



Franklin Recreation Department

Community Guide For Reserving and Using Town of Franklin Athletic Fields & Facilities



Town of Franklin
Recreation Department
150 Emmons Street
Franklin, Ma 02038
(508) 520-4909

www.franklin.ma.us/recreation
franklinrecreation@comcast.net

The Franklin Recreation Department

The Franklin Recreation Department welcomes you to enjoy the parks, and recreation facilities throughout the Town of Franklin. The Franklin Recreation Department schedules all town facilities for public use. The Franklin Public Schools schedule all school facilities for public use. Copies of both (school/town) facility use forms are available in the back of this document for your convenience. Please make certain to use the correct application when requesting a facility. Each school accepts applications for their particular facility. During the summer months, please submit school applications to the Recreation Department.

The Department of Public Works (Park & Tree Division) maintain a wide range of town facilities, which encourage healthy active life styles and enhance the quality of life for Franklin residents and visitors.

Ball Fields, Courts and Active Recreation Facilities

The majority of athletic fields, courts and other active recreation facilities are located in the Town of Franklin. The Department of Public Works manages the courts and baseball, softball, soccer and football fields.

The following information is provided to assist organizations and residents to reserve facilities and fields for organized sport or other recreation activities.

Use of Town of Franklin Tennis and Basketball Courts

Town of Franklin tennis and basketball courts are available for public use free of charge and on a first-come first-serve basis. We ask that you help to make these facilities available in the community by:

- Limiting your use to one hour when others are waiting to use the court.
- Reporting any damage to courts, nets, backboards or fences to Recreation Department 520-4909.
- Skateboarding and roller blading are prohibited from all tennis and basketball courts.

-Tennis and Basketball Courts in Franklin

<u>Facility</u>	<u>Number of courts</u>	<u>Location</u>
Franklin High School	(4) tennis	Oak Street
Fletcher Field	(2) tennis/(2) basketball	Peck Street
King Street Memorial Field	(1) basketball	King Street
Remington Jefferson School	(1) basketball	Washington Street

Applications for Athletic Field or Facility Reservations

Applicants wishing to reserve any Town of Franklin facilities must be at least 18 years of age and the applicant or authorized representative must be present throughout the entire use of the rental.

Applicants are not automatically renewed. Time slots and park sites are not guaranteed from one year to the next.

The first step in reserving an athletic field, court and other facility is completion of the field and facility use application included at the end of this guide. Applications are also available on the website at

www.franklin.ma.us/auto/town/recreation/fields/form/default.htm

Completed applications may be mailed to:

**Franklin Recreation Department
150 Emmons Street
Franklin, MA 02038**

When to Apply:

Daily Reservations

Single daily-use reservations may be requested after February 1st for Spring and Summer reservations and after May 1st for Fall reservations.

Seasonal Reservations

Seasonal field reservations will be accepted twice a year for all organized youth groups.

2. Requests for League assignments must be made at least 2 months prior to season start. Traditional seasonal sports (Ie. Franklin Youth Baseball, Franklin Youth Soccer, Franklin Youth Softball, Franklin Chargers Football, Franklin Youth Lacrosse) will be given preference if two or more groups request the same facility. This process takes place at the Recreation Advisory Board meetings in the Spring and Fall Season. See dates below:

Reservations for Spring/Summer (April-August) will be accepted between December 1st and January 15th. The Recreation Advisory Board will hold its bi-annual field allocation meeting in February. Meeting notices will be posted outside the town clerks office.

Reservations for Fall (late August-November) will be accepted between March 1st-April 15th. Recreation Advisory Board will hold its bi-annual field allocation in July. Meeting notices will be posted outside the town clerks office.

Applications received after the ending date above will be accommodated on a first-come, first served basis for remaining space in field schedules.

3. Schedules must be submitted to the Recreation Department two weeks prior to start of league. During the season, make-up games or playoff schedules must be submitted to the department prior to playing. Tournaments or other special events need to be applied for separate from regular league play. Please include contact information for coordinators of each league.

Processing Reservation Applications

All seasonal reservation requests will be reviewed by the Town of Franklin Recreation staff according to the following timeline.

All Spring/Summer requests for seasonal field usage will be reviewed beginning January 16th.

All Fall requests for seasonal field usage will be reviewed beginning April 16th.

