of the event and removed at the end of the event.

5.5 No commercial signage will be allowed at any of the venues.

Code of Conduct

6.1 All park users must respect and adhere to local, state and federal laws as well as the rules and regulations established by the Parks and Recreation Committee.

6.2 Illegal activities or behavior will not be tolerated.

6.3 No unauthorized motorized vehicles are allowed on Parks and Recreation properties.

6.4 Pets must be on a leash at all times and owners are responsible for cleaning up after their pets.

Safety and Security

7.1 The Parks and Recreation Committee will strive to ensure the safety of park users by implementing necessary safety measures and conducting routine inspections.

7.2 The Committee encourages park users to report any safety concerns, damages or suspicious activities to the appropriate authorities.

Community Engagement and Programs

8.1 The Parks and Recreation Committee will engage with the community to understand their recreational needs and preferences.

8.2 The Committee will promote various approved recreational programs, events and activities to foster community involvement and enhance the quality of life for residents.

Amendments and Review

This policy will be periodically reviewed and updated as needed. Proposed changes should be submitted to the Parks and Recreation Committee for consideration and approval.

By adhering to this policy, we can create a safe, inclusive and enjoyable environment for all residents and visitors to the parks and recreational facilities within the Town of North Brookfield.