



TOWN OF PELHAM  
**PARKS & RECREATION**  
DEPARTMENT



6 Village Green  
Pelham, NH 03076

Email: [recreation@pelhamweb.com](mailto:recreation@pelhamweb.com)  
[www.pelhamweb.com/recreation](http://www.pelhamweb.com/recreation)

(603) 635-2721  
Fax (603) 508-3094

## **FACILITY USE AGREEMENT FOR USE OF PELHAM PARKS**

Please check off park requested below:

☐ Dennis P. Lyons Memorial    ☐ George M. Muldoon Park    ☐ Golden Brook/Newcomb Field  
☐ Lt. Elmer G. Raymond Field    ☐ Raymond Scout Lodge Fields    ☐ Raymond Scout Lodge  
☐ Sherburne Hall    ☐ Town Center/Gazebo    ☐ Veteran's Memorial Park    ☐ Village Green

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm    End Time: \_\_\_\_\_ am/pm  
Please include time of your set-up and clean-up as necessary. Applicant will be expected to arrive and/or depart at the time scheduled.

Purpose of use: \_\_\_\_\_

Anticipated number of participants/guests: \_\_\_\_\_ # of children \_\_\_\_\_ # of adults \_\_\_\_\_

Recommended # of police on duty (if any): \_\_\_\_\_ Lifeguards (if any): \_\_\_\_\_

Name (organization/Individual): \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

FEES (if applicable): \$ \_\_\_\_\_ (payable to Town of Pelham)

### **RELEASE OF LIABILITY**

I/we, the above-named individual or group, have been informed of and understand the rules and policies (on reverse side) governing use of this park facility and we agree to abide by same.

I/we assume all risks normally incidental to the use of a facility of this type including risks, which are not specifically foreseeable.

I/we hereby agree to release, indemnify, save and hold the Town of Pelham, NH, Parks and Recreation, employees, agents, representatives and volunteers harmless from all liability, actions, causes of action, debts, claims or demands of any kind and nature whatsoever which may arrive by or in connection with our my/use of this facility.

This release is executed by the person responsible for the user-organization on behalf of all persons affiliated with said organization or group or by the individual named.

The Rentee is responsible for enforcement and communication of all rules outlined in the Rules and Regulations for park use and for all fees required 14 days in advance of the reserved date. Checks are payable to Town of Pelham. Rentee is responsible for all damages that may result from this facility use agreement and to provide an insurance binder as required by the Town of Pelham. Rentee will contact Parks and Recreation office with any questions or problems. This agreement is approved only when signed by the Director and the Rentee.

\_\_\_\_\_  
Rentee/Applicant

\_\_\_\_\_  
Director of Pelham Parks and Recreation

Date: \_\_\_\_\_

# Rules and Regulations for Park Use

## **Dennis P. Lyons Memorial Park Rules**

Park OPEN Dawn to 10:30PM  
(Lights will turn off at 10:30PM)  
No unauthorized vehicles permitted (Handicap authorized vehicles are permitted to park at field)  
No alcoholic beverages permitted  
Field use by permission only  
Please dispose of trash in barrels  
No dogs allowed on playing fields  
Dogs must be kept on a leash; Owners MUST pick up waste and dispose of properly  
No profane language or other improper behavior  
Please read skate park rules sign  
Playground use for children 6 years and younger

## **Lt. Elmer G. Raymond Memorial Park Rules**

Park OPEN Dawn to Dusk  
No alcoholic beverages permitted  
Field use by permission only  
No dogs allowed on playing fields  
Dogs must be kept on a leash  
Pet Owners MUST pick up pet waste and dispose of properly  
Please dispose of trash in barrels  
No OHRV's permitted; No hunting or trapping  
No open flame fires  
No Camping or overnight stay on property without written permission  
No profane language

## **George M. Muldoon Park Rules**

Park OPEN Dawn to Dusk except when lights are in use  
Light use by permission only; Lights out no later than 10:30PM  
No alcoholic beverages permitted  
Field use by permission only  
No dogs allowed on playing fields  
Dogs must be kept on a leash  
Pet Owners MUST pick up pet waste and dispose in trash barrel  
No OHRV's permitted  
No hunting or trapping  
No open flame fires  
No camping or overnight stay on property