All applications will be considered according to agency priorities for field use (see Town of Franklin priorities for field use on page 5) and the field schedule. Town of Franklin Recreation Department will make every effort to accommodate applications; however, space and time limitations may not allow the agency to grant all requests.

Town of Franklin Recreation Department may contact one or more groups during the scheduling period to explore alternative scheduling that will allow us to maximize field utilization and equitably accommodate as many requests as possible.

Applicants will be notified on or about February 1st of Spring and Summer field assignments.

Applicants will be notified on or about May 1st of Fall field assignments.

All assignments are tentative pending payment of appropriate fees and documentation of necessary insurance or other required information as applicable.

Field assignment notifications will include a request for payment of the appropriate fee. Some uses may require that the applicant obtain a Certificate of Insurance or hire Town of Franklin Police officers or other security services to ensure public safety. These requirements will be noted on the field assignment notice. All school sanctioned events will require an EMT or trainer.

The applicant should return full payment and proof of insurance (as necessary) within ten (10) business days after the date on the field assignment notification.

Actual Field Use Permits will not be issued until the Town of Franklin Recreation Department has received required payment and insurance certificates (when necessary) have been provided. Field reservations will be cancelled and reallocated to other users if payment and proof of insurance are not provided within 20 business days of the notice of field assignment.

Reservations are not confirmed until the applicant receives the Field Use Permit. Applicants should not distribute publicity or invitations regarding field activities prior to issuance of the Field Use Permit. Separate fees must be paid for each field or time period used, even if located at the same park.

Athletic Field Use Schedule and Fees

All field requests submitted to the Franklin Recreation Department by profit making organizations should be accompanied by certificate of insurance and payment. No permits will be issued without insurance certificate and payment. Field applications will be reviewed by the Town Administrator before a field permit is issued.

Fees for Profit making organizations

<u>Type of permit issued</u>	<u>Fee</u>
Full Day (4-8 hour) Permit	\$400*
One Week (5 day) Permit	\$2,000*

Hours of operation for profit making organizations

Monday-Friday, 8:00 a.m.-1:00 p.m.

Saturday, 8:00 a.m.-9:00 p.m. (when youth organizations are out of season)

Sunday, 1:00 p.m.-9:00 p.m. (when youth organizations are out of season)

*\$2,000 per 100 participants will be allowed to use each facility.

*\$5 fee per participant over 100 participants will be charged.

Lighted fields require \$50/ hour electrical charge is added for use of field lights.

Discounts and Waivers

Youth Leagues with demonstrated financial hardship may apply for reduced fees for multiple “season day” purchases

Town of Franklin Priorities for Field Use

With increasing demands for the use of athletic fields and other facilities, the Franklin Recreation Department may not be able to accommodate every applicant. Therefore the Department applies the following considerations in allocating field use:

- ❖ No events or activities shall be scheduled which are likely to damage fields, irrigation systems or other agency resources.
- ❖ Athletic fields designed and maintained for sports activities shall be primarily used for their intended purpose during appropriate seasons. Activities such as walks, fairs and other events that are not dependent on athletic field facilities shall not be scheduled on athletic fields during their primary season.
- ❖ No events may be scheduled before 9:00 a.m. or past dusk, with the exception of lighted fields that may be scheduled no later than 10:00 p.m.

User Group Needs and Opportunities

Various groups require access to fields at certain times-schools during school hours, youth during the daytime, etc. Town of Franklin Recreation shall generally schedule fields according to the following guidelines;

Priority System for all facilities of the Franklin Recreation Department is as follows:

1. Franklin Recreation Department and Franklin School Department
2. Franklin Organized Youth Leagues (501-3c NON-PROFIT)
3. Franklin Organized Adult Leagues (501-3c NON-PROFIT)
4. Other Non-Profit Organizations (Club teams, mixed residents)
5. Fee Oriented Organizations (*Camps, clinics)

*All camps must adhere to the Board of Health camp policies before applying for facilities through the Franklin Recreation Department.

Town of Franklin Recreation Department properties provide vital opportunities to promote active lifestyles that are essential to healthy communities. Organizations that encourage active and accessible recreation for youth, adults, seniors also play a vital role in community health. Town of Franklin Recreation Department will place higher priority on allocating field space to organizations that demonstrate their commitment to:

- ❖ Initiating standards for youth sports such as those established by the National Alliance for Youth sports (NAYS) www.nays.org
- ❖ Encourage participation throughout the program community:

Regardless of group affiliation or athletic ability.
By advertising in community publications and other media
By limiting fees to maintain affordability and/or providing scholarship opportunities for disadvantaged community members.
(See Recreation Department Scholarship Application-page #)

- ❖ Providing equal opportunities for all participants to play in both practice and games

Years of Service to the Community

Many organizations have been providing healthy recreation opportunities to regional residents for years and even decades. Their long-term commitment and experience in delivering quality programs are assets to the community and the agency. Therefore, the Town of Franklin will consider years of service in its determination of field allocation.

