



## Hanover Parks & Recreation

### Permit Procedures and Rules & Regulations

The Town of Hanover recognizes that buildings and grounds under its jurisdiction provide large and diversified meeting places within the community. These facilities represent a significant capital investment and the costs of operation and maintenance, including utilities, requires an ever-increasing amount of limited funds available to the Town of Hanover.

All organizations wishing to use Town facilities will be expected to share in these costs. Town Department activities and events take priority in scheduling of facilities, followed by Town based groups. The Town reserves the right to bump groups if needed, e.g. rescheduling of cancelled games or unanticipated events.

All groups must submit the documents listed below a minimum of fourteen (14) days prior to the anticipated use of the facility, or for large organizations the Seasonal Permit Meeting.

- Town Field Application Form, fully completed [page 5]
- Signed acknowledgement of understanding of Regulations [page 3]
- Signed Hold Harmless Agreement [page 7]
- Any and all required deposits
- Insurance Certificate or proof of meeting requirement.

Completed application forms must be submitted to Parks and Recreation Department office.

For large organizations (HYAA, HYLAX, AAU, etc.) the following (approximate) timetable for submission has been established for planning purposes. Actual dates will be communicated with League Presidents/Stake Holders.

Application	Spring Season	Summer Season	Fall Season
Submission	1 <sup>st</sup> week of February	1 <sup>st</sup> week of April	1 <sup>st</sup> week of June
Due Date and Permit Meeting	TBA	TBA	TBD
Permits Issued	April 1	July 1	September 1

All completed application forms received on or before the seasonal (i.e., Spring, Summer, and Fall) due date will be considered shortly following the seasonal deadline. Application forms received after the seasonal due date will be considered only if there remains playing field availability. **Number of registered participants and actual number of the teams on roster are required 1 week after start of season.**

**Note; No blanket permits issued for Forge Pond Park.**

July 1, 2022, PRC approved language changes February 2022.

**Rules and Regulations**  
for  
**Reservation and Use of Fields, Equipment,  
and/or Concession Stand**

1. All Users are required to fully complete the Application Form. The applicant, if granted the requested usage, shall assume full liability for any loss or damage to Town property or equipment. The Town requires prior assurance that there will be adequate and responsible adult supervision. Failure to provide adequate adult supervision and control during an event shall be cause to terminate the event and the user shall remain liable for all anticipated charges for the event.
2. Permits will not be issued to minors or to any individuals or groups unable to assume full liability. The applicant agrees to defend, indemnify and hold the Town of Hanover, and their boards, commissions, committees, agents, employees, designees, successors, and assigns harmless from and against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions, damages, losses, liabilities, proceedings, litigation costs and expenses, without limitation of attorney's fees that may arise out of, are in connection with, or in any way relate to the Applicant's use of facilities and equipment. **Users must provide a certificate of insurance naming the Town of Hanover as "Additional Insured."**
3. The Town reserves the right to assign a different facility than the one requested when in the best interest of the Town. In such case, the applicant will be duly notified at the earliest opportunity.
4. The Town may require coverage for any event in the interest of public safety, as determined by a Town Department. **The user must contact Department Head's directly for detail arrangements and fees. Parks and Recreation will require evidence that any and all details have been secured, 1 week prior to event.** The town reserves the right to assign a detail to any event, chargeable to the applicant and without advance notice, if it is believed to be needed to protect the interests of the Town (e.g. liability, safety, security, protection of facility, bathroom maintenance, etc.).
5. Events requiring the use of Parks and Recreation scoreboard equipment will normally require that a technician be in attendance at the published rate for a technician.
6. Users may not prohibit representatives of the Town of Hanover administration from entering any room or other location on Town property at any time during the event.
7. The user is granted access to, and use of, only the areas at the date/times specified on the application. Failure to vacate the premises by the appointed time may result in additional fees. Unauthorized use of other areas will result in additional fees. If the renter refuses to leave when requested by Town personnel, the Town may contact the Hanover Police and refuse future use of Town facilities.
8. Per Massachusetts General Laws, there shall be No Smoking, No Alcoholic Beverages or Controlled Substances in any building belonging to the Town of Hanover unless otherwise permitted by the Town Manager's Office.
9. Permission for use of P&R facilities does not constitute an endorsement of any organization, the beliefs of an organization or group, the expression of any opinion regarding any political candidate or the expression of any opinion concerning any issue.

