



Outdoor Field/Court Rental Application and Use Agreement

Application Instructions

Application and all required paperwork including certificate of liability insurance should be delivered or emailed to concordrec@concordma.gov at least two weeks before desired rental date.

Application Deadlines

- To be considered for a facility rental, applications are due with all supporting documents at least 15 business days before the rental date.
- Requests for facility rentals will be accepted throughout the year, no earlier than six months in advance of the date requested.

Name of Applicant: _____ Application Date: _____
 Applicant Address: _____ Town: _____ Zip: _____
 Cell Phone: _____ Home Phone: _____
 Email: _____ Date of Birth: _____

Name of Organization (if applicable): _____
 Organization Address: _____ Town: _____ Zip: _____
 Does the renter carry liability insurance? __yes__ no Is your group a 501 (c)(3)? __Yes*__ __No__
**If yes, please attach proof/certificate*

Type of Activity:

Baseball Softball Soccer Lacrosse Tennis Pickleball
 Frisbee Field Hockey Football Basketball Track and Field Fundraiser
 Other _____

Date(s) requesting: _____
 Time(s) requesting: _____
 Estimated attendance per date: _____

Additional Information about event:

Priority for facility usage is as follows:

- Concord Recreation Programs
- Concord Public Schools and Concord Carlisle High School Programs
- Town Youth Sport Organizations
- Town Adult Sport Organizations
- Other

NOTE:

Town Pavilions and Playgrounds are not available for rent.
 Concord Recreation does not book fields at Elementary Schools or Middle Schools.
 Concord Recreation does not book Memorial Field.



LOCATION (CHECK ALL THAT APPLY)		NOTES
EMERSON PARK		
	Soccer 1 (Thoreau St)	
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	Soccer 2 (Stow St)	
	Soccer 3 (Oval)	
	Baseball 90' Diamond	
	Softball Field 1	
	Softball Field 2 (near park entrance)	
	Tennis Court 1	
	Tennis Court 2	
	Tennis Court 3	
	Tennis Court 4	
	Tennis Court 5	Normally reserved for lessons
	Basketball Court 1	
	Basketball Court 2	
RIDEOUT PARK		
	Soccer 9v9	Can't use when Baseball 2 or Softball 3 are in use
	Baseball Field 1 (Laws Brook Rd) 70' Diamond	
	Baseball Field 2 70' Diamond	Can't use when Soccer 9v9 is in use
	Softball Field 3	
	Tennis Court 1	
	Tennis Court 2	
	Tennis Court 3	
	Pickleball Court 1	Overlaps with Tennis Court 1
	Pickleball Court 2	Overlaps with Tennis Court 1
	Pickleball Court 3	Overlaps with Tennis Court 2
	Pickleball Court 4	Overlaps with Tennis Court 2
	Pickleball Court 5	Overlaps with Tennis Court 3
	Pickleball Court 6	Overlaps with Tennis Court 3
	Basketball Court 1 84'x50'	
	Basketball Court 2 74'x50'	
CCHS FIELDS		
	Doug White 1 (11v11 soccer)	Lights available
	Doug White 2 (11v11 soccer)	Lights available
	Upper Grass	
SOUTH MEADOW		
	Soccer Field 1 (7v7)	
	Soccer Field 2 (7v7)	



LOCATION (CHECK ALL THAT APPLY)		NOTES
RIPLEY SCHOOL		
	Soccer Field 1 (9v9)	
	Soccer Field 2 (5v5 left)	
	Soccer Field 3 (5v5 back)	
	Soccer Field 4 (5v5 right)	
	Baseball Field 90' Diamond	
COUSINS FIELD		
	Multi Use Field	

Concord Recreation Department Outdoor Facility Use Fee Schedule

<i>Fees are based on one-hour reservation unless otherwise noted.</i>	Grass Fields, Baseball/Softball, Track	Synthetic Turf Fields	Tennis, Basketball and Pickleball Courts	Lights Fee
Tier 1 * Concord Recreation Programs, Concord Carlisle Public School and Concord Carlisle High School Programs, Town of Concord Boards or Commissions. Includes Concord-Carlisle Youth Sports Groups (Soccer, Baseball/Softball, Basketball, Lacrosse, Football), Adult Soccer	No charge	No charge	No charge	\$40.09/hour
Tier 2* Concord Adult Sports Organizations (excluding Soccer).	\$35/hour	\$75/hour	\$15/hour	\$40.09/hour
Tier 3* Events of educational, recreational, social or philanthropic purposes by Concord-based non-profit organizations.	\$35/hour	\$75/hour	\$15/hour	\$40.09/hour
Tier 4 Events of educational, recreational, social or philanthropic purposes by non-Concord based organizations including non-profit organizations or for-profit organizations (Concord or non-Concord based) including Concord private schools.	\$55/hour	\$95/hour	\$35/hour	\$40.09/hour
Tier 5* Single or Multiday Tournaments by Concord based Adult and Youth Sport Organizations.	\$125/field/day	\$300/field/day	\$50/court/day	\$40.09/hour
Tier 6 Single or Multiday Tournaments by non-Concord based Adult and Youth Sport Organizations.	\$200/day/field	\$375/day/field	\$125/court/day	\$40.09/hour



