



Town of Newbury, MA

**Central Street Recreational and Environmental
Resource Area**

Use of Facilities Guidelines

Approved by the Recreation Committee April 3, 2023

Approved by the Select Board April 11, 2023



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**Town of Newbury,
Recreation Committee's
Mission Statement**

The Town of Newbury recognizes that recreational opportunities are an important aspect toward the overall quality of life in our community.

The principles that guide the Recreation Committee Fee Schedules:

- Increase accountability between services and fees charged.
- Balance the need for free open space and permit holders.
- Provide the citizens of Newbury and their guests high quality recreational space for their enjoyment.
- Every three years (or sooner if requested by the Town Administrator) the Recreation Committee will review the Policies and Fee schedule and recommend changes to the Select Board, as needed.
- The cost recovery policy is to offset costs based on annual appropriations.

Central Street Recreational & Environmental Resource Area (CSRERA) Field House

Purpose: to serve as a guide for the Town of Newbury's Recreation Committee and users of the Field House, including restrooms, community space & concession, located at the Central Street Recreational & Environmental Resource Area, located at 81 Central St, Byfield, MA.

Field House Building

1. Restrooms

- Youth and Adult Sport Leagues
- Every effort will be made to have the lavatory section of the building open to the public during scheduled sporting events, including practices and games times.

2. Tentative fall and spring schedule

Weekdays: 2:00 PM– 7:00 PM

Weekends: 8:00 AM to 8:00 PM

An outside handicapped Port A Potty, may be installed for the spring, summer and fall seasons as a courtesy to the patrons by the Newbury Recreation Committee.

3. Events, including camps

At the discretion of the Recreation Committee, users may be required to pay a fee based on number of participants and duration of the event. If a user does not want to assume responsibility of the care and maintenance of the lavatories (see below), they must supply an adequate number of Port A Potties determined by the number estimated on the field permit

4. Other approved activities at the discretion of the Recreation Committee.

Field House Community Space

- **Public use:** Users will need to apply to the Recreation Committee to reserve the space. Restrooms will remain open to the public (using separate entrance) during reserved time.
- **Permit holders** can also reserve the space for registrations, coaches meetings and training at no additional charge. Space is *subject to availability prior to and during their paid season.
- ***Priority Status for reserving the Field House Community Area**
 - Newbury residents for non-profit use
 - Seasonal permit holders
 - Triton Regional School District organizations and clubs
 - Established “Friends of the Town of Newbury” organizations, i.e. Friends of the Newbury Town Library, Friends of the Council on Aging
 - Triton Youth Sports organizations- non permit holders
 - Others

Concessions Area

▪ Vendors

- Required to abide by local, state and federal laws and must obtain any necessary permits and or licenses. When the Concession Area is in use, no additional vendor on the premises is permitted without prior written consent from the assigned vendor, the Recreation Committee, Board of Health and/or Select Board.
 - With the approval of the Select Board, the Recreation Committee may secure a Concessions Operator (manager) through the open bidding process and in consultation with the Chief Procurement Officer for the Town.
 - If a Concessions Operator of the Field House is awarded, said contract will be prioritized over other users.
- **Area Non-profit groups**
 - Can apply to use the concessions area as a fundraising tool
 - **Special tournaments or events (priority order)**
 - Newbury residents for personal, not for profit use
 - Seasonal permit holders
 - Triton Regional School District organizations and clubs
 - Established “Friends of the Town of Newbury” organizations, i.e. Friends of the Newbury Town Library, Friends of the Council on Aging
 - Triton Youth Sports organizations- non permit holders
 - Others

4. Hours

- Vendors (or Concessions Operator, if contracted) can establish their own hours that are approved in writing by at least a majority of members of the Recreation Committee.
- The Recreation Committee recommends that the Concessions Area is opened spring and fall weekends 9:00-4:00 unless otherwise noted, as a courtesy to our permit holders.
- When no games or events are scheduled or the fields are closed for use, the Field House may be closed.
- Temporary extended time can be accommodated with the approval of any member of the Recreation Committee and if time does not conflict with prior reservations.
- All requests for schedule changes and approvals must be in writing and be reviewed by the Committee.