Cancellations and Refunds

Town of Franklin Recreation Department's cancellation policy has been developed to discourage the last minute cancellation of events. Our goal is to offer low-cost sports field use for organized groups and individuals. If a cancellation is received on short notice, the agency's ability to make the field available to other users is severely limited. The cancellation/refund policy is therefore structured to offer the greatest refund in instances where the Town of Franklin Recreation has the highest probability of re-renting the field.

- ❖ Cancellation of single day field rentals must be made a minimum of 7 days in advance to receive a refund of daily reservation fees.
- ❖ It is the applicant's responsibility to provide written notification of cancellations. The Town of Franklin Recreation will not be held responsible for cancellations made by telephone. Cancellations will only be accepted from the applicant (the person who signed the reservation application) not from anyone else acting on their behalf. This policy is designed to prevent the unauthorized cancellation of an event.

Cancellation by Town of Franklin Recreation

The Department reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for public safety or facility protection. In such cases, the department will provide a full refund of all payments or provide an opportunity for future field use. Every effort will be made to notify the permittee of a necessary cancellation at the earliest possible date.

Refunds will not be issued for inclement weather. Town of Franklin Recreation cannot refund light costs. However, the Department will attempt to accommodate makeup dates at the end of the season.

Liability Insurance

All applicants must complete an indemnification form, which protects the Town of Franklin, its citizens in the event of accident or injury while using Town of Franklin fields.

For some events and activities, the Department may require the applicant to obtain comprehensive general insurance. Notice of this insurance requirement shall be provided with the notice of field assignment. When required, insurance coverage must:

- ❖ Include a minimum limit of \$1,000,000 Combined Limit for bodily injury and property damage.
- ❖ Name the Town of Franklin, its officers, and employees as additional insured against any and all liability arising or resulting from your usage of said premises.

The policy must read:

Town of Franklin
355 East Central Street
Franklin, MA 02038

- ❖ Include the name of the facility and the dates of use.

The certificate of insurance for the required policy must be on file with the Recreation Department PRIOR to the use of the facility.

Field Cleanliness

All field users share in the responsibility to help keep your fields clean and safe by requiring that players, fans and coaches place all trash in barrels or remove it from the site. If you find that your field is consistently littered by another group, please report concerns to Town of Franklin Recreation Department at (508) 520-4909. Repeated complaints regarding a particular group may result in permit cancellation and/or denial of permit applications in subsequent years.

Rain Days or Wet Fields

On rain days, DPW staff will check field conditions and make a decision on use for that day by 12:00 p.m. Monday to Friday or by 8:00 a.m. on Saturday and Sunday. Applicants should call Town of Franklin Recreation at (508) 520-4909 x2 to confirm the status of the fields.

If a footstep leaves an impression in the turf or if the sod is removed easily with a cleat, this is considered a wet field.

Knowledge of a group playing on and damaging turf will result in the immediate cancellation of that permit. No refund will be granted.

Refunds will not be issued for inclement weather. However, the Department will attempt to accommodate makeup dates at the end of the season.

Field Rehabilitation

The Town of Franklin Recreation may periodically remove fields from the reservation system for one or more seasons for rehabilitation. Steady use of fields results in soil compaction, turf damage and other problems, which will result in poorer quality fields. The Town appreciates your patience and understanding when your favorite field is scheduled for rest or rehabilitation.

Restrooms

Please note, some properties do not have restrooms available. If you are renting a field at one of those parks, you may wish to rent portable facilities depending on the size and type of event. The Town of Franklin Recreation Department can provide information regarding portable toilets. Restroom reservations should be made well in advance of the desired date of use.

Lighting

Some fields are equipped for night lighting. Please contact the Director of Recreation at (508) 520-4909 x5 for information about lighted fields. In the event that lights are not operational when scheduled by your group, please contact Franklin Police Department at (508) 520-1212.