Concord Recreation Department Outdoor Facility Rental Rules

General Rules and Regulations

- Natural fields are available for rent from April 1-November 1. Turf fields are available all year round, pending snow removal.
- Fields and courts are open from dawn to dusk unless specifically permitted or reserved for use with outdoor lighting;
- The placement of storage containers or other objects, including portable bathrooms, is prohibited without prior, written approval of the Town;
- The use of drones or similar electronic and/or remote-controlled devices is prohibited without prior, written approval by the Town;
- Permitted events will take precedence over general public use;
- Dogs and other pets are prohibited on Town athletic fields, courts, and parks. Service animals are welcome;
- The use of alcohol, tobacco, and/or controlled substances on fields and courts and in their immediate vicinity is prohibited;
- There is no grilling allowed on Town property;
- Serving food to the public on Town property is prohibited without a food permit through the Concord Board of Health;
- Guns, weapons, and gambling are prohibited on Town property;
- The hanging of signs, banners, etc. is prohibited without prior, written approval from the Recreation Committee and the Department;
- The driving or parking of vehicles on fields or courts is prohibited;
- All functions must begin and end on time. If an event runs later than scheduled an addition fee will be charged by the hour.
- Use of special equipment requires prior approval (music equipment, tents, food, vendors, etc.)
- Discriminatory acts and/or language toward anyone on the basis of race, ethnicity, religion, or gender is prohibited;
- Reallocation or “subletting” of a permitted or reserved field or court by the permit/reservation holder for any reason is prohibited. Permitted or reserved fields or courts that will go unused by the permit/reservation holder should be yielded back to the Department;
- A certificate of insurance must be submitted from the organization/applicant. The general liability coverage must be for a minimum of \$1,000,000 and the Town must be named as additionally insured;
- An associated roster from the organization or league must be submitted to authenticate the residency requirement for their proper tier. A copy of participant’s driver’s license or other form of identification may be required;
- The permit/reservation holder is responsible for ensuring that the field or court is clean and there is no litter or garbage left after use;
- The permit/reservation holder is responsible for any damage to the field or court or the immediate vicinity that occurs during their permitted day/time;
- The permit/reservation holder will honor any field or court closures as made by the Department, DPW, the Department of Health, or any other Department or Board of the Town of Concord;
- Applicant and other participants will be using the facilities at their own risk;



- Applicant understands that the Town makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application;
- Applicant understand that it is against the law to make a profit on Town property. Fundraisers need prior approval.
- Any amusement equipment, including bouncy houses, must be rented through a licensed inflatable business. A copy of the business certificate must be given to the Recreation Department.
- Applicant understands that they must provide their own portable restrooms for events hosting more than 50 participants between October 1-April 1.
- Applicant understands that they are responsible for working with CPW to address field needs, as necessary, which may include additional fees outside of the Recreation Department’s fees.

Cancellation Policy

Renters are asked to inform the Recreation Department of any cancellations 48 business hours prior in order to receive a refund. The Recreation Department will contact renters ahead of time if fields are closed.

Supervision

- All applicants must be at least 18 years of age and must be present through the entire rental period.
- A police detail will be required for any events expecting more than 50 participants, or at the discretion of the Recreation Department.
- Any events that are held for school age children grades K-12 must provide a ratio of 1:15 (chaperone to participants).
- Police should be called during an event if renter or facility safety is in jeopardy.

Facility Rental Use Agreement Acknowledgment

Applicant agrees to be bound by the Concord Recreation Field/Court Rental Use Agreement regulations and policies. Violation of any of these regulations and policies may result in immediate termination of the event, legal responsibility for damages, and forfeit of future use of the facility. To the fullest extent permitted by law, applicant agrees to defend, indemnify, and hold the Town of Concord, its officers, agents, and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or in any way related to the activities of applicant and participants during the use of the facility under the terms of this application. Applicant understands that the Town of Concord and Concord Recreation are not sponsors of this activity nor will they provide any supervision of the activity. Applicant understands that the Town makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk. All applicants must provide proof of insurance issued by insurance companies eligible to issue policies in the Commonwealth of Massachusetts and acceptable to the Town in the amount of at least \$1,000,000 per occurrence for Comprehensive General Liability. The Town of Concord must be named as additionally insured on all policies, on a primary and non-contributory basis.

Signature: _____ **Date:** _____