



Application for Use of Chelsea Earnest Memorial (West End) Playground & Basketball Courts

This form is a request to use Recreation facilities, all applicants are required to review additional permits required through the Community Development Department at town hall.

Applicant (please check one)

- Youth Activity Town Department Non-Profit
- Private Individual Private for Profit Organization Fundraiser
- Other (Specify) _____

FILE COMPLETED FORM WITH THE OFFICE OF RECREATION

Organization Name: _____

Contact Person: _____

Address: _____

Email Address: _____

Authorized Name: _____

Address: _____

Telephone: **Days:** () _____ **Evenings:**() _____

Requested Space? _____

Requested Dates/Times: of event _____

Estimated setup and breakdown dates and times: _____

Is this a recurring event? _____ **If so when was it initially started?** _____

Will the public be charged a fee for attending? _____ **Yes** _____ **No** **Amount \$** _____

Will there be Entertainment? _____ **if yes please describe** _____

Will Alcohol be served: _____ (if yes, applicant Needs Licensing board approval)

Will there be a tent for the event? _____ (if yes, a temporary Tent Permit application must be completed)

Please provide purpose and event description of use and anticipated number of people attending.

Please provide a copy of the Certificate of Insurance for the event, with the application no later than 30 days prior to the event.

Guidelines for use of Recreation facilities.

1. Requests for the use of recreational facilities will be made at the office of the recreation director at least 30 days prior to the date of use. Permission of use of the facilities is on a first come first serve basis. The request will then be approved or disapproved at the next scheduled recreation commission meeting. Approval will need a majority vote by the recreation commission.
2. All activities must be under competent adult supervision, and approved by the recreation director and the Recreation Commission. The group using the facilities will be responsible for any damage to the building or equipment and any imposed costs at the end of the event. (i.e. having to pay any personnel to come and secure the facility.)
3. Groups receiving permission are restricted to the dates and hours approved and to the facility specified, unless requested changes are approved by the Recreation Commission.
4. The general public must be able to access the park or facility reserved though out the duration of your event. The entire park or facility cannot be excluded to the publics use, through the event area may be sectioned off from the general public.
5. Groups receiving permission are responsible at all times for the observance of the fire and safety requirements.
6. Smoking, and the possession or consumption of Alcohol, or Drugs is NOT permitted anywhere on recreational facilities property, this includes open fields, and parking lots without proper approval.
7. Proper liability insurance will be required of all groups given permission to use Recreational Facilities. A Certificate of Insurance is required prior to the approval and must be submitted with this form. The Town of Provincetown must be named as an additional insured. A copy has to be filed with the Recreation office no later than 30 days prior to the event.
8. The recreation commission will approve and periodically review a fee schedule for the use of recreational facilities.
9. The recreation commission reserves the right to cancel any permission granted, with no time restrictions.
10. In situations where there is no cost factor to the Recreation Department, or in situations where a mutual exchange of facilities is possible between the recreation

Department and the organization, rates may be modified or eliminated by the recreation director/recreation commission. In situations where extended usage for a long period of time is required, rates may be set at a contract price.

11. Granted use of Recreational facilities will be limited to those facilities requested, and will not include parking or use of Parking lots at facilities. Rentals of parking lots should be made to the office of the Town Manager.
12. Cancellation: If cancellation is made 30 days or more prior to the event, the security deposit will be refunded. If cancelation is made 29 days or closer to the event, the deposit will be forfeited to the recreation department.
13. The schedule of anticipated use of each facility will be determined by the longevity of the of the event, and then on a first come first serve basis.

I agree to the conditions specified in the regulations for Public Use of recreational facility as adopted by the policy set forth by the Provincetown Recreation Commission and to accept the responsibilities as set forth therein.

 Date

 Signature of Authorized Representative

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Action on Application

I hereby (approve/disapprove) the above application.
Approval hereof is subject to payment of fees as follows:

****Recreation Commission reserves the right to adjust fees for events that have 1,000 or more participants at their discretion.**

Fee Schedule

School, Youth or Town Dept.

Non-profit & Other

<u>Security Deposit</u>	No Charge	\$250
• If reservation cancelled within 30 days of event, security deposit is not refunded.		
• If space used is left in disarray/damaged, security deposit is not refunded.		
<u>Rental</u>	No Charge	\$500 (1-2Days)
• Three(3) days or over the fee is \$300 per day of event.		
<u>Utility Fee</u>	No Charge	\$150
<u>Custodial Fee</u>	No Charge	\$45 per hour

Cert. of Insurance _____ **Date Received:** _____

****Recreation Commission will set fees for events that have 1,000 or more participants at their discretion.**

Authorized Recreation Staff

Date

APPROVED: by the Provincetown Recreation Commission (8/7/19)

The Town of Provincetown is an Affirmative Action Employer. We are committed to ensuring that our programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation.

Certificate of Insurance: _____

Date Received: _____