Reservation & Application Process

The Recreation Committee will accept reservation applications for the Field House and Basketball Court on an ongoing basis. It will be the goal of the Recreation Committee to determine the status of the application at the Recreation Committee meeting following the submission of the application. The Secretary will note the decision of the Committee in the minutes and the applicant will be notified by email within one week after said meeting.

1. Organized or regular use of the facility by groups shall require a Field House Consent Form.
2. The Consent Form applicant will designate a responsible adult(s) who shall act as the Site Manager. His/her responsibility includes being present at all times when the Community Area and / or the Concessions Area is made available for said group, and communicating with the Recreation Committee liaison any concerns and all incidents that involve police, fire or other emergency personnel.
3. Payment, if required, must be received prior to Recreation Committee approval. Access to the Field House is prohibited until full payment has been received. No future permits will be issued to a group or organization until all outstanding fees are paid. All payments must be made through the reservation portal on the committee's web page (found here) <https://newburyma.myrec.com/info/default.aspx>
4. Unless specifically requested on the consent form by the applicant and approved by all applicable Town Departments and Boards, it is understood that the group or organization may NOT charge any admission, and that no tickets will be sold or collections taken, and that no items will be sold, including concessions.
5. Any violation of the consent form terms, conditions and /or limitations may be grounds for immediate revocation of the Consent Form. No refund of the fee will be granted and future applications may be denied.
6. By submitting an application, all applicants agree to adhere to all Town of Newbury and the Recreation Committee policies for facility use.

Field House General Rules and Expectations

1. Children must be supervised.
2. No unauthorized vending is allowed. All selling of food and goods must be approved by the Recreation Committee (and/or Concession's Operator), and abide by any rules and regulations of the Town of Newbury and the Commonwealth of Massachusetts.
3. This building is accessible according to the American with Disability Act, and is available to those requiring the use of a wheelchair. All other personal wheel equipment is prohibited, including but not limited to bicycles, skateboards, scooters, and wheelies.
4. Users are required to notify the Newbury Recreation Committee of any damage, mess, and/or concern when beginning use for the day.
5. Users are required to report any damage/ concerns/ recommendations to the Newbury Recreation Committee and Department of Public Works within twenty-four hours. Please provide a photograph and written description of the concern.
6. Damage caused during use is the responsibility of the users/applicants as set forth in the consent form.
7. Use the spike cleaner prior to entering the building.
8. If police, fire or EMTs have been summoned, the Recreation Committee must be notified within 24 hours.
9. The use of tobacco products, vaping, recreational use of marijuana, and illegal drugs is prohibited.
10. The consumption of alcohol is only permitted by licensure of the Newbury Select Board and will fall under the Town of Newbury public use of alcohol regulations.
11. Residents and/or organizations can be removed and/or barred from use for disruptive behavior and /or profanity.
12. Any individual or group who feels these rules and regulations are unfair or unreasonable may make a written complaint to the Newbury Select Board

Center Street Recreational and Environmental Resource Area Playing Fields, Basketball Court and other equipment

Purpose: to serve as a guide for the Town of Newbury's Recreation Committee and users of the Center Street Playing Fields, located at the Central Street Recreational and Environmental Resource Area, located at 81 Central Street, Byfield, Massachusetts.

The Town of Newbury, through its Recreation Committee (NRC), has adopted the following policy concerning the use of the Town's playing fields and related facilities. The fields and basketball court are public and do not necessarily need a permit for use. However, a holder of a valid permit will take priority over any drop-in groups at any playing fields, basketball court or facilities. Regular meetings of a group of individuals is considered an organized activity and requires a permit. The Field House is available for comfort and safety during posted times.

