

DEPARTMENT OF PARKS BUILDINGS & RECREATION MANAGEMENT

PARK USE FORM AND PERMIT

BE ADVISED THAT NO PERMIT WILL BE ISSUED LESS THAN 15 DAYS PRIOR TO THE REQUESTED DATE

PLEASE NOTE: CARRIAGE HOUSE & KING PHILIP'S STOCKADE RENTALS ARE NOT INCLUDED ON THIS PERMIT

PLEASE TYPE OR PRINT

NAME OF ORGANIZATION (If applicable)
NAME OF AUTHORIZED REPRESENTATIVE OR INDIVIDUAL
ADDRESS CITY STATE ZIP
TELEPHONE() NUMBER OF PEOPLE EXPECTED
DATE OF EVENT RAIN DATE
NAME OF PARK START TIME AM PM / END TIME AM PM

TYPE I - Small scale events taking place Monday through Friday between the hours of 8:30 AM and 4:00 P.M. ONLY and do not require special attention or needs. \$50.00 ADMINISTRATIVE SCHEDULING FEE / \$75.00 NON RESIDENT ADMINISTRATIVE SCHEDULING FEE FOR A MAXIMUM FOUR HOUR PERIOD. A mandatory damage deposit of \$100.00 is required for these events and should be included in the form of a separate check along with this application. ADDITIONAL FEES WILL BE CHARGED FOR LONGER PERIODS.

CHECK ONE
Wedding Ceremony
Photography (Weekdays & Weekends for Photography only)
Other (describe nature of event)

TYPE II - Events NOT taking place weekdays between the hours of 8:30 AM and 4:00 PM or require some special assistance such as access to electricity. A mandatory damage deposit of \$200.00 is required for these events and should be included in the form of a separate check along with this application. *\$200.00 ADMINISTRATIVE SCHEDULING FEE / \$300.00 NON RESIDENT ADMINISTRATIVE SCHEDULING FEE FOR A MAXIMUM FOUR HOUR PERIOD. ADDITIONAL FEES WILL BE CHARGED FOR LONGER PERIODS.

CHECK ONE
Wedding Ceremony
Demonstration
Speech or Lecture
Other (describe nature of event)

TYPE III - Events with a minimum anticipated attendance of 200 or require special assistance or manpower. A mandatory damage deposit of **\$500.00 is required for these events and should be included in the form of a separate check along with this application. \$250.00 ADMINISTRATIVE SCHEDULING FEE / \$350.00 NON RESIDENT ADMINISTRATIVE SCHEDULING FEE FOR A MAXIMUM FOUR HOUR PERIOD. ADDITIONAL FEES WILL BE CHARGED FOR LONGER PERIODS.

CHECK ONE
Concert, Festival, Performance
Walkathon, Roadrace, Parade
Wedding Ceremony
Public Demonstration
Promotional Photography (Commercials, etc.)
Other (describe nature of event)

***Vehicle entry fee into park is not included in this fee. Additional fees and provisions such as security and insurance may be required.

Have you arranged for police detail? Yes No
(parades/large functions/etc outside of parks)
Do you need electricity/Amplification? Yes No
Are you serving food? Yes No
(You must contact The Health Dept.)
Are musical instruments being used Yes No
Do you need trash receptacles? Yes No
Do you plan to sell anything? Yes No
If yes, what?
Are you setting up tents? Yes No
