

HARWICH RECREATION
100 OAK STREET, HARWICH MA

BOOKING PROCEDURES FOR USE OF FACILITIES

THIS DOCUMENT OUTLINES THE PROCESS FOR REQUESTING USE OF TOWN OF HARWICH FACILITIES. ALL REQUESTS WILL BE REVIEWED BY THE RECREATION DEPARTMENT AND PERMITS WILL BE ISSUED UPON RECEIPT OF ALL REQUIRED DOCUMENTATION AND FULL PAYMENT.

REQUIRED DOCUMENTS

1. **SIGNED FACILITY USE POLICY AGREEMENT (LOCATED UNDER FACILITIES TAB)**
2. **ACORD (CERTIFICATE OF LIABILITY INSURANCE)**

THE FOLLOWING IS A LIST OF MINIMUM REQUIREMENTS FOR INSURANCE COVERAGE REQUIRED FOR VENDORS TO CARRY TO DO BUSINESS WITH THE TOWN OF HARWICH:

GENERAL LIABILITY OF AT LEAST \$1,000,000 OCCURRENCE/\$3,000,000 GENERAL AGGREGATE. THE MUNICIPALITY SHOULD BE NAMED AS AN "ADDITIONAL INSURED".

AUTOMOBILE LIABILITY (APPLICABLE FOR ANY CONTRACTOR WHO HAS AN AUTOMOBILE OPERATING EXPOSURE) OF AT LEAST \$1,000,000 BODILY INJURY AND PROPERTY DAMAGE PER ACCIDENT. THE MUNICIPALITY SHOULD BE NAMED AS AN "ADDITIONAL INSURED".

WORKERS' COMPENSATION INSURANCE AS REQUIRED BY LAW. INCLUDE EMPLOYERS LIABILITY PART B WITH A LIMIT OF \$1,000,000.

3. **CERTIFICATE OF AUTHORITY: CORPORATE/NON-PROFIT, LLC OR BUSINESS LICENSE**

A CERTIFICATE OF CORPORATE AUTHORITY IS AN OFFICIAL DOCUMENT ISSUED BY A CORPORATION, USUALLY SIGNED BY A CORPORATE OFFICER OR SECRETARY, THAT CERTIFIES THAT A SPECIFIC INDIVIDUAL* OR GROUP HAS THE LEGAL AUTHORITY TO ACT ON BEHALF OF THE CORPORATION. THIS MAY INCLUDE SIGNING CONTRACTS, MAKING FINANCIAL DECISIONS, OR REPRESENTING THE COMPANY IN LEGAL MATTERS.

*THIS PERSON WILL SIGN THE FACILITY USE POLICY AGREEMENT

4. 501(c)(3) CERTIFICATE (FOR NON-PROFIT EVENTS)

5. RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

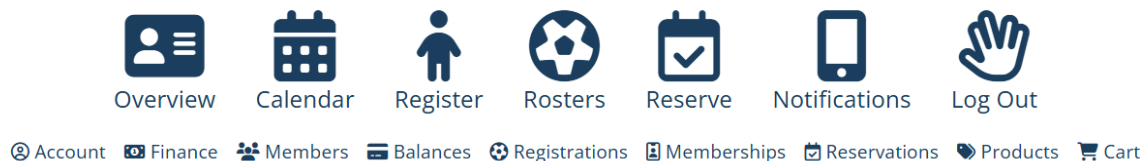
ONCE A FACILITY IS RESERVED, BOOKING ORGANIZATION MUST REQUEST THAT ALL PARTICIPANTS SIGN A HOLD HARMLESS AGREEMENT (SAMPLE UNDER FACILITIES TAB)

FACILITY REQUEST PROCEDURE:

- LOG IN TO YOUR ORGANIZATION'S ACCOUNT
- SELECT FACILITIES FROM MENU BAR
- SELECT FACILITY
- FOLLOW PROMPTS TO SELECT DATE, START AND END TIMES. BE SURE TO INCLUDE TIME FOR SET UP/BREAKDOWN OR GAME WARM-UPS)
- CLICK NEXT.
- SELECT ADD MORE DATES AND CONTINUE TO ADD ALL DATES BY CATEGORY: GAMES, PRACTICES, EVENTS, ETC.
- SUBMIT

UPLOADING REQUIRED DOCUMENTS:

- LOG IN TO YOUR ACCOUNT
- SELECT OVERVIEW ICON
- GO TO ACCOUNT MEMBERS AND SELECT YOURSELF



- SCROLL TO BOTTOM OF PAGE AND CLICK THE ADD NEW MEMBER DOCUMENT
- UPLOAD DOCUMENTS FROM YOUR COMPUTER; ALL SET! (CALL IF YOU EXPERIENCE TECHNICAL DIFFICULTIES)

Member Documents			Add New Member Document
FileType	Status	Expiration Date	
501(c)(3) certification	Pending		View / Modify

PERMITS:

PERMITS WILL BE ISSUED AFTER ALL REQUIRED DOCUMENTS HAVE BEEN UPLOADED TO YOUR ACCOUNT & PAYMENT RECEIVED.