



Pappas Recreation Complex

Rental of Athletics Facilities Policy and Regulations

Pappas Recreation Complex Rental of Athletics Facilities Policy

The Town of Auburn may rent the Pappas Recreation Complex to individuals and groups both profit and non-profit under the terms, conditions and procedures contained herein.

The Town of Auburn will grant priority in the rental or use of any facility to non-profit organizations and particularly encourages the use of the facilities to community groups who serve the needs of youth in the region.

The facilities for which rentals will be allowed are as follows:

- Pappas Field (Softball)
- Fuller Field (Little League)
- Camosse Fied (Little League/Softball Turf)
- Soccer Field
- Marois Field (Small Soccer)
- Riley Pappas Pavilion

In all instances of rental or use of facilities by outside individuals or groups, it is essential that the renter be made aware of and complies with all applicable laws, regulations and policies. Prohibitions against smoking and possession or use of alcoholic beverages and drugs on Town property will be strictly enforced. Violators of such laws, regulations and policies will have their permits revoked. The rates charged for the rental of facilities by outside individuals or groups will be reviewed annually. Exceptions from the established rates and charges will be at the discretion of and approval by the Site Director.

Current rates are contained in **Attachment A**, which is part of this policy.

Renters will be required to carry and maintain insurance as a condition of their rental of any Town facility. The insurance must be maintained in accordance with the provisions contained in **Attachment B**, which is part of this policy.

In all cases of rental of facilities, a **Facility Use Application/Permit** must be completed, submitted and approved by the Site Director.

The person whose name and signature appears on the **Facility Use Application/Permit** will be considered the agent of the group or organization (“renter”) and will be responsible for the group and its actions.

Pappas Recreation Complex

General Regulations for Rental of Athletics Facilities

1. The Town of Auburn assumes no responsibility for any property or equipment used by the renter, members, guests, or other parties. The Town of Auburn also reserves the right to approve any equipment used at its premises. Should there be any property loss or damage, the renter will be notified of replacement or repairs to be made and the renter will be responsible for reimbursing the Town for all costs within thirty (30) days of receipt.
2. The renter agrees to indemnify and hold harmless the Town and its employees against all claims, damages and expenses including reasonable attorney's fees, court costs arising out of the applicant's acts or omission of any of the applicant's members, guests or invites. This indemnification shall survive the termination of this license agreement.
3. The applicant executing this agreement certifies that he or she has been duly authorized to enter into this agreement on behalf of the renter and the execution and delivery of the agreement or the performance of the terms and conditions hereof or result in any breach of obligation to which the renter is a party.
4. No rental is considered officially scheduled until payment in full is received.
5. A 48 hour cancellation notice is required. Otherwise, the user will forfeit the rental and all associated charges.
6. Use of the complex requires that all equipment must be supplied by renter. No provision for storage of equipment will be provided by Pappas Recreation Complex.
7. Renters must provide appropriate supervision of activities and individuals. In the event of use by minor children, the renter must provide one supervisor per 15 children.
8. Renters are restricted to the specific area of the complex designated in the application.
9. The use of open flames is strictly prohibited.
10. The Town of Auburn may require the renter to engage an Auburn Police detail as a condition of the rental. Payment for such is the responsibility of the user.
11. Pappas Recreation Complex is a smoke free environment and prohibits smoking in all facilities. The renter agrees to have its members, guests, and invites strictly observe this policy. A violation of this policy will result in the immediate termination of the renter's license.
12. The use of alcoholic beverages on Pappas Recreation Complex property is absolutely prohibited.
13. The renter is responsible to comply with all local and state rules and regulations and must obtain any and all approvals with the prior consent of the Town.
14. The renter is responsible for leaving the facilities clean and restored to its usual order so that business may resume the next day.
15. If emergency conditions necessitate the closing of the complex, all use and rental of facilities will be automatically cancelled or postponed. The site director or his/her designees will be responsible to cancel rental activities.

