

# **Town of Brattleboro Recreation & Parks Department**

## **Community Use of Recreation & Parks Facilities**

### **Policy**

Our facilities, which are obtained through public, (local, state, and in some instances federal), funds, clearly belong to the people within the community. The times that our facilities lie idle represents no return on the public's investment of funds, time, and energy. The more use our facilities receive, the better return on the investment.

The primary purpose for the Recreation & Parks facilities is to provide recreation opportunities for the Community of Brattleboro. Such usage will be given first priority.

The Recreation & Parks Director is authorized to approve and schedule the use of the Recreation & Parks Department's facilities by community organizations, groups, and individuals. When necessary, any approval may be rescinded when it conflicts with the Recreation & Parks programming, or if sufficient support of personnel cannot be secured.

The Recreation & Parks Director is authorized to deny any application for the use of Recreation & Parks facilities for any activity that, in the director's judgment, is not in accordance with the philosophy and purpose of the Recreation & Parks facilities, or which incurs excessive wear and tear of Town property.

### **Insurance**

Rental groups must show Proof of Liability and Property Damage Insurance, (\$300,000.00), or provide Proof of Insurance that lists the Town of Brattleboro Recreation & Parks Department as an Additional Insured.

### **Fees**

To arrive at a fair monetary figure, we must consider such factors as cost of heat, electricity, depreciation of equipment, building supervisor, and custodial services.

## Categories

1. Governmental, Civic, Non-Profit, Religious, Educational, & Individuals
2. Private Organizations, For Profit, and Promotional

## Fee Scheduling (1 Time Rental)

The fees below are for periods up to 5 hours:

<u>Cat. 1</u>	<u>Cat. 2</u>	<u>Facility</u>
\$100.00	\$200.00	Main Gym/Gymnastics Room
100.00	200.00	Senior Center
25.00	50.00	Meeting Rooms/Program Rooms
200.00	350.00	Living Memorial Park
75.00	150.00	Kiwanis Shelter
75.00	150.00	Rotary Theater
100.00	150.00	Softball Fields (No Lights)
50.00	100.00	Softball Lights (Per Field)
125.00	215.00	Skating Rink
50.00	100.00	Brattleboro Common
50.00	100.00	Pliny Park/Crowell Lot/Elliot St. Park/Plaza Park
50.00	100.00	Esteyville Common/Pine Street Park/
50.00	100.00	South Main Street Park/ West Brattleboro Common/
50.00	100.00	Wells Fountain/Whetstone Pathway

## Fee Schedule (School Groups Only)

<u>Per Hour</u>	<u>Full Day</u>	<u>Facility</u>
\$10.00	\$35.00	Main Gym/Gymnastics Room
9.00	25.00	Meeting Rooms/Program Rooms

### PLEASE NOTE:

**If additional staff is required to cover an event,  
there will be an additional charge of \$30.00 per hour.**

### **General Rental Procedures**

1. Requests for dates and an application should be made to the Recreation & Parks Office.
2. Applications will be processed for approval or denial, and applicants will be notified of acceptance or denial.
3. Priority will be given to request in the order they are received.
4. Applicants will be responsible for filling out an Open Air Permit, (as necessary).
5. Events attracting more than 40 people may necessitate having a police officer on duty at the expense of the user to assist with traffic control. (Exception – Kiwanis Shelter Rentals)
6. Applicants must show Proof of Liability Insurance, (as necessary).
7. All street entertainers must abide by the town of Brattleboro Street Entertainment Rules and Regulations which can be obtained from the Town Managers Office.
8. Payment will be due 7 days prior to the date of the scheduled event.
9. In the event of a cancellation by the user, the user may be accountable for the agreed upon fees.
10. A \$75.00 Maintenance/Key Deposit is required and will be returned when the key is returned to the Recreation & Parks Office and the facility is found to be left in the manner as rented. This deposit is separate from any rental fees and a separate form of payment is requested.

## **General Rental Facilities Rules & Regulations**

**Please Note – All General Rules apply to all facilities.  
Specific Facility Rules are detailed below.**

1. No Alcoholic Beverages or Drugs are allowed on the premises.
2. No Fires.
3. No overnight camping.
4. Pets must be leashed at all times.
5. Offensive or crude behavior will not be tolerated.
6. Music with prior approval only.
7. No music between the hours of 9:00 p.m. and 9:00 a.m.
8. Users are expected to leave the area as clean as they find it. Please retain a copy of this agreement and bring it with you on the day of your event. It serves as your confirmation.

### **Pliny Park / Wells Fountain**

- Amplified acoustic instruments only – portable keyboards acceptable.
- Any noise level must remain below 70 decibels at all points of the park/area boundary so that sound leaving the property for which the permit is issued, does not exceed 70 decibels. This is at the discretion of authorized personnel, i.e. Police Department.
- Electricity is available upon request.
- Areas are commended for groups of 75 people or less.

### **Brattleboro Common**

- No music on Wednesday nights.
- Electricity is available upon request.
- No vehicles allowed on the grass.

- Tents are allowed with prior approval only.

### **Whetstone Pathway**

- Electricity is available, (4 outlet electrical box on the southern portion of the pathway, providing such use is safe and presents no risk of injury).
- No vehicles on the pathway.
- Do not block the pathway to through walkers.
- Tent stakes cannot be driven into the pavement or near the roots of trees.
- Parking will be available in public lots, (Pay & Display), in the Preston Lot and the Transportation Center or on Elm Street.

### **Kiwanis Shelter**

- No wood fires – charcoal fires only.

### **West River Park & Living Memorial Park Fields**

- Softball Tournaments are required to use ASA Umpires.
- Food Vendors must have prior approval from the Snack Bar Concessionaire.
- On the Lower Field there will be NO games before 9:00 a.m. and games must be over by 10:00 p.m.
- The Scoreboard is available upon request.
- Field Maintenance shall be done by Recreation & Parks Staff only.
- Lights are available upon request – (\$50.00 per field per night).
- Swimming at West River Park is at your own risk.

