

TOWN OF TEMPLETON
PARKS AND RECREATION COMMISSION
~ 16 Senior Drive, Baldwinville MA. 01436 ~
P.O. Box 572 TEMPLETON, MASSACHUSETTS 01468
Recreation@TempletonMA.Gov

**Town Parks Property Use
Policy, Requirements and Fees**

1.) Authority:

In accordance with section two of chapter forty-five of the General Laws, Town of Templeton, Parks and Recreation Commission shall be a policy-making board responsible for overseeing the management and maintenance of Town owned parks, fields and related facilities.

2.) Purpose:

Approval is required for ALL community events on town-owned parks properties.

Added approval may be required from other town departments for added parking spaces not associated with the park. Any event held at one of the town parks that would like to have the following elements: food being given or sold to the public other than Gilman-Waite Concessions stand. Alcohol tastings need appropriate permits from the Town Select Board and or board of health. The purpose of this policy is to establish guidelines and procedures for the application process and management of events in the Town of Templeton Parks. This is an outline for the operation of holding an event in the Town's Parks. Procedure information will help the event organizer to determine the requirements that are to be in place in order to effectively plan and execute a successful event.

3.) Definitions:

Templeton Resident – Any person who resides in the Town of Templeton and its villages (Templeton, East Templeton, Baldwinville, and Otter River) and shall provide proof of such by state picture identification with said address listed or other acceptable identification as determined by the Town Administrator. **NOTE:** The Town reserves the right to require proof that a resident is the Event Organizer.

Templeton Business or Organization – Any business or organization which operates and has its mailing address in Templeton and its villages. **NOTE:** The Town reserves the right to require proof that a business or non-profit is located in Templeton.

Non-Resident – Any person who does not reside in the Town of Templeton and its villages (Templeton, East Templeton, Baldwinville, and Otter River) shall provide proof of such by picture identification with said address listed.

Out of Town Business/Organization – Any business or organization which operates and has its mailing address outside of the boundaries of Templeton and its villages.

Event Organizer – The Templeton Resident or Non-Resident applying for the Permit and determined to oversee the event and whom will (or their designee will) be in attendance and take responsibility for the event during the entire time it is run. The Event Organizer will also be the person listed on the Permit.

Non-Profit Organization – Charitable Organization, Church & Religious Organizations, Private Foundations, Social Welfare Organizations, civic leagues, social clubs, and business leagues that have and must supply as proof of their status a Section 501(c)(3) certificate or Form ST-2 Certificate of Exemption.

4.) Policy:

The Town of Templeton may attach such terms and conditions to an event as deemed necessary to ensure public safety, protect Town property, or maintain the enjoyment of the park(s), roads, and the like for the public.

The Parks and Recreation Commission will serve as the primary point of contact for processing Town Parks property

Use Applications within the Town of Templeton. The approval process begins when Town Property Use Application including site plan as needed is submitted by the application deadline date below along with the appropriate permit fee and refundable deposit fee in two separate payments (check or money order made payable to the Town of Templeton) to the Parks and Recreation Commission P.O. Box 572, Templeton, MA 01468

The Town Parks and Recreation shall subscribe to the following practices and procedures in implementing this policy:

a) Parks Permit fees Schedule: TOWN PARKS PROPERTY USE PERMIT FEES:

Templeton Resident or Business/ Organization Less Than < 100 Attending	*Non-Resident or Out of Town business/ organization Less Than <100 Attending	Templeton Resident or Business/ Organization More Than >100 Attending	*Non-Resident or Out of Town business/ organization More Than > 100 Attending	Non-Profit Organization (Holding events that will not directly benefit the Town & its residents)	Town Sponsored (To include non-profit organizations holding events specifically for the benefit of the Town and/or its residents)
\$50 per event \$100 Security Deposit	\$150 per event \$200 Security Deposit	\$200 per event \$150 Security Deposit	\$275 per event \$200 Security Deposit	\$75 per event \$150 Security Deposit	*No cost

*Non-Resident Status & Town Sponsored Status to be determined by Town Parks and Recreation Commission Chair or designee. We reserve the right to limit event times.

The deposit fee will be used in the event of any damage to any open spaces or facilities being utilized by the event organizer. The Town will provide rubbish barrels but will not be responsible for removing trash or other necessary clean up-that is the responsibility of the event organizer.

Security deposit for non-Town sponsored events— refundable if no damage or cleanup required.

b) Application Process & Deadlines

Application Submittal Deadlines:	For events that are <i>not</i> Town-sponsored	For events that ARE Town-sponsored
NOTE: For information on whether an event may be Town sponsored, please contact the Select Board office.	Application must be received <i>at least 30 days</i> before the date of the event.	Application must be received <i>at least 10 days</i> before the date of the event.

Parks Permit fees Schedule:

TOWN PARKS PROPERTY USE PERMIT FEES CAP FOR LEAGUES / MULI DAYS EVENT

Templeton Resident or Business/ Organization	*Non-Resident or Out of Town business/ Organization	Templeton Resident or Business/ Organization	*Non-Resident or Out of Town business/ organization	Non-Profit Organization (Holding events that will not directly benefit the Town & its residents)	Town Sponsored (To include NRSD, Town Rec Leagues non-profit organizations holding events specifically for the benefit of the Town and/or its residents or NRSD)
Less Than < 100 Attending	Less Than <100 Attending	More Than >100 Attending	More Than > 100 Attending		
\$200 League or Multi DAYS EVENTS Cap \$100 Security Deposit	\$600 League or Muli days event Cap \$200 Security Deposit	\$800 League or Muli days event Cap \$150 Security Deposit	\$1,000 League or Muli days event Cap \$200 Security Deposit	\$300 League or Muli days event Cap \$150 Security Deposit	*No cost

*Non-Resident Status & Town Sponsored Status to be determined by Town Parks and Recreation Commission Chair or designee. We reserve the right to limit event times.