Initial _____ Date _____

Pappas Recreation Complex
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Attachment A
Facilities Rental Rates – 2014

Each Game – 2 Hours

Pappas Field (Softball)

Daytime Rental \$90/game or \$45 an hour

Fuller Field (Little League)

Daytime Rental \$90 game

Camosse Field (Turf)

Daytime Rental \$90/game

Lights \$35/hour

Soccer Field

Daytime Rental \$90/game

Lights \$35/hour

Marois Field (Small Soccer Field)

Daytime Rental \$90/game

Riley Pappas Pavilion

\$60/hour

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Attachment B

Insurance Requirements

1. If the rental applicant is an individual, they shall supply a Certificate of Insurance from their homeowner or rental agent/carrier in an amount of \$1,000,000 for liability naming Pappas Recreation Complex and the Town of Auburn as additional insured or additional interest.
2. If the renter is a not-for-profit corporation, business, corporation or unincorporated association of any kind, then it must provide a Certificate of Insurance naming Pappas Recreation Complex and the Town of Auburn as additional named insured evidencing the following coverage and limits.
 - A. **Commercial General Liability Insurance**
Including accepted contractual liability endorsements, with limits of liability of at least \$2,000,000 each Occurrence combined single limits, for bodily injury and property damage with a \$2,000,000 annual aggregate.
 - B. **Personal Liability**
With limits of at least \$2,000,000 each occurrence, for bodily injury and property damage.
 - C. **Worker's Compensation and Occupational Disease Coverage**
In full compliance with the federal and state laws and covering the applicant's employees engaged in the performance of any work for applicant on Pappas Recreation Complex property.
 - D. **Employer's Liability Insurance**
Covering injury or death to any employee who may be outside the scope of the Worker's Compensation and Occupational Disease statute, in the minimum limits of \$1,000,000 each accident; \$1,000,000 each disease and with a \$500,000 policy limit.
 - E. **Comprehensive Liability Insurance (Automobile Type)**
Insuring owned, non-owned, and hired self-propelled vehicles of the type for use on and off Pappas Recreation Complex property, such policy to insure loading and unloading hazards with the limits of liability of at least \$1,000,000 combined single limit, for bodily injury and damage to property.
3. No person or entity shall be allowed to rent or otherwise use Pappas Recreation Complex property/facilities unless they provide a Certificate of Insurance evidencing the coverage and terms as stated above.

Pappas Recreation Complex Facility Use Application/Permit

Date of Application _____

Date(s) Requested _____ Time _____

Name of Individual/Organization _____

Address _____ City _____ State _____ Zip _____

Responsible Party _____

Home Address _____ City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ Fax _____

Email Address _____ Alternate Phone _____

Facility Requested: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Pappas Field (specify sport) | <input type="checkbox"/> Marois Field (specify sport) |
| <input type="checkbox"/> Soccer Field (specify sport) | <input type="checkbox"/> Camosse Field (specify sport) |
| <input type="checkbox"/> Fuller Field (specify sport) | <input type="checkbox"/> Riley Pappas Pavilion |

Description of Event _____

Expected Total Attendance _____

- It is understood by the above named individual/organization that the use of Pappas Recreation Complex facilities is provided at renter's risk. Renter shall assume responsibility for all damages to the real and personal property of Pappas Recreation Complex.
- Upon termination of the above named individual/organization's rental of the Pappas Recreation Complex facilities the renter's right shall immediately cease and terminate and the renter shall place the facilities in the same condition as they were prior to use.
- No tenancy of any kind is created by this Agreement.
- In consideration for this application/permit being accepted the above named group/individual/organization does hereby agree to indemnify, hold harmless and release Pappas Recreation Complex and the Town of Auburn and it's employees assigns from any loss, damage, expense, claim or liabilities of any kind as a result of the rental of the designated facility.
- Final balance will be determined within one (1) week following the event. Final invoice will be forwarded to applicant.

TO BE COMPLETED BY PAPPAS RECREATION COMPLEX STAFF ONLY:

_____ Use Fee	_____ Date Received
_____ Certificate of Insurance	_____ Date Received
_____ Custodial Fee (if required)	_____ Date Received
_____ Auburn Police (if required)	_____ Date Received
_____ Equipment and/or maintenance fee	_____ Date Received

TOTAL: \$ _____ DEPOSIT \$ _____ BALANCE DUE \$ _____ DATE: _____

Return with appropriate fee to: Town of Auburn DPW Office, 5 Millbury Street, Auburn, MA. 01501

All checks payable to: Town of Auburn

Applicant Signature: _____ Date: _____

Site Director Signature: _____ Date: _____