



Town of China

571 Lakeview Drive; China, Maine 04358
(207) 445-2014 info@chinamaine.org

Recreation Field Use Request Form

To reserve the recreation fields, please fill out this form and return it to the town office. Recreation fields are reserved on a first-come, first-served basis. Forms must be filled out completely and as accurately as possible, and must be submitted at least two weeks prior to the requested date of use.

Applicant name: _____

Organization name: _____

Event name: _____

Address: _____

Phone: _____ Email: _____

Describe event: _____

Date(s) requested: _____

Time(s) requested: _____

For Town use only:

Date received _____

Insurance received _____

Approved/Denied _____ By _____

Notes: _____

Facility Reservation Policies Agreement

This agreement made this _____ day of _____, 20____ by and between the Town of China through its Recreation Committee (hereinafter referred to as “China”) and _____ (hereinafter referred to as “User”). WHEREAS China wishes to promote the use of its recreational fields and provide for the enjoyment of the general public, and WHEREAS User wishes to use said facilities. NOW, THEREFORE recreation facilities of the Town of China shall be used by User in accordance with the following policies and procedures:

1. Reservations must be made with the Recreation Committee/Town Office with an outline of event plans no later than 2 weeks prior to the proposed use.
2. Applicant hereby assumes responsibility and liability for any and all injury or damage to the person or property of the User or others connected therewith, be they business or personal invitees, and further shall indemnify and hold the Town of China harmless in the event of any such injury or damage from any and all claims, awards or attorney fees.
3. The applicant will abide by all laws and statutes of the State of Maine, ordinances of the Town of China, rules of the Maine Board of Health, Police, and Fire Departments regarding public assemblies.
4. In the event the User wishes to provide amplified music, the music shall be at a volume that cannot be heard beyond the field area and shall not be used before 10:00am or after 8:00pm.
5. Portable toilets are available. Please advise the Town if cleaning or other attention is needed.
6. Alcohol, tobacco and drugs are prohibited on and around Town fields. The town has a **Tobacco Free Ordinance** which should be strictly adhered to or User will face immediate forfeiture of use of fields.
7. The User shall be responsible for its own cleanup immediately following the event; the User must leave the area in the same condition in which it was found.
 - a. The User will remove any and all streamers, balloons, ribbon, tape, posters, signs, etc. from all areas. Only BLUE PAINTERS tape is permitted for hanging decorations.
 - b. In the event that the Town must clean up the area following the event, the User shall be charged that expense. The Town will determine “same condition,” and the Town’s decision is final.
8. Special events attracting more than 75 people may necessitate having police officer(s) on duty, at the expense of the User, to assist with traffic control and parking, at the discretion of the Recreation Committee.
9. This permit may be revoked at any time by the Recreation Committee, Town Manager, or members of the Town of China Police Department for failure to comply with any of the requirements included as part of this application.

The following stipulations shall also apply due to the specific use by the User:

a: _____

b: _____

I (We) assume full responsibility for any damages to Town of China property and/or equipment that occur as a result of the requested use. Furthermore, I (We) understand that the Town of China, its staff, and members of the Recreation Committee, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the property. Sport groups and organizations must provide a Certificate of Insurance, naming the Town of China as additional named insured, evidencing the following: ***Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.***

Cleaning Fees:

The following additional fee will be assessed for cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. This fee will be billed to the reserving party once the duration of the facility reservation is completed. **Minimum Fee: \$50.00**

My signature on this form indicates that I have read the Facility Use Request Form, Policy & General Rules and agree to abide by them.

USER SIGNATURE _____

PRINTED NAME _____

DATE _____