## **Veterans Memorial Park Rules**

Park OPEN Dawn to Dusk  
No alcoholic beverages permitted  
No hunting or trapping  
No OHRVs permitted  
No trash dumping  
Pet owners MUST pick up pet waste and dispose of in trash barrel  
Dogs must be kept on a leash  
No profane language or improper behavior  
Recycling is encouraged  
See separate rules for use of beach  
Open to Town residents only

## **Golden Brook Park / Newcomb Field Rules**

Park OPEN Dawn to Dusk except when lights are in use  
Light use by permission only-lights out no later than 10:30PM  
No alcoholic beverages permitted  
Field use by permission only  
No dogs allowed on playing fields  
Dogs must be kept on a leash; Pet owners must pick up waste and dispose of properly  
No parking on road  
No profane language or improper behavior

## **Veterans Memorial Park Beach Rules**

Beach open to Pelham residents ONLY; Beach pass is required and must be presented  
Children under 16 must be accompanied by an adult  
Swimming is permitted when lifeguards are on duty during beach hours. If not, swim at your own risk  
No dogs allowed  
No alcoholic beverages permitted  
No profane language or other improper behavior  
No open flame fires

# **USE OF TOWN FIELDS, PARKS, AND FACILITIES**

## **POLICY**

It is the policy of the Town of Pelham to provide recreational facilities for citizens of all ages by providing the use of fields, parks, and facilities for indoor or outdoor recreational enjoyment.

## **TOWN PROPERTIES**

The Pelham Recreation Department maintains the Town properties listed below for the use of all ages. While most facilities are open to the public, permission must be obtained to use our fields, parks, and facilities for functions, organized group activities, commercial activities or special events. Interested parties must complete a "Facility Rental Form" prior to use. A form can be obtained by calling the Parks and Recreation Department at 635-2721 or by going online to [www.pelhamweb.com](http://www.pelhamweb.com).

The Town properties include:

- Pelham Village Green;
- Pelham Veteran's Memorial Park;
- Raymond Park & Soccer fields;
- Newcomb Field;
- Muldoon Park;
- Lyons Park;
- Meetinghouse Park;
- Sherburne Hall.

## **INSURANCE**

A liability insurance policy/binder must be obtained by the applicant prior to the approval for use of our Town fields, parks and facilities, and it must list the Town of Pelham, its officials and employees as additional insured, as demonstrated by a certificate of coverage and a policy endorsement, if applicable. The limits of the coverage shall be not more than \$1,000,000 per occurrence unless a waiver or reduction of the insurance requirement is approved by the Town Administrator based on hardship or the specific nature of the requested use. Insurance is not required for assemblies that are for purposes of participants exercising freedom of speech, unless those assemblies involve selling goods to the public, distribution of food and beverages, or the use of equipment or temporary structures.

**THE USE OF BOUNCE HOUSES OR SIMILAR INFLATABLE EQUIPMENT OR TRAMPOLINES ON TOWN PROPERTY IS STRICTLY PROHIBITED.**

## **AUTHORITY**

- A. The Town of Pelham is guided by the enabling legislation of RSA 35-B.
- B. The Recreation Department has authority over parks, play and recreation grounds and facilities. It adopts rules as specified in the "Governance" section. Failure to comply with any such rule or regulation shall be deemed to be a violation of this policy.

## **DEFINITIONS**

The terms herein used, unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

- A. "Recreation Department" means the Department of the Town as established by the Board of Selectmen of the Town of Pelham.
- B. Park means and includes all Town parks, skatepark, and play and recreation grounds under the jurisdiction of the Recreation Department or the Town of Pelham and the Forestry Committee.
- C. "Person" is any person, firm, partnership, association, corporation, company or organization of any kind.

## **GOVERNANCE**

- A. The Board of Selectmen may acquire land within its jurisdiction by gift, purchase, or lease, for a public recreation and park area and may prepare, equip, and maintain said land for said purpose.
- B. Other than as set forth in this policy, the Recreation Department shall recommend such rules as deemed necessary for the use, care and maintenance of all parks to the Board of Selectmen or Forestry Committee for approval.

## **PROHIBITIONS**

- A. It is unlawful in any manner to tease, annoy, disturb, molest, catch, injure or kill, or to throw any stone or missile of any kind at, or strike with any stick or weapon, toward any person, animal, bird, fowl, or fish; or to feed any fowl, except at areas designated by the Recreation Department or the Forestry Committee, in any park.
- B. It is unlawful to practice or play golf, archery, or other games of like character except at places set apart for such purposes by the Recreation Department or Forestry Committee. It is unlawful to throw or propel any missile or other object where such activity may be hazardous to others.