Reservation Application Process

1. Regular use of the Playing Fields (1-5a,5b), the basketball court or any equipment by groups shall require a permit.
2. Any group or organization applying to use the Playing Fields, basketball court or equipment must abide by the following requirements:
 - Preference for fields, in the event of a scheduling conflict, will be given in the following:
 - Town committee boards or departments (i.e. Council on Aging)
 - Newbury residents for personal use.
 - Seasonal permit holders (i.e. Triton Youth Soccer)
 - Triton Regional School District organizations and clubs
 - Established "Friends of the Town of Newbury" organizations, i.e. Friends of the Newbury Town Library, Friends of the Council on Aging
 - Triton Youth Sports organizations- non permit holders (i.e Triton Youth Hockey)
 - Other
3. In addition to tier, current annual recurring users will have first opportunity to renew.
4. Applications for permit will be considered upon submission of application, including a 50% deposit.
5. Permits will not be issued until the following requirements are fulfilled (temporary permits may be issued and/ or revoked at any time):
 - Documents demonstrating residency requirements, for second level preference
 - Certificate of insurance:
 - A certificate of insurance naming the Town of Newbury as an additionally insured party is required. Simply naming the Town as a certificate holder is insufficient, however the insurance agency may state that the certificate holder (Town of Newbury, 12 Kent Way, Byfield, MA) is listed as an additional insured. The insurance policy must include the following coverages:
 - General Liability of at least \$1,000,000 bodily injury and property damage liability, combined single limit with a \$2,000,000 annual aggregate limit.
 - The municipality should be named as an "Additional Insured".
 - Automobile Liability (If applicable for any automobile operating exposure) of at least \$1,000,000 bodily injury and property damage per accident. The Town should be named as an "Additional Insured".
 - Workers' Compensation Insurance as required by law.
 - Include Employers Liability Part B 4) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an "Additional Insured".
 - The Certificate of Insurance shall be provided prior to commencement of use of the facility.
 - Copies of non- profit documents, if applicable, must be included with application.

- Deposit/Payment
6. Additional bathroom facilities may be required, as determined by Newbury Recreation Committee and or the Town of Newbury Board of Health, depending on the number of people expected at an event.
 7. In the event a user does not follow the rules of the consent form a written warning will be issued and/ or approval can be revoked.
 8. Applications should be addressed to the Town of Newbury Recreation Committee and signed by applicant.
 9. All payments must be made through the reservation portal on the committee's web page: <https://newburyma.myrec.com/info/default.aspx>
 10. When submitting an application, the applicant recognizes the possibility of personal injury associated with the use of playing fields and related facilities, and hereby releases, discharges, and/ or otherwise indemnified the town of Newbury, its departments, including the Recreation Committee from any claim, demand, action, suit, or liability as a result of the applicant's use of Central St. Playing Fields and related facilities.
 11. The Recreation Committee and/or subcommittee will meet within 7 business days following the Application due date to review and approve applications
 12. It is strongly encouraged that applicants have a representative present at the meetings when schedules are being reviewed. Failure to have a representative to clarify questions or concerns present could result in the Committee deeming an application incomplete and therefore unable to process.

Playing Fields, Basketball Court and other Equipment Requirements

1. The Permit Holder assumes responsibility for leaving the grounds/equipment in the condition they were found, including notifying to park all motorized vehicles in designated areas.
2. Field lining is not included in the rental fee. It is the responsibility of the permit holder to make arrangements for field preparation. Users must receive permission from Newbury Recreation Committee prior to performing any type of field maintenance.
3. Soccer goal nets are private property and can be relocated/ removed as needed. Lacrosse goals are private property and can be relocated/ removed goal nets as needed. Permit holders are allowed to place goals on the fields two weeks prior to the rental period (if field conditions are acceptable). Goals are to be removed in a timely manner after the conclusion of the season.
4. If public safety (Police, Fire, EMT) is required, , additional fees may be apply.
5. All applicants are responsible for cleanliness of fields. Please require coaches, parents, players, fans to take home what (trash/recyclables) they bring to the fields.
6. Users are required to notify the Newbury Recreation Committee and Department of Public Works of any damage, mess, and/or concern when beginning use for the day.

