

# Policy and Regulations for the Rental of Hillsborough Athletic Fields

**PURPOSE:** To establish the requirements and fees necessary for the use of Hillsborough Athletic Fields. The intent of this policy is that Hillsborough/Deering youth and adult community activities shall always have the highest priority for use of the town-controlled facilities and fields. The Park Board shall be responsible for assigning fields based on the following priorities.

## ELIGIBLE GROUPS

1. Sponsored youth athletic programs.
2. Hillsboro-Deering School student groups.
3. Hillsborough & Deering adult athletic programs.
4. Other Non-profit youth athletic programs with at least 50% Hillsborough youth participation.
5. Non-profit adult athletic programs with at least 50% Hillsborough resident participation.
6. Other Hillsborough & Deering non-profit groups.
7. All other private groups or organizations (fees will apply)

## NON-PROFIT AND FOR PROFIT VENDORS CRITERIA:

1. Only two vendors will be allowed at Grimes Field to sell goods such as food, souvenirs and any other items for sale during specific activities and events (this does not include the large events where vendors are supplied by the event).
2. Only one "For Profit Vendor" is allowed per event and each vendor must be selling different goods or services.
3. Non-Profit Vendors will be given preference over a For Profit Vendor if two such applications should come in at the same time.
4. For Profit Vendors must reside in either Hillsborough or Deering.
5. The vendor must fill out our Application for Selling Goods, which will include for what event(s), a description of what they will be selling, an application fee and will require written permission from the event sponsor that they are allowed to sell at that event.
6. If a vendor is denied, the application fee will be returned and the vendor may appeal the decision to the Board of Selectmen.

## REQUIREMENTS OF USING ORGANIZATIONS AND VENDORS:

1. Applicants must submit completed Application for Field Use, Certificate of Liability Insurance and any necessary fees according to the following schedule: *for use from April 1-July 31, applicants should apply by March 1<sup>st</sup>*  
*for use from August 1-December 31, applicants should apply by July 1<sup>st</sup>*
2. Vendors (For Profit and Non-Profit) must submit completed Application for Selling Goods, which will include for which event(s) and what they will be selling. Certificate of Liability Insurance, a letter from the event giving permission for that vendor to be there and any necessary fees.
3. A special waiver form, in lieu of the Certificate of Insurance, is available at the Town office.
4. All applications must be submitted two weeks prior to dates requested. Forms will be signed by Hillsborough Park Board Chairman or the Town Administrator, if time prevents the Park Board from acting on it, and kept on file at the Town Office. A designee from the Selectmen's office will notify applicant of approval or denial.
5. Renters/Vendors must be at least 21 years of age. A person at least 21 years of age must supervise events, including underage children during time of use.
6. Renter/Vendor is responsible for leaving grounds free of litter.
7. Alcoholic beverages or controlled substances are not permitted at any of the named sites at any time.

## FEES:

Fees do not apply to any Hillsborough or Deering youth programs. The fee for all other groups is as follows:

## FIELDS:

- \$150.00 per day for a full day usage (5 or more hours); or
- \$150.00 per team for 1 season (8 to 10 weeks of 2 games/practices per week)

## SELLING GOODS:

Application fee of \$25

The Park Board, by a majority vote, reserves the right to waive the fees for qualifying groups that may not have the ability to pay or adjust the fee when usage times are different from those listed.