Town of Franklin



Municipal Facilities Use

Rules for the use of Municipal Facilities

The Town of Franklin wants to ensure that every patron using Town facilities has a safe and enjoyable time. We want to make you aware of the rules and regulations that will help to prevent accidents. The patrons using the Town facilities will benefit most as a result of following all rules and regulations. Please accept the suggestions of the staff to correct unsafe practices or violations of the rules that often lead to serious accidents. You will find that our rules will ask nothing unreasonable or impractical of you. It is the intention of the Town to provide safe facilities and equipment to the benefits of the patrons. Unsafe practices or deliberate violation of safety rules will result in corrective measures or other appropriate action including expulsion and restriction from using the facilities. Remember, accidents don't just happen, they are caused; and although they don't always result in tragedy, they can. Use care, courtesy and common sense in everything that you do. With your cooperation, support and enthusiasm for these rules we will achieve our goal to prevent accidents and avoid injuries and allow for a fun time for all.

Note: All references contained herein to the male gender (i.e., he, his, man) have been used for simplicity and not to indicate preference. These references are also intended to apply to the female gender. These rules, regulations and safety guidelines are not all inclusive. Each Department may have additional rules and safety regulations specific to those facilities. Exemptions to specific rules are on file with the Town Administrator (i.e. Police Officers carry firearms into municipal buildings)

Town of Franklin Rules and Regulations (all town properties)

To ensure safety, fairness, and for mutual protection of all patrons of the Towns Facilities, the Town of Franklin maintains certain operating rules and regulations. The following rules and regulations have been developed to be in the best interests of the Town, its residents and the public who uses the facilities. These rules and regulations are designed to assist the public in understanding their responsibilities and to ensure a safe environment for all persons using Town facilities. The following rules and regulations are as indicated but not limited to the following:

1. Persons shall not enter municipal property under the influence of alcohol or drugs or consuming alcohol or drugs at any time while on Town property. Persons shall not possess any alcohol or drugs on Town property.
2. Persons shall not use any tobacco product within any municipal building.
3. Persons shall not possess, use, or store a weapon of any kind such as firearms, knives, or explosives on Town property.
4. Persons shall promptly report all personal injuries and accidents to the staff, including damage to the property of the Town, an employee, or member of the public, regardless of who is responsible for the damage.
5. Persons shall not steal, or attempt to steal any property of the Town, of an employee, or of the Public.
6. Persons shall not knowingly falsify any document that may be required as part of using a facility. NO person shall defraud the Town in any manner.
7. Persons shall not fight, assault, threaten, or otherwise endanger any employee of the Town, or member of the public.
8. No person shall litter on municipal property.
9. Persons shall not engage in threatening or abusive language or actions or any harassment, discourteous, indecent, or immoral conduct directed towards any employee or a member of the public.
10. Persons shall not engage in horseplay or any form of disruptive conduct while on Town property.
11. Persons shall not loiter on Town property.
12. Persons shall observe all traffic laws and traffic signs while on Town property.
13. Persons shall comply with all safety rules and notices.
14. Persons shall report defective equipment or unsafe conditions of any equipment or facilities that may endanger anyone.
15. Persons shall not misuse, abuse, damage, or tamper with the property of the Town or of an employee or member of the public.
16. Persons shall not use Town property or enter Town offices without proper authorization.
17. All complaints or concerns should be directed to the supervisor of the facility and the Town Administrator.
18. No animals (except those needed for the visually impaired, or allowed with prior permission by the Town) are allowed within Town Buildings. All persons with an animal on Town Property must properly remove any feces from the property. All animals must be leashed.
19. The Town assumes no responsibility for lost or stolen goods.
20. No solicitation or sales of goods or services without prior written approval of the Town Administrator.

Persons that fail to follow the rules and regulations of the Town or other rules or regulations established by each Department may be subject to loss of privilege to use the Town facilities. Depending on the severity of the offense, or the frequency of other offenses, the Town may initiate legal action.

Note: These rules and regulations are intended to be representative of standards that persons must adhere to and are not all-inclusive.

