

Facility Use Rules – Fields and Parks

The fields and parks fall under the jurisdiction of the Recreation and Youth Commission, managed by the Recreation Department. We take pride in maintaining these spaces and rely on users to help preserve their condition and ensure the safety of all participants, spectators, and visitors.

Throughout these rules and policies the term event refers to any activity held on/ or at a facility including but not limited to games, practice, tournaments, and events.

A. FACILITY USAGE

CONDITION: The Town makes no warranty as to the safety and usability of any facility/ park/ field beyond that afforded to the general public.

SCHEDULING REQUESTS / HOURS OF USE: Department staff shall review and coordinate all uses of recreational facilities under their jurisdiction. Town reserves the right to add activities/ events and/ or permit additional use of the facility. Hours requested **must** include buffer times for your group's set-up and breakdown needs and clearly noted in the request. All individuals associated with the event must vacate the facility by the indicated ending time. No event can begin before 6:00 AM or extend beyond 10:00 PM without prior Town approval.

CLEAN UP: Teams and event organizers are requested to drag the fields following their use and to canvas the entire area (including bleachers). All trash shall be properly disposed of in the on-site trash containers. Any overflow trash shall be disposed of on an as-needed basis by the Permittee. At no time shall trash be left in undesignated areas. Overflowing or improperly disposed trash may incur an additional fee as assessed by DPW.

VEHICLES/TRAFFIC CONTROL: Parking is allowed in strictly designated areas. White House Field (WHF) Parking: Only umpires/ coaches are permitted to use the small parking area behind WHF. All other vehicles and visitors must park in the school parking lots. No vehicles are allowed on fields/ grass areas without prior approval through the DPW or Recreation department (collectively, the Town). Parking is prohibited on any grassed area. The Town reserves the right to require police supervision at the cost of the sponsoring agency.

WHITE HOUSE FIELD (WHF) - USAGE, LIGHTS AND SCOREBOARD: Except for designated users, WHF and its amenities are reserved exclusively for game play; practices or scrimmages are not permitted.

MAINTENANCE: The DPW is responsible for ball fields and park maintenance. The Town

reserves the right to perform field maintenance and use may be disrupted.

WEATHER-RELATED RESTRICTIONS: Use of fields may be prohibited by the Town for 24 hours after rain and this may include being prohibited after heavy or extended rain. Field use is prohibited when frost is present, and use may be delayed. Weather/ Field Use decisions are made by the Recreation Director or the DPW Field Maintenance Division Director or their designees.

B. FACILITY REGULATIONS (a complete list of Rules and Regulations is available on our facility home page.

ALCOHOLIC BEVERAGES: Alcoholic beverages are prohibited on all Town owned property unless authorized by Special Permit from the Select Board. Copies of such licenses must be presented to the Recreation Department prior to event date(s).

AMPLIFIED SOUND: The use of amplified sound in the Town is prohibited unless authorized by Special Permit from the Select Board. Copies of such licenses must be presented to the Recreation Department prior to event date(s). The Town upon approval may impose reasonable conditions to minimize the amount of amplified sound audible in adjacent parks areas and neighborhoods.

DOGS and OTHER ANIMALS: No animals are allowed on the Fields or Parks at any time. Dogs must be on a leash or under voice command control at all times. Owners must clean up after their dogs.

OTHER PROHIBITED PRACTICES: There shall be no batting practice against any facility fence. No signs, displays or other advertising devices shall be affix by any method to any facility fence without permission of this Commission and the Harwich Building Department. Tents, campers or trailers are not permitted, and sleeping is not allowed in vehicles or the on the fields or parks. No person shall engage in the sale of goods or wares without proper licensing and approval.

OTHER TOWN PERMITS: No person shall sell or offer for sale any goods, wares, merchandise, or beverages without the prior written approval of the Town Departments responsible for the activity or the Select Board. For Food Sales or Catering see the Board of Health (BOH) Regulations. For Temporary Tents see the Building Department (for permitting) and DPW (for placement of stakes due to underground irrigation). It is incumbent upon the Permittee organization to secure any additional Town permits necessary and submit a copy of such permit to the Recreation Department.

PERSONAL PROPERTY: All users are responsible for the removal of their equipment and personal property from the facility/ park/ field after each use/ event. The Town shall not be responsible for any personal property left at the facility/ park/ field.

PORTABLE RESTROOMS: Refer to the department's general information regarding

requirements for portable restrooms as Portable Restrooms may be required for your event. The cost of placing, maintaining, servicing, and removal of any such portable restrooms shall be paid by the Permittee unless otherwise prearranged with the Department. Restrooms shall be placed in designated locations as directed by the Public Works (Field Division) or their designee.

SMOKING/VAPING: Are strictly prohibited on Town Property.

SUPERVISION: The Town of Harwich and its employees/ agents/ designees shall have the absolute right to enter premises herein specified, or any portion thereof, at all times.

C. RESERVATION/ DEPOSIT/ REFUND

Payment is required at the time of the reservation. Failure by the Permittee will result in cancellation of the reservation without notice. In any case, the Permittee may not be allowed to use any Town facilities again until full payment has been made. Staff will make every effort to answer requests in a timely fashion. Requests for facility uses of less than 48 (business) hours in advance may not receive department review and approval during the busy season.

D. CANCELLATIONS/ RESCHEDULING

Cancellation and rescheduling due to weather conditions are on a case-by-case basis. Weather interruptions are generally considered as 'reservation completed' and the department reserves the right to issue a credit, or a refund based on department practice.

E. CANCELLATIONS BY THE TOWN

In addition to the right to terminate this rental agreement upon the Permittee's default, the Town of Harwich shall have the right to terminate part or all of this agreement at any time in the following circumstances:

- (a) Immediately without notice if the Town determines that the facility is required for necessity or emergency use.
- (b) Immediately without notice if the facility is destroyed or damaged.
- (c) Neither Town nor any of its officers, agents or employees shall be liable to Permittee for any damages that may be sustained by Permittee through exercise by Town of any of its rights to cancellation pursuant to this section. Upon such cancellation, any deposit and fees paid by the Permittee shall be refunded.

This document has been established by the Recreation and Youth Commission and the Recreation Department. Failure to comply from/ by any group or individual may cause revocation of the Facility Use permit. All rules are enforceable by the Harwich Police Department, Recreation Department and/or DPW and are subject to change under review of the Recreation and Youth Commission.

Further, the Commission reserves the right to deny use of the fields/parks or facilities to any organization that does not adhere to these Rules and policies.