10. The Town of Hanover reserves the right to decline any and all requests for use of P&R facilities and to revoke or deny such privileges for failure to comply with any rules and regulations or for any other reasonable legally permissible reason. Groups must provide the number of players and teams before date of event.
11. There shall be no subletting or splitting of rental space between two or more parties.
12. **Users must leave the P&R facilities in the same condition in which they found them.** Users are liable for all cleanup costs, repairs and custodian and maintenance fees relating to their event. Users shall be charged the cost for the custodial detail to clean the areas of the facility, including bathrooms that are utilized by the event to restore the cleanliness and condition of the facility that existed prior to the event. **Trash must be removed by user, unless there is a Custodial Detail.**
13. Cancellation of use or revisions to time of use must be made directly to the Parks & Recreation Department, in writing, and delivered not less than **forty-eight (48) hours** before the start of the scheduled usage, exclusive of weekends and holidays.
14. **The Town,** reserves the right to enter into alternative contract arrangements and/or extended agreements or to waive any otherwise applicable fees.

#### ACKNOWLEDGEMENT OF RECEIPT OF REGULATIONS

The undersigned, an applicant of a Parks & Recreation facilities use permit, acknowledges that the undersigned has received and read a copy of the above "Hanover Parks & Recreation Rules and Regulations for Reservation and Use of Fields, Equipment, and/or Concession Stand ", and understands and will **fully abide by the** terms, conditions and provisions contained or referred to therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

To facilitate the processing of P&R facilities usage requests, ***Fees apply to User Groups.*** Scheduling Tiers remain in effect to give priority for use per the following: ***Note: fees are based on a two hour minimum.***

Tier	Description [User Group]	Fees
Tier 1	Parks and Recreation / F.A.C.E. Programs	n/c
Tier 2	Hanover Schools / School Groups / Shore Voc Tech	n/c
Tier 3	Hanover User Agreement Groups or contractual fee MOU groups.	Per MOU
Tier 4	Hanover Non-Profit (100% Hanover)	n/c
Tier 5	Hanover For-Profit	\$50 / Hour
Tier 6	Non-Resident Non-Profit	\$50 / Hour
Tier 7	Non-Resident For-Profit	\$75 / Hour
Tier 8	Tournaments / Jamboree One Day- Events	\$95 / Hour
Tier 9	Multi Day Camp*/Programs Trash removed by user unless Custodial Detail obtained. Camps require additional Board of Health Permitting  User must contact Board of Health.	5 full days \$800.00 5 ½ days \$400 3 full days \$480 3 ½ days \$240  Full day > 4 hours Half day <= 4 hours



# Hanover Parks & Recreation

665 Center Street

Hanover, MA 02339

Website: <https://www.hanover-ma.gov/parks-and-recreation>

Telephone (781) 924- 1913 ext 1102

## REQUEST FOR USE OF FACILITIES

### Requested

Facility / Location	Field(s)	Check Requested Field(s)	Start Time	End Time
<b>Briggs Field</b>	<b>T- Ball</b>			
@ Main St, Hanover St, Center St	Other			
<b>Ceurvels Field</b>	<b>Full - size Baseball</b>			
@ Myrtle Street	<b>Little League</b>			
	<b>Softball</b>			
	<b>Lacrosse</b>			
	<b>Soccer</b>			
	Basketball			
	Other			
<b>Calvin J. Ellis Field</b>	<b>Little League #1</b>			
@Circuit Street	<b>Little League #2</b>			
	<b>Little League #3</b>			
	<b>Field #4 [Not Available]</b>			
	<b>Soccer</b>			
	Other			
<b>Forge Pond Park</b>	<b>Little League #1</b>			
@King Street	<b>Little League #2</b>			
	<b>Little League #3</b>			
	<b>Softball #4</b>			
	<b>Softball #5</b>			
	<b>Softball #6</b>			
	<b>Multi - Use Soccer</b>			
	<b>Multi - Use Lacrosse</b>			
	<b>Multi - Use Other</b>			
	<b>Pavilion</b>			
	Kitchen & Pavillion			
	Other			
<b>Amos Gallant Field</b>	<b>Other</b>			
@ Main St.				
<b>B. Everett Hall</b>	<b>Full - size Baseball</b>			
@ Hanover St.	<b>Little League [front field only]</b>			
	<b>Basketball 1</b>			
	<b>Basketball 2</b>			
	<b>Football</b>			
	<b>Street Hockey Rink</b>			
	<b>Other</b>			

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## REQUEST FOR USE OF FACILITIES

SUBMIT COMPLETED PACKET TO PARKS AND RECREATION OFFICE  
INCOMPLETE PACKETS WILL NOT BE APPROVED.

