

Mansfield Park & Recreation Department

Email: recreation@mansfieldma.com

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Park Rental & Use Information

Use of Town Facilities:

Available Facilities:

Memorial Park

- 1 Baseball Field
- 1 Softball Field
- 1 Football/Soccer Field
- 1 Practice Field (check on/off line)
- 6 Tennis Courts
- 3 Basketball Courts
- 1 Volleyball Court
- Picnic & Playground Areas

Plymouth Street Recreation Facility

- 3 Official Size Multi-Purpose Fields
- 1 Youth Size Multi-Purpose Field
- 1 Baseball Field
- Tot Lot Playground
- 4 Tennis Courts

South, North and East Commons

Hutchason Property – Rte 106

- 1 Softball Field
- 2 Multi-Purpose Fields

Rules, Fees and Regulations for Reservations:

1. All permit holders are required to submit an insurance liability statement naming the Town of Mansfield as “Additional Insured” for a minimum of one (1) million dollars, before a permit will be issued.
2. The applicant understands, by his/her signature, that h/s will be held responsible for all fees incurred and the equipment supplied to h/h by the Park & Recreation Department and that it will be replaced by h/h if damaged, lost or stolen.
3. Any returned checks will be subject to a \$25. non-refundable service charge.
4. Any delinquent fees over 30 days will influence future applications for field use.
5. Additional personnel, such as a Park Assistant or Police Detail, will be paid by the applicant/organization.
6. Town By-Laws, Chapter Six will be observed.

The following fee schedule, rules and regulations have been approved by the Town of Mansfield Recreation Commission for the use of Memorial Park, Plymouth Street Recreation Facility, Hutchason Property, Town lands and appropriate recreation areas:

Rules, Fees and Regulations for Reservations:

1. Requests for reservations should be received at least three (3) months prior to date(s) requested and will be reviewed according to the established priority list
2. Approved requests will be confirmed and a permit issued.
 - a. You will be notified if your request has been approved and/or denied. Permits will not be issued until the fee is paid. Make check(s) payable to: *Town of Mansfield*.
 - b. If reservations are requested, approved and permitted and not used or cancelled 24 hours before use, you will be charged for the use of the facility.
3. Permits are not transferable. The PERMIT HOLDER must be a participant in the use of the field.
4. Rainouts and postponements may be rescheduled by contacting the Park & Recreation Director. The Park and Recreation Department does not guarantee the rescheduling of rainouts or postponements and will not refund any fees paid after a facility was reserved and not used.
5. Please bring your permit with you to the facility to avoid confusion of area use.
6. Non-adherence to the Behavior Guidelines Policy will result in the revocation of your permit. Policy included w/packet.
7. Profanity and/or unsportsman like conduct are grounds for revocation of the permit(s).
8. Leagues/teams must furnish their own equipment, unless other arrangements have been made with the Park & Recreation Department.
9. In any park or facility, alcoholic beverages and/or use of a controlled substance is illegal. Violators will be prosecuted. All permits issued will be revoked.
10. Refund requests must be made seven (7) days prior to the reservation(s) date(s). There will be a \$10.00 handling charge to process the refund.
11. All parks and facilities close at 9:30 P.M. SHARP!

Fee Schedule:

Groups/organizations, with permission of the Recreation Commission, may have the fee(s) waived or amended.

There will be a charge for a Park Assistant (if requested/needed/if deemed necessary by the Park & Recreation Director) for all events. The fee will be billed and payment made through the Department of Public Works (DPW). A minimum of three (3) hours will be charged for each Park Assistant job.

Field and Park Use Fees: Plymouth Street, Memorial Park and all Recreational Use Areas:

1 Field: Non-Profit Events/Leagues: daylight- \$15.00 per 1.5 hours. Memorial Park with lights- \$50.00

1 Field: Private/Profit Events/Leagues: \$50.00 per 1 hour, minimum 2 hours (\$100 minimum).

Fee for use of a park is \$1,000 maximum per day per park for groups making a profit from the use of a field/park. Included would be Special Events and rental of 2 or more fields.

Any group, private/profit/non-profit, will be charged \$50 for the use of the lights at Memorial park.

Special Events:

A "Special Event" is an event that uses the entire park or a large percentage of space and precludes other uses or users from the park. A/the playground and/or picnic area remains open for all park visitors and cannot be reserved. Park personnel, Police, Emergency Medical Services, etc., must be secured by and paid for by the group or organization.

Security Requirements:

1. 75 to 250 people attending - 1 police officer required, 251 to 500 people - 2 police officers, 501 plus people - 3 police officers. For questions regarding the number of police personnel needed, please contact the Chief of Police at 261-7300. For certain events, the Chief of Police must initial the permit request before the Recreation Commission will approve the event.

2. The Chief of Police, or h/h designee, has the right to require additional police officers, as h/s deems necessary and appropriate. For additional parking at Memorial Park, please contact the principals of MHS and QMS for their approval of use. They must initial the request also. For specific requirements per event, contact the Park & Recreation Director.

Agreement For Use:

1. Your signature certifies that you, representing the named league/teams/organizations/players, understand that the Park & Recreation Departments facilities will be maintained only to the same extent as other general open park areas.

2. Leagues/teams/organizations/players using the facilities do so at their own risk. It is the responsibility of the signie to notify all participants that they participate at their own risk.

3. The applicant/organization agrees to indemnify and hold harmless the Town of Mansfield, its agents and employees from all claims, damages, liabilities and losses in any way arising from use by the organization of the Town facility.

Memorial Park - Field and Park Use Fees:

- 1 football/soccer field with lights - \$50.00
Daylight hours - \$15.00 per 1 ½ hours.
- 1 baseball, 1 softball field with lights - \$50.00
Daylight hours - \$15.00 per 1 ½ hours.
- Use of majority of the park - \$50.00 per 4 to 5 daylight hours

Hutchason Property & Plymouth Street Recreation Fees:

- 3 official size - multi purpose field - \$15.00 per 1-½ hours.
- 1 youth size - multi purpose field - \$15.00 per 1 ½ hours.
- 1 baseball field - \$15.00 per 1 ½ hours.
- Use of majority of the park - \$50.00 per 4 to 5 daylight hours