TOWN OF FRANKLIN



Recreation Department

Outside Facilities Request Form

Date: _____

Facility:

_____ (If School- List area or specific field)

Organization:

Address:

Contact Person: _____ Phone # _____

Date(s) of Use:

Season Starting: _____

Ending: _____

Days: _____

Time: _____

1. Priority System for all facilities of the Franklin Recreation Department is as follows:
 1. Franklin Recreation Programs
Franklin School Department (Franklin High School)
 2. Franklin Organized Youth Leagues (NON-PROFIT)
 3. Franklin Organized Adult Leagues (NON-PROFIT)
 4. Other Non-Profit Organizations (Club teams, mixed residents)
 5. Fee Oriented Organizations (Camps, clinics)
2. Requests for League assignments must be made at least 2 months prior to season start. Traditional seasonal sports (I.e. Franklin Youth Baseball, Franklin Youth Soccer, Franklin Youth Softball, Franklin Chargers Football, Franklin Youth Lacrosse) will be given preference if two or more groups request the same facility. This process takes place at the Recreation Advisory Board meetings in the spring and fall season.
3. Schedules must be submitted to the Recreation Department two weeks prior to start of league. During the season, make-up games or playoff schedules must be submitted to the department prior to playing. Tournaments or other special events need to be applied for separate from regular league play. Please include contact information for coordinators of each league.

Insurance coverage must be furnished and will be determined by the Town of Franklin's Insurance Underwriter for each applicant.

Franklin Public Schools Facilities Use Form

All requests for community use of schools originate with the building principal. The Use of Buildings Policy, Terms and Conditions of Use, and Facilities Use Forms are available at each school and on the Town of Franklin website (www.franklin.ma.us). **A completed "Facilities Use Form" should be submitted to the school in which you are holding your event. In addition to the completed form please submit the following:**

- **Diagram or description of any special room setup;**
- **Prevention of Hazing Acknowledgement Form;**
- **Check payable to Town of Franklin**
- **Certificate of Insurance.**

These materials should be submitted to the building principal. For multiple dates, submit one Facilities Use Form and a separate, detailed schedule of dates and spaces required. A Site Director may be required to be present during the event.

No Smoking Policy: Consistent with Mass. Gen. Laws, Chapter 71, Sec. 37H. The Franklin Public Schools prohibits the use of any tobacco products within the school buildings, school facilities, on the school grounds or in school vehicles by any individual including school personnel.

TO BE FILLED OUT BY THE SPONSOR OF THE EVENT

Date Submitted: _____ Event / Function: _____

Date of the Event: _____ Time of the Event: From _____ To _____

Custodial Time: From _____ To _____

Admission or Participation Fee Charged: Yes / No Non Profit Group: Yes / No

Include a minimum of ½ hour for setup before opening and 2 hour clean up at the end of the event, unless otherwise stated by the Director of Facilities.

Organization Name: _____ Contact Name: _____

Contact's Home Address: _____ Tel. #: _____

Building Requested: _____ Room(s) / Area _____

Number People Attending: _____ Will the Event Require Police: Yes / No

Police are required for all non-school events with an estimated attendance exceeding 100; Police detail expenses payable directly to the Town of Franklin, Franklin Police Department.

Special Services and Equipment: Sponsors are responsible for the safe operation of all school equipment. Modifications to original requests must be submitted 2 weeks prior to the event. **Please use the reverse side for Field house use.**

#Tables ___ #Chairs ___ Podium: Yes / No Floor Microphone: Yes / No #Bleachers ___ #Locker Rooms ___

Other: _____

Is food being served: Yes/ No Is the kitchen area needed: Yes / No Diagram/description of special room setup attached: Yes/ No

Minimum charge: 4 hours. Payment in full must be attached to the completed Facilities Use Form. Failure to do so may result in forfeit of the scheduled date. Questions regarding fees should be directed to Mary Jane Mendes at the Business Office (508) 541-5257. Cancellation: Notification is required 10 days prior to the date of the event in order to receive a full refund. Contact the building principal to report cancellation.

SEE ATTACHED RATE SCHEDULE

The undersigned accepts responsibility for the observance of all Franklin School Committee Policy, Rules and Regulations regarding the use of school facilities and for all Federal, State and Local regulations that pertain to the requested building use.

Signature of Sponsor: _____

TO BE FILLED OUT BY THE PERSON APPROVING THE EVENT

Approved / Disapproved _____
Principal Signature and Date

Approved / Disapproved _____
Director of Financial Operations Signature and Date

Received (Please check): **Payment** **Prevention of Hazing Form**
 Cert. Of Insurance (if applicable "Town of Franklin" as additional Insured)
 Diagram or description of any special room setup

Cc: ___ Sponsor, ___ Principal, ___ Athletic Director, ___ Facilities Director, ___ Sr. Building Custodian, ___ Business Office