The deposit fee will be used in the event of any damage to any open spaces or facilities being utilized by the event organizer. The Town will provide rubbish barrels but will not be responsible for removing trash or other necessary clean up-that is the responsibility of the event organizer. **Security deposit for non-Town sponsored events— refundable if no damage or cleanup required.**

For *recurring events, large events or those that need road closures*, it is recommended to submit those applications sooner than the required 30 day minimum before your event. Our staff will not be held responsible if there is not adequate time for us to circulate your application to all necessary departments before being submitted for approval. Applications for non-Town

sponsored events will need to be reviewed and approved by the Parks & Recreation Commission at their meeting.

Event organizers may be notified if the event requires additional information or modification.

Please note that all the Town of Templeton Events for Parks & Recreation Leagues/Programs and Narragansett Regional School District Sporting / School Events. Have first choice of dates and times on booking the parks.

c) Food Booths/Food Trucks, Tent Use, Electrical Use, Portable Toilet

Any food service or vendor involved in any charitable and/or commercial function or event at which food is prepared, served, provided and/or offered to the public must comply with the Board of Health requirements. Event coordinator must contact Development Services to get permits for Food, Tent Use, and the use of generators for electricity or to check on portable toilet use/rental.

Any portable Bathroom's costs will be the responsibility of the applicant and Porta Potties must be removed 72 Hrs. After the Event.

For Gilman-Waite parks Bathrooms to be open for an Event, \$50 Fee (Cover the cleaning of the bathrooms and Toilets paper,)

d) Alcohol Service or Tasting

It is illegal to sell, serve, or supply alcoholic beverages to any person on public property without obtaining a prior Special Liquor License. Special Liquor License *must be obtained separately* by the vendor through the Select Board's Office and application must be submitted for approval to the Select Board's Office *no less than 30 calendar days before the event*.

e) Road Closures

The requests for road closure (inclusive of any Parades) may be subject to event/site specific conditions or alternative routes at the discretion of the Police Department and ultimately approved by the Town Administrator.

Traffic signs required for a special event shall only be installed by public safety staff. Sidewalks will remain open to the public throughout the closure except for safety reasons. Emergency access plan must be provided and approved by the Town's Fire Chief. If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 calendar days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them. If additional barricades/ fencing is required, it is at the discretion of the public safety departments. The cost is to be borne by the event organizer.

f) Waste Management and Recycling

As an event organizer you are responsible for the clean-up of your event site. The Town will provide rubbish barrels upon the event organizer requesting rubbish barrels in their application. Parks and Recreation will discuss with the DPW; however, event organizers are responsible for providing all trash bags and cleaning up of rubbish properly after the event. The event organizer is encouraged to keep recyclable items separate and behave in an environmentally friendly manner

g) Parking Plan & Public Safety

For events that require added parking other than parking available to the park, the Event coordinator *must supply a parking plan* with their application, which will be sent by the Parks and Recreation to the Police Department for approval. The parking plan must include handicap accessible parking spots. Police Detail Officers and C.E.R.T. Members may be required for events depending on the type and size of event. C.E.R.T. Members may assist Police Detail in parking and pedestrian traffic. The Parks and Rec will review this need with the Police Department and the Emergency Management Director. We will notify you upon reviewing your application if C.E.R.T. is needed.

h) Fire Safety & Emergency Planning

For any type of event held outside of our Town Buildings, fire prevention measures must be included to avoid personal injuries and Property damage. If the event is to include the use of tents where people will assemble, Specific Fire Safety planning and measures may be required (See Tent Use Above under Item c). At the discretion of the Fire Chief and depending on the size and nature of the event, the event organizer may need to supply an Emergency Plan.

i) Insurance Requirements

Every applicant shall obtain, and maintain for the entire period of the event, in the limits and under the conditions set forth below, insurance coverage for the following types and levels of coverage:

Workers Compensation	*Statutory
Automobile and Equipment	*\$1 million/\$1 million
Property Damage	*\$1 million/\$2 million
General Liability	*\$1 million/\$2 million

***The Town of Templeton reserves the right to set higher insurance limits on the event if required.**

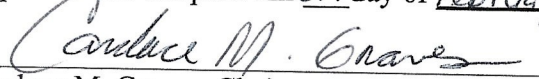
The Town of Templeton shall be named as certificate holder. The Town of Templeton and its' officers, employees and agents shall be named as an additional insured. The name and address in the 'certificate holder' box shall be listed as follows:

Town of Templeton
P.O. Box 620, 160 Patriots Road
East Templeton, MA 01438

Effective Date

This Policy is effective upon adoption and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Approved and adopted this 27 day of February, 2023 by a vote 4 in favor and 0 opposed.


Candace M. Graves, Chair
Town of Templeton Parks and Recreation Commission

Adopted: 2/27/2023
Amended