Note: All fields are required.

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
NAME OF ORGANIZATION

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
TIER

Fields requested Briggs\_\_\_\_ Cervels\_\_\_\_ Ellis \_\_\_\_ Forge Pond Park\_\_\_\_ B Everett Hall \_\_\_\_ Gallant\_\_\_\_  
Please be sure to check off on page 2 of application areas of requested use

Dates Requested \_\_\_\_\_ Day(S) of Week \_\_\_\_\_

Entrance Time to Facility \_\_\_\_\_ Exit Time from Facility \_\_\_\_\_

Time Activity Starts \_\_\_\_\_ Time Activity Ends \_\_\_\_\_

Describe Nature of Activity \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE ATTENDING \_\_\_\_\_

For Teams: Number of Registrants \_\_\_\_\_ Number of Teams \_\_\_\_\_

### FOR DEPARTMENT USE ONLY

Department Details for this event will be at the discretion of the Department Head. The Following Departments or designees have been notified of this event and have determined that a paid Town Employee Detail is required.

DPW	Yes	No	BOH	Yes	No
Facilities	Yes	No	Police	Yes	No
Fire	Yes	No	Town Manager	Yes	No

I have read the "Rules and Regulations and Use of Fields, Equipment, and/or Concession Stand" and accept the responsibility for the group/organization for payment of bills and the observation of all regulations terms and conditions of such use and compliance with any and all Massachusetts General Laws.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**TOWN OF HANOVER**  
**BOARD OF SELECTMEN**  
 550 HANOVER STREET, SUITE 29  
 HANOVER, MASSACHUSETTS 02339  
 781-826-5000 ext. 1084

*Emmanuel Dockter,  
 Chairman John Flizik,  
 Vice Chair David Delaney  
 Jocelyn Keegan John  
 Barry*

**HOLD HARMLESS AGREEMENT**

In consideration of the issuance by the Town of Hanover, of a permit to \_\_\_\_\_ as the \_\_\_\_\_ organizer, to conduct a \_\_\_\_\_ on public ways or land situated in the Town of Hanover, from the \_\_\_\_\_ day of \_\_\_\_\_, 20\_ to the \_\_\_\_\_ day of \_\_\_\_\_, 20\_. The said \_\_\_\_\_ organizer covenants and agrees with said Town of Hanover, that it will hold the Town of Hanover, its officials, employees and or agents, harmless against all claims for personal injury or property damage, brought against said Town of Hanover, including claims for death, which are alleged to have occurred during the time of or as a result of said \_\_\_\_\_, or for any such claims for personal injuries or property damage, made against said Town of Hanover by third parties including claims for personal injury and or property damage made against any officials, employees and or agents of said Town. The said \_\_\_\_\_ organizer further covenants and agrees to indemnify and save harmless the above named Town of Hanover, its officials employees and or agents, from all claims, demands, costs, loss of services, expenses, and compensation on account of or in any way growing out of said \_\_\_\_\_, or its results to both person and property. The Organizer agrees to indemnify and save harmless the Town from and against any and all claims whatsoever arising from any act, omission or negligence of the Organizer, for the Organizer's contractors, licensees, agents, servants or guests arising from any accident, injury or damage whatsoever caused to any person, or to the property of any person, occurring from and after the date of use of the premises by the Organizer. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses, and liabilities incurred in or in connection with any such claim or proceeding, brought thereon or in the defense thereof.

In witness whereof, I/We have hereunto set my/our hand and seal/corporate seal this \_\_\_\_\_ day of \_\_\_\_\_ 2 0 2 2

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name, Title

**CERTIFICATE OF WITNESS**

We certify that this hold harmless agreement was signed in our presence by the above individual/ corporate Treasurer, who acknowledged that he/she, understood it fully.

WITNESS: \_\_\_\_\_  
 SIGNATURE PRINT NAME

ADDRESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
 SIGNATURE PRINT

NAME ADDRESS: \_\_\_\_\_

Town of Hanover Insurance Requirements

- 1) General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured.
- 2) Automobile Liability (applicable for any outside organization who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law.
- 4) Professional Liability of at least \$1,000,000/occurrence, \$3,000,000 aggregate. The Town should be named as an Additional Insured.
- 5) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Town should be named as an Additional Insured.

The Town of Hanover must be named as an "Additional Insured" party in the "Description of Operation" section of the Certificate of Insurance.

