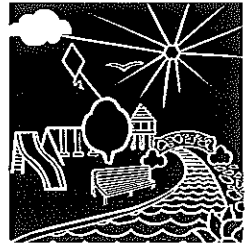




STURBRIDGE Recreation Department

301 Main Street • Sturbridge, MA 01566
508.347.2041 • Fax 508.347.5886

www.town.sturbridge.ma.us
TOWN PROPERTY POLICY



--Application for use of Town Property (Town Common, Fields, Recreation Area) must be made to The Recreation Committee at least 60 days prior to the event (up to one year in advance).

--Approval from The Recreation Committee and The Building Inspector for the location of any signs, trash receptacles, tent(s) or porta potties on Town Property (Common) is required prior to placement. Size of signs can be no larger than (22x44).

-- Use of the bandstand area only can and may be approved for use separate from other small events (<50) occurring on The Town Common property. The Bandstand is becoming a popular spot for weddings and it is not unusual for a wedding to take place in the morning followed by (or overlapping) an unrelated group function, which may be in progress the remainder of the day. Anyone requesting use should be aware of this possibility. If dual use is unacceptable, the fact needs to be stated on the application. Anyone requesting use of the Cedar Lake Recreational should be aware that this area is a public recreational area and sole use of this property is not allowed

--Activities requiring rain dates must be noted on the application. The Recreation Committee will try to accommodate these requests. However, due to the high usage of The Town Common, groups may be requested to share the area with another group on these occasions.

--If electricity is being used for the event this must be stated on the application with a brief description of the type of use. (Example: music, P.A. system, individual crafters). If Amplifiers and or speakers are to be used, please describe their size and wattage. Any type of sound system being use must be at a moderate sound level and only during the hours of 9:00am to 9:00pm.

--Individuals and organizations using the Town Common, Bandstand, or Rec Area shall be responsible for any damage incurred by or as a result in their use. Individuals and organizations are responsible for ensuring that all refuse generated by their use is collected and disposed of properly. If the Town's department of public works is needed to restore any portion of the area to its condition prior to use, the individual or organization responsible will be billed for these services. Failure to empty these receptacles may result in a charge for removal. Failure to comply with this section will result in withholding of future permits to use the Town Properties.

--Adequate sanitation (trash receptacles and sanitary facilities) must be provided or made available. Sanitary facilities must be placed across the street from the town common on the backside of the library. Portable sanitary facilities shall be removed from the premises by the next business day

--Any structures (including tents) that are needed for the event must have the permission of the **Building Inspector** and the **Sturbridge Fire Department**. All structures including tents shall be removed from the premises by the next business day.

-- Grilling or any open flame is not allowed on any town property without the approval of the Sturbridge Fire Department prior to the submittal to the Recreation committee.

-- Large Gatherings 100+ whether actual or anticipated must check with the **Sturbridge Police Department** to see if it is necessary to have an officer on duty. In the interest of Public Safety-Police Detail will be the responsibility of the organization (Parking Plan must be submitted).

--If food or beverages are to be served at the event a Health Permit from the **Board of Health** must be obtained and a copy of the completed form must accompany the application.

--Activity must be insured as an Insurance Certificate Naming the Town as an Additional Insured for general liability with limits of \$1,000,000 Occurrence and \$2,000,000 General Aggregate. **MUST** accompany this application.

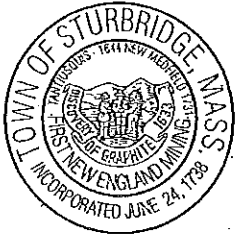
--Please fill out the following application along with the fee and submit it the **Recreation Department** at least 60 Days prior to the event. All applicants will be notified of their approval or disapproval by mail.

No mechanical amusements are allowed on the Town Common (Carnivals are prohibited on the Town Common)

No generators allowed along Chamberlain Ave and Charlton Street.

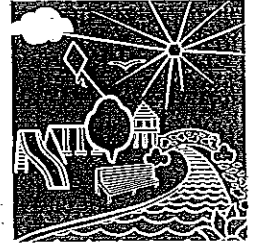
The Town of Sturbridge is an Equal Opportunity Organization.

Responsible for the creative recreational opportunities for a wide range of age groups and abilities.



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Applications must be completed and submitted to the Recreation Department (no later than 60 days and no more than one year prior to the date of the requested use).

Usage fee \$50.00/\$150.00 Payable to the Town of Sturbridge

ORGANIZATION _____

Property Requested _____

Date _____ Rain Date _____ Time _____

(Nature) Description of Activity _____

Approximate number of people attending this event _____

Contact Person _____

Address _____

Work Phone _____ Home Phone _____

Fax _____ Cell Phone _____

Is electricity needed the day of the Event? YES _____ NO _____

Approximate number of people attending this event _____

Police

A sign-off is required **before submitting to the Recreation Department** for large attendance levels of 100 + requires review of parking regulations-police detail will be the responsibility of the organization (Parking Plan must be submitted) parking allowed on one side of the street only. Police Detail required _____ Officer's Signature _____ Date _____

Building Department

Any structures as signs, tents, dumpsters, portable toilets and all Decorations must be removed immediately following the event. PORTA POTTIES must be located across from the common behind the Library

Permits for any structure must be picked up one week prior from the Building Inspector 347- 2505

Signs must be no larger than 22"x 44" in size white with black lettering,

Sign will be on the Common from _____ to _____ (1 week max)

Tent size _____ will be on the common from _____ to _____

Board of Health Department

Will food or beverage be served? Yes _____ No _____

If yes, Health permit must be obtained by the Board of Health prior to submittal 508-347-2504

Activity must be insured as an Insurance Certificate Naming the Town as an additional Insured for General Liability with limits of \$1,000,000 Occurrence and \$2,000,000 General Aggregate MUST accompany this application to be considered

Applicant's Signature _____ Date _____

Committee _____ Approved _____ Disapproved _____
Signature _____ Date _____

App _____ Police _____ Building _____ TA _____ Fire _____ Rec _____ BOH _____

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