7. Unless specifically requested by the applicant and approved by all applicable Town Departments and Boards, it is understood that the function/activity to be held is not a fundraiser, that no admission is to be charged, that no tickets will be sold or collections taken, and that no items will be sold including concessions.
8. Payment, if required, must be received prior to issuance of the permit. Use of grounds is prohibited until full payment has been received. No future permits will be issued to a group or organization until all outstanding fees are paid.
9. The use of tobacco products, vaping, recreational use of marijuana, and illegal drugs is prohibited.
10. Consumption of alcohol is only permitted by licensure of the Newbury Select Board.
11. Field Permit Holders are not allowed to practice or play games on any fields or basketball court under the following conditions:
 - When a sign of the field closure is posted.
 - When there is standing water on the field.
 - When the ground is water-logged and "squishy".
 - When the footing is unsure and slippery, or snow is present
 - During thunderstorms, lightning events, or heavy rain
 - Permit holders are not allowed to remove snow from any playing surface
12. In case of inclement weather, the playing fields or basketball court may be closed and unavailable for use.
13. The applicant assumes full responsibility for control and supervision of all participants and visitors in conjunction with the event(s).
14. Scheduling hours will be adjusted by team coaches to accommodate daylight availability.
15. The Newbury Recreation Committee has the right to reserve field space, basketball court and other equipment for town resident use.
16. The Town of Newbury and / or the Recreation Committee reserves the right:
 - To require a police and/or fire detail, when deemed necessary as a condition to any permit issued. The cost of such a detail shall be borne by the permit holder.
 - To revoke permits issued for violation of Policy, Town Bylaw or Recreation Department Rules and Regulations.
 - To close fields at any time to prevent field damage.
 - To "rest" a field or fields if needed.

Facility Use Fee Framework

Parking Lot

Field House

Group A	Group B	Group C	Group D
<ul style="list-style-type: none"> • Newbury residents for personal use • Triton Regional School District organizations and clubs • "Friends of the Town of Newbury" organizations, i.e. Friends of the Newbury Town Library, Friends of the Council on Aging 	<ul style="list-style-type: none"> • All other hourly participants 	<ul style="list-style-type: none"> • Day/ weekend event-non holiday (includes Friday evening set up) 	<ul style="list-style-type: none"> • Day/ weekend event holiday (includes Friday evening set up & the observed holiday)
\$10/ hour (\$5/hour fields 5a or b)	\$25/hour	\$1500./day or \$3000 weekend	\$2000./day or \$5000 weekend

Basketball Court

<ul style="list-style-type: none"> • Newbury residents for non- profit use • Triton Regional School District organizations and clubs • "Friends of the Town of Newbury" organizations, i.e. Friends of the Newbury Town Library, Friends of the Council on Aging 	<ul style="list-style-type: none"> • All other hourly participants 	<ul style="list-style-type: none"> • Day/ weekend event-non holiday (includes Friday evening set up) 	<ul style="list-style-type: none"> • Day/ weekend event holiday (includes Friday evening set up & the observed holiday)
\$25/ hour	\$50/hour	At the discretion of the Newbury Recreation Committee	At the discretion of the Newbury Recreation Committee

Cancellations and Refunds

1. The Town of Newbury reserves the right to close fields and court when necessary for public safety or facility protection. Notification will be made as soon as possible to listed applicant(s).
2. *One- or two-day event* applicants will be provided an opportunity to reschedule. If an event is unable to be rescheduled, a refund may be negotiated on a case-by- case basis.
3. In order to discourage last minute cancellations, cancellations must be received at least 7 days in advance of a scheduled event.
 - Cancellations must be submitted via email to the scheduling coordinator by the original applicant.
 - Refunds will not be issued for inclement weather.
 - A live calendar will be available for leagues/ teams to reschedule field practices/ games based on field availability. Team coaches/ leagues will have the flexibility to plan makeups collaboratively. Canceled/ rescheduled games will take precedence to team practices- coaches must be willing to cancel practice to allow make- up games.