



Town of Concord Field Use Permit

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:

1. Concord Recreation Programs
2. Concord Carlisle High School Programs
3. Town Youth Sport Organizations
4. Town Adult Sport Organizations
5. Other

Field Permit Use Agreement Acknowledgment

Applicant agrees to be bound by the Concord Recreation Facility 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. Applicant agrees to 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 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.

Signature: _____ **Date:** _____



Concord Recreation Field/Court Rental Request List

All Locations are clickable links to see a layout

<i>Sport</i>	<i>Location</i>	<i>Field Name</i>	<i>Notes</i>	<i>Please Check</i>
Soccer				
	Emerson Park	Soccer 1		
	Emerson Park	Soccer 2		
	Emerson Park	Soccer 3	in track oval	
	Rideout Park	9v9		
	Rideout Park	7v7 front		
	Rideout Park	7v7 back		
	Ripley School	5v5 Back		
	Ripley School	5v5 Right		
	Ripley School	5v5 Left		
	Ripley School	9v9	Overlaps with 7v7 fields	
	Ripley School	7v7 front		
	Ripley School	7v7 back		
	South Meadow			
	CCHS	Doug White #1	has lights	
	CCHS	Doug White #2	has lights	
	CCHS	Upper Grass Field		
Baseball				
	Ripley School	Baseball Field		
	Rideout Park	Little League Field #1		
	Rideout Park	Little League Field #2		
	Emerson Park	50'/70' Diamond		
	Emerson Park	90' Diamond		
Softball				
	Emerson Park	Softball Field		
	Rideout Park	Softball Field		
Lacrosse				
	CCHS	Doug White #1	has lights	
	CCHS	Doug White #2	has lights	
	CCHS	Upper Grass Field		
Tennis				
	Emerson Park	Court 1		
	Emerson Park	Court 2		
	Emerson Park	Court 3		
	Emerson Park	Court 4		
	Emerson Park	Court 5		
	Rideout Park	Court 1	Overlaps with pickleball court 1 and 2	
	Rideout Park	Court 2	Overlaps with pickleball court 3 and 4	
	Rideout Park	Court 3	Overlaps with pickleball court 5 and 6	
Pickleball				
	Rideout Park	Court 1	Overlaps with tennis court 1	

	Rideout Park	Court 2	Overlaps with tennis court 1	
	Rideout Park	Court 3	Overlaps with tennis court 2	
	Rideout Park	Court 4	Overlaps with tennis court 2	
	Rideout Park	Court 5	Overlaps with tennis court 3	
	Rideout Park	Court 6	Overlaps with tennis court 3	
Basketball				
	Emerson Park	Court 1	84' x 50'	
	Emerson Park	Court 2	84' x 50'	
	Rideout Park	Court 1	84' x 50'	
	Rideout Park	Court 2	74' x 50'	

Concord Recreation Department Outdoor Facility Use Fee Schedule 2021

<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 Programs, Concord Youth Non-profit/Sports Organizations.	No charge	No charge	No charge	\$40.09/hour
Tier 2* Concord based adult sports programs that are open to all Concord residents and that do not charge fees.	No charge	No charge	No charge	\$40.09/hour
Tier 3 Events of educational, recreational, social or philanthropic purposes by Concord-based non-profit organizations.	\$40/hour	\$80/hour	\$15/hour	\$40.09/hour
Tier 4 Events of educational, recreational, social or philanthropic purposes by non-Concord based organizations or for-profit organizations.	\$55/hour	\$110/hour	\$20/hour	\$40.09/hour

*The person requesting the permit must be a Concord resident. The group using the property must be comprised of at least 50% Concord residents; a roster must be submitted with proof of each participants 'residency and proof of the group's insurance coverage is required 48-hours before the rental time/event is to commence.

- Specific use times vary by season, but shall be consistent with the Town of Additional fees may be required for police details and or DPW overtime for events which are outside of the typical 'open' hours. Full payment must be received at least 30 days before the date of the event. Use of stadium lights are billed separately by the Concord Public Schools. Lighting is available at the Doug White Fields and on Alumni field – both are synthetic turf.

Concord Recreation Field Permit Use Agreement

General Rules and Regulations

- No event can begin before 8:00am or run past dusk.
- User Agreement must be completed with payment before approval is granted.
- If any issues arise, renters are asked to call the Hunt Recreation Center, Monday through Friday 7:30am-6:00pm at 978-287-1050 and the Beede Swim and Fitness Center on Saturday and Sunday 7:00 a.m-6:00 pm at 978-287-1000.
- The Town of Concord and Concord Recreation retain the right to set conditions and requirements suitable to safe, reasonable, and orderly use of its facilities. Violation of rules and regulations may result in facility use permits being revoked and users being banned.
- Concord Recreation reserves the right to not issue a permit to any group.
- 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.
- Guns, weapons, and gambling are prohibited on Town property.
- It is against the law to make a profit on Town property. Fundraisers need approval.
- Field permits may not be "sublet" to any other groups than the one stated on the permit.
- Damage occurring to the fields or field equipment during its use is the responsibility of the user group. The renter is asked to report damages to the Recreation Department.
- All functions must begin and end on time. If an event runs later than scheduled an addition fee will be charged at a minimum of 1 hour.
- Use of special equipment needs prior approval (sports equipment, food equipment, vendors, etc.)
- No distribution of information regarding an event open to the public may take place without prior approval from the Recreation Department. All flyers must be presented at the time of submittal of the application. Flyers must clearly state the event's sponsor and full particulars, including applicant telephone number and email address. Events that will be held as fundraisers must provide a letter from the stated beneficiary.

Additional Equipment

- All groups planning to use a tent for an event must contact the Concord Department of Public Works for permission. Groups may be required to acquire a permit, depending on tent size.
- 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.

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.

Alcohol and Tobacco Policy

- The use of alcohol, tobacco, drugs or other controlled substances are prohibited on Town property.

Food Policy

- 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.

Supervision

- All applicants must be at least 18 years of age and must be present through the entire rental period.

- A police detail may be required for any events expecting more than 50 participants, or at the discretion of the Recreation Department. The cost of such detail will be paid by the renter.
- 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.