



Town of Salem Recreation Advisory Board Field & Recreation Area Request Policy

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Field & Recreation Area Request: Policy

This policy has been established to create an equal and standard method of providing recreational space to groups and individuals in the Town of Salem. This policy was developed to assist in defining Town Ordinance Chapter 359 – Recreation Ordinance.

The Recreation Department works with the Salem School District in the scheduling of all Recreation areas in the Town of Salem. It is the intent of this policy to create a uniform policy which will be annually reviewed and upon any change in the School District's policy.

Procedures for Application for use of Facilities

1. Each year, all leagues will meet with the Recreation Director in January or February to discuss facility usage. Block times will be provided to the leagues at this meeting. Schedules must be submitted to the Recreation Director no later than April 1st of each year.
2. When a request is received from an individual or an organization, the Recreation Department will contact the corresponding league representative to ensure the facility's availability.
3. A facility request form must be filled out and returned to the Recreation Department to be considered for approval. This request should be made at least two (2) weeks prior to the anticipated event. A \$100.00 security deposit must accompany the facility request form (checks made payable to: Town of Salem, NH). The security deposit will be returned once it has been established there was no vandalism or problems during the requested time.
 - a. The individual signing and requesting the facility assumes all responsibility for the request and is responsible for any individual using the facility during the requested time.
4. Leagues must make every attempt possible to accommodate facility requests when it does not conflict with their game schedules.
5. Additional information needed from the individual/organization requesting the facility includes:
 - a. An insurance binder naming the Town of Salem as additionally insured. The policy must cover at least \$1,000,000 each person and \$2,000,000 total for personal injuries or death suffered by any person or persons arising from the use of the facility or the services.
 - i. Tulip policies can be purchased for individual events – i.e. birthday parties, anniversaries, or other family events.
 - b. Contact information for any coach and/or league board members. This is inclusive of name, address, telephone/cell phone and e-mail address.

6. The Recreation Department will provide a letter of the status of the request as soon as possible. This letter supersedes a block request for a league.
7. The individual completing the request will also receive a copy of the Town of Salem's Recreation Ordinance (Chapter 359) as times and restrictions are stated in this ordinance. All individuals are expected to follow the Town Ordinance.
8. After the Leagues have been scheduled, all other requests will be determined on a first come first serve. If requests are received at the same time, the program with primarily Salem residents will receive approval.

New Hampshire RSA 485-A

House Bill 295 was signed into law in 2013. It went into effect January 1, 2014. All those that qualify as a Youth Skill Camp(s) by this RSA must comply with all parts of this law including certification to DES.

RSA 485-A:23 Definitions II. "Youth skill camp" means a nonprofit or for-profit program that lasts 8 hours total or more in a year for the purpose of teaching a skill to minors. Such camps include, but are not limited to, the teaching of sports, the arts, and scientific inquiry.

RSA 485-A:24 Recreation Camp License; Youth Skill Camp Certification of Criminal Background Check.-

II. (a) No person or entity shall for profit or for charitable purposes operate and youth skill camp, as defined in RSA 485-A:23, II, without maintaining an appropriate policy regarding background checks for camp owners, employees and volunteers who may be left alone with any child or children. Certification of background checks shall be made to the department demonstrating that no individual has a criminal conviction for any offence involving:

- (1) Causing or threatening direct physical injury to any individual; or
- (2) Causing or threatening harm of any nature to any child or children.

(b) Any person or entity required to perform background checks and provide certification to the department pursuant to subparagraph (a) shall pay a fee of \$25 to the department. All such fees collected by the department shall be deposited into the recreation camp and youth skill camp fund established in RSA 485-A;24-a.

Cancellation:

Cancellation of an event must be made at least forty-eight (48) hours in advance of the approved request. If the cancellation is due to severe weather, the security deposit will be returned. If insufficient time was given for a cancellation or if another group was denied due to this request, the security deposit may be held by the Recreation Department.

If the Recreation Department deems a facility is not playable and cancels an approved request, the security deposit and all additional fees will be returned. If an approved request was partially completed, fees will be returned on a pro-rated basis.

Charges:

Town Ordinance 359-22 D permits the charge of fees for facility usage. These fees have been approved by the Town Manager and Board of Selectmen.

These fees must be paid prior to the conclusion of the event. Any subsequent request will be denied until full payment has been received for prior requests.

Proof of non-profit status must be made in order to receive the non-profit rate. Outside leagues requesting facilities must show rosters with address in order to determine charge.

Whereas, the Youth Leagues in Salem help maintain and care for the facilities, they will not be charged for the usage of Town facilities. This is inclusive of Salem Youth Baseball, Salem Blue Devils, Salem Youth Soccer, Salem Lacrosse, Salem Rams, Salem Softball, Men's Softball and DeBenedetto Leagues. To maintain this exemption, each league must provide the Recreation Department a list of improvements their league provided to the facilities each November.

All teams, leagues, and individuals must pick up after each event. If a facility is left in a manner as to require additional attention, this extra charge will be deducted from the security deposit. If the additional charge exceeds the security deposit, the league, team, or individual will be billed for the balance.

If a check for a request is returned for insufficient funds, a return check fee of no less than \$25.00 will be assessed.

Your league may be asked to prove residency. A 51% or higher resident participation will determine residency status.

	Profit based		Non-Profit	
	Salem Resident	Non-Resident	Salem Resident	Non-Resident
Facility Request Up to 4 hours	\$50	\$100	\$30	\$60
Facility Request 4 to 8 hours	\$75	\$150	\$55	\$110
Facility Request 8 to 12 hours	\$95	\$190	\$75	\$150
Usage of Lights	\$100 per field, per evening			

The Recreation Department reserves the right to waive fees for town-owned facilities.

In addition to the facility request fees listed above, an additional fee will be assessed for Hedgehog Park based on the number of people. The additional fee is \$1.00 per resident and \$2.00 per non-resident. Participants for these activities will be provided passes for their vehicles while at Hedgehog. These passes will provide parking for only the time of the group request.

Penalties

If a team utilizes a field when they have not been granted permission and it conflicts with an approved request, they will receive a written warning accompanied by a copy of the facility request policy. In the event there is a second offence, a fee of not greater than \$100.00 will be assessed to the team. In the event of a third offence, the team will be assessed a fee of no greater than \$500.00. All fees/penalties must be paid prior to a subsequent request. At any time in this process, the Recreation Director reserves the right to deny future facility requests.

Appeal

If a team wishes to appeal an assessed fee, they can submit a request for the fee to be waived to the Recreation Director. If the Recreation Director denies the appeal, it may be submitted to the Town Manager. If the Town Manager does not sustain the appeal, the team may appear before the Board of Selectmen. The fee will be held by the Recreation Department until a final decision has been determined.

Policies. Field request policy revised 2015

Amended and adopted by the Board of Selectmen May 4, 2015