

Hunter Road Fields Rules & Policies

Mission

Statement: The Hunter Road Fields serve as Freeport's primary venue for outdoor athletic events for the town's youth and adult athletic organizations. The facility is intended to meet current usage levels with the capability to provide increased capacity should future requirements increase. In addition to hosting athletic events the venue can be used for other outdoor recreation activities. Since the facility is located in a rural residential area, the impact of any activity on the neighborhood will be minimized. To ensure the continued quality of the facility, the use and care of the fields will be in accordance with good maintenance practices as determined by the Field Advisory Committee or its designee.

Hours of Use: Sunrise to Sunset.

Scheduling for league games will not be before 9 AM on Saturday or Noon on Sunday. The Advisory Committee may consider use of Fields outside of regular hours of operation with advanced request under extraordinary circumstances. The Advisory Committee / Town Designee is authorized to close all or any part of the Fields for the protection of the Fields or the public health, safety or welfare.

Priority Use: Reservation priority and associated reservation schedule will be in the following order:

1. Freeport Community Groups / Freeport Residents which are made up of a majority of Freeport residents.
2. RSU 5 Recreation & Community Education
3. RSU 5 School Department
4. Private schools located in Freeport
5. Other

Scheduling: Annual, standing reservation users may be scheduled in advance by the Town Designee.

The Advisory Committee/Town Designee may, in unusual circumstances, schedule games of lower priority users ahead of practices of a higher priority user.

Freeport Community Groups/Freeport Residents will be allowed the greatest flexibility in booking the fields – up to 365 days in advance.

RSU 5 Recreation & Community Education Groups may book up to 90 days in advance.

RSU 5 School Department may book up to 60 days in advance.

Private schools in Freeport may book up to 45 days in advance.

Others may book 29 days or closer.

Events will be managed separately and appropriately. Events must apply for a special event permit from the Advisory Committee at least 3 months before the scheduled event. The Committee may waive the 3 month notice requirement for special circumstances. (See Events section below.)

Permits: Permits shall be required for the exclusive use of all or portions of the fields, buildings, or trails when they are otherwise closed to the public. Permits may be obtained from

the Town Designee who shall require the permittee to provide proof of insurance as required and collect associated fees. Permits will be issued in accordance with the priority reservation system.

It shall be unlawful for any person to use, without payment, any facility or area for which a permit is required or user fee charged, unless payment is waived.

Permission for use must comply with Town and School facilities ordinances.

Fee Collection: Permitted users acknowledge and agree that they will be solely responsible for fees in accordance with associated fee structure before use of the facility.
(See Fee Schedule)

Cancellation Policy:

If the user chooses not to use the facility as requested and notifies the Town Designee at least two (2) weeks before the scheduled usage, there will be a full refund. There will be no refund of fee if notification occurs less than two (2) weeks before scheduled usage dates unless there is an unusually compelling reason for such cancellation. The Town shall reimburse any fees collected in the event the fields are deemed unplayable.

Field Use Determination:

It shall be the decision of the Advisory Committee / Town Designee to determine parameters for the beginning and end of season use and parameters for non-use due to weather conditions.

Unlawful Occupancy:

It shall be unlawful for any person to enter any building or be upon any area after the posted closing time or before the posted opening time.

Alcohol / Tobacco / Illegal Drugs:

The use, consumption or sale of alcohol, tobacco, or illegal drugs at town owned facilities is prohibited.

Gambling:

Gambling on Town Property is prohibited unless allowed as an approved, legal fundraiser (e.g. 50/50 raffles) for school or community groups. Such activities must be approved by the Advisory Committee / Town Designee on the Hunter Rd Field property.

Motorized Vehicles:

All motorized vehicles are restricted to roads and designated parking areas. All other vehicles or recreational equipment such as four wheelers, and off road motorcycles are prohibited. Snowmobiles are only permitted for use on designated trails on the Hunter Road Field Property.

Fires:

The use of gas grills and gas burners are the only means of fire permitted for cooking purposes and are restricted to designated areas. No open fires are allowed. Cooking by other methods must be approved by the Advisory Committee in advance.

Incendiary Devices:

The use of incendiary devices defined as any object or substance likely to cause fires including explosives, firecrackers, fireworks, and sparklers is prohibited.

Personal Conduct/ Public Disturbance / Interference with Others;

It shall be unlawful for any person to engage in a course of conduct or participate in any activity where such conduct or participation is unreasonable and unnecessarily hazardous to the personal safety of or impairs or limits the lawful use and enjoyment of the facility by other persons.

Noise:

It shall be unlawful for any person to make any noise which disturbs the peace and quiet of the Hunter Rd Fields or causes discomfort or annoyance to visitors of normal sensitivity. Loudspeakers, sound amplifying equipment, radios, and musical instruments are allowed only when required by the event and permitted by the Advisory Committee.

Dogs:

Dogs must be on a leash, cord, or chain not longer than 10 feet, held by a person physically able to control the dog during any scheduled / organized activity or event. Dogs are not permitted in designated field areas.

It is the responsibility of the custodian to pick up their pet's feces and dispose of it in a sanitary manner.

Any dog owner shall be financially responsible for any damage caused by their pet to shrubbery, plants, flowers or any public property.

Horses

Horses may not be ridden on the fields.

Mountain Biking:

Biking is not permitted on any field.

Other:

Other activities may occur as long as they do not interfere with any organized scheduled activities and are not prohibited elsewhere in the Fields Rules and Policies.

Littering:

It shall be unlawful for any person to deposit, scatter, drop or abandon bottles, cans, broken glass, sewage, trash, waste, or other material. Disposal of waste shall be in a sanitary manner at designated receptacles.

Weapons / Firearms

It shall be unlawful to fire or discharge, or cause to be fired or discharged across any space on Hunter Rd Fields, any gun, firearm, spear, bow and arrow, crossbow, sling shot, paintball gun, gas weapon, or other projectiles.

Picnicking: Picnicking is welcome while the facility is open. Picnickers are responsible for cleaning up after themselves. Gas grills are permitted in designated areas and are the only allowable heat sources for cooking.

Abutter Notification:

Abutters must be advised of any anticipated event from the Advisory Committee. All applicants are required to provide completed, stamped postcards at the time of submitting the Special Events Application (blank postcards are included with the Special Events Application).

Appearance: No user shall change the appearance, rearrange or attempt to improve the Hunter Rd Fields without the approval of the Advisory Committee / Town Designee. No user shall place any debris, pesticide or other pollutant in or upon any land or body of water except as permitted by the Town.

Destruction /Defacement / Alteration of Park Property & Park Signs:

It shall be unlawful for any person to intentionally deface, vandalize, or otherwise cause destruction to the Hunter Rd Field property and associated permanent or temporary signage.

Disturbance / Introduction of Natural Features:

It shall be unlawful to intentionally remove, injure, alter or destroy any tree, turf, plant, soil, or rock. It shall be unlawful to introduce any plant, animal or other agent without the approval of the Advisory Committee / Town Designee.

Golf: Golf is not permitted on Hunter Rd Property.

Camping: Camping is not permitted on the Hunter Rd Property.

Hunting/Trapping:

It shall be unlawful to kill, trap, hunt or in any manner disturb, or cause to be disturbed, wildlife on land that is posted as No Hunting.

Concessions and Solicitation:

It shall be unlawful for any person to solicit, sell, or otherwise peddle any goods, wares, merchandise, services, liquids, or edibles on the Hunter Rd property without authorized approval by the Advisory Group / Town Designee and associated payment of fees. (Fee Schedule attached)

It shall be unlawful to place any political or commercial sign, advertisement, notice, poster, or display of any kind on the property without the approval of the Advisory Group / Town Designee. This prohibition shall not apply to signs erected in conjunction with recognition of sponsorship by a business or individual of non-profit events and athletic teams within the Town provided the sign has been authorized by the Advisory Committee / Town Designee. Organizations sponsoring athletic events have the right of first refusal on concessions usage.

- Lightning:** The user is responsible for monitoring lightning activity. It is mandatory that any organized or permitted group to immediately suspend activities when lightning or thunder occur. Activities may not resume until 30 minutes have passed after the last lightning is seen or clap of thunder is heard.
- Lights:** Any lighting will need to comply with Town Ordinances. If there is desire to light any portion of the Hunter Rd Fields, notification via US Mail of all public hearings is requested for residents residing in "West Freeport" as defined by the Town Charter.
- Events:** Events are permitted after a satisfactory review of the application by the Advisory Committee. Events are limited to athletic contests and recreational activities.

Prohibited activities include, but are not limited to, farmers markets, festivals/ carnivals, car shows, and flea markets. Athletic contests and recreational activities with at least one of the following characteristics are subject to the event policy:

- 1) A fee is charged for either participation or attendance, for instance if a team or participant is charged a fee to participate, or if attendees are charged a parking or an admission fee. Field rental fees are required for these events.
- 2) A fee is not charged for activities sponsored by an organization paying seasonal use fees and which may involve substantial participation by individuals from outside of the community (i.e. Little League all-star games, pre-season competitions, or end-of-season festivals.)

The event organizer will be responsible for any fees and expenses associated with their event. Events must be in compliance with any special conditions included in the permit issued by the Advisory Committee. A lack of respect and responsibility could result in the denial of future permits to the permit applicant or group.

- Parking:** Events that anticipate greater than 200 people will need to meet the Hunter Rd Fields parking plan requirements. (See below)

Any event anticipating bus parking will provide a parking map and enforce bus parking only areas.

Overflow parking areas will be permitted and designated by the Advisory Committee / Town Designee.

Event parking protocol

- a) Vehicles will be directed to park in specific parking spaces by parking attendants.
- b) One person from the permitted organization will be responsible for administration of parking plan. That person will have cell phone number of police and EMS dispatch.
- c) Parking attendants will be required to wear reflective orange vest.
- d) Permitted groups may be required to hire a Freeport Police Officer. Four parking attendants will be required for this level of event.

- Liability:** It is the responsibility of the persons or organizations using the Hunter Rd Fields to leave the fields in the same condition in which they were received. If this is not done to the

satisfaction of the Advisory Committee / Town Designee, a charge shall be levied for any required clean up or fix up (including labor) in excess of any fees that would otherwise be applicable. A lack of respect and responsibility could result in the denial of future permits to the permit applicant or group.

Insurance: The Town of Freeport property insurance and general liability insurance does not extend to individuals, community groups, athletic groups, RSU #5 groups, or other organized groups utilizing the Fields and Trails property (or other municipal athletic facility). Therefore, any such groups or individuals using the Town’s facilities for any organized purpose are required to provide evidence of insurance for liability (not less than \$1,000,000 per person/\$1,000,000 per occurrence) and property damage (not less than \$500,000) before receiving a facility permit. The Town of Freeport shall be named as additional insured in all such policies and all insurance provided by the facility user shall be primary to any insurance which the Town of Freeport may have. All insurance required hereunder shall be placed with insurers licensed to do business in the State of Maine and acceptable to the Town of Freeport.

Indemnity: The Town of Freeport shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the Town, its officers, agents and employees. The USER shall indemnify and hold harmless the Town its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the USER.

The USER shall hold harmless, indemnify and defend the Town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the Town’s employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.

Fees: Fees shall be paid at the time of application.

Tier 1: Local groups, including clubs, school, RCE, etc.

Tier 2: Out-of town groups, or local groups for profit or fund raising

Note: Private schools located in Freeport with an enrollment that is documented to have a majority of Freeport residents will be Tier 1; otherwise, they will be Tier 2.

Type of Use	Tier 1	Tier 2
One game, up to 3 hours	\$50	\$100
One field for a day	\$125	\$250
League play / seasonal use, per team (four team minimum)	\$100	**

** As approved by the Committee on request

Note: Lining of fields will be done by the Town as needed for club group use. Any special lining required for Individual field use must be done by the Town, for an additional fee.