- C. It is unlawful to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk, or advertising matter in any park or to deposit any such material therein, except in designated receptacles. The Town of Pelham encourages recycling in our Town parks and properties.
1. The Town of Pelham has a mandatory recycling policy for all waste brought to the Town's Transfer Station and believes all people making use of Town property should also make every effort to properly dispose of recyclable waste. Towards that end the Parks and Recreation Department should require all groups that use Town property to establish a recycling program for their group.
- D. It is unlawful to engage in or conduct physical training or physical conditioning training or hold any trials or competitions for speed, endurance, or hill climbing involving any vehicle, boat, or aircraft in any park, except by permission of the Recreation Department.
- E. Upon acceptance of this Policy, all parks and playgrounds in the Town of Pelham shall be closed to the public from dusk until dawn unless otherwise posted or unless such public is attending a Recreation Program sponsored by or authorized by the Town, or by express, written consent of the Recreation Department, Forestry Committee or Town Administrator.
- F. Use of off road vehicles of any kind, including but not limited to three and four wheeled OHRVs, or other such motorized vehicles (Not including snowmobiles) is prohibited at all parks unless such activity is authorized by the Recreation Department or Forestry Committee for a specific event.
- G. Use of bicycles or other wheeled vehicles other than skateboards shall be prohibited from all basketball and tennis courts of the community.
- H. The use and/or consumption of tobacco products, or drugs are absolutely prohibited for all park grounds at all times. No person shall consume or possess any alcoholic liquor or beverages, as defined by RSA 175:1, in any park recreation or rest area within the Town limits, except when express, written consent shall be given by the Town Administrator.
- I. Owners or caretakers of any animal brought to any park shall promptly remove any foul material immediately and place it in the nearest receptacle.
- J. No person shall sit or stand upon the back or stand upon the seat of any municipally owned bench.
- K. No bicycle, scooter, or skateboard shall be left unattended on any sidewalk in any park of the Town in any way that impedes or endangers pedestrians.
- L. Fireworks/pyrotechnics of any kind are prohibited from all Town fields, parks, and facilities without the express written permission from the Fire Chief and the Board of Selectmen.

## **VIOLATIONS**

- A. Anyone who violates this policy, whether directly committing the act or omitting to do the thing constituting the offense, or who aids or abets the same, whether present or absent, and anyone who directly or indirectly counsels, encourages, hires, commands, induces, or otherwise procures another to commit such offense is and shall be a principal under the terms of the policy and shall be proceeded against and prosecuted as such.
- B. In the event that any law enforcement officer of the Town of Pelham observes any minor child operating a bicycle, scooter, skateboard, or roller skates in violation of this policy, the law enforcement officer may confiscate the bicycle, scooter, skateboard, or roller skates operated by said minor child and shall return the bicycle, scooter, skateboard, or roller skates only to said minor's parents or guardian.
- C. The law enforcement officer shall be authorized to confiscate a bicycle, scooter, skateboard, or roller skates under the provisions of this policy whether or not he/she issues a citation for violations of this policy.

## **PENALTY**

- A. Any person found in violation of this policy, shall be guilty of a misdemeanor, and subject to penalties as provided in RSA 676:17.
- B. Any person found guilty of damaging any part of a recreational facility, property, equipment, grounds or shrubbery including the defacement of any building or equipment by the placement of graffiti, shall be required to clean off the graffiti by approved means, or make full restitution of the damaged facility or equipment.

**EFFECTIVE DATE**

Given under our hands-on December 5, 2017.

PELHAM BOARD OF SELECTMEN



\_\_\_\_\_  
Doug Viger, Chairman



\_\_\_\_\_  
Hal Lynde, Vice Chairman



\_\_\_\_\_  
William McDevitt

\_\_\_\_\_  
Paul Leonard



\_\_\_\_\_  
S. Amy Spencer

**APPLICANT**

**By signing your name below, you are acknowledging that you have read, understood and will abide by the Town of Pelham "Use of Town Fields, Parks and Facilities" policy.**

<u>Print Name</u>	<u>Signature</u>	<u>Date</u>
-------------------	------------------	-------------

Application issued by (Parks and Recreation Staff);

<u>Print Name</u>	<u>Signature</u>	<u>Date</u>
-------------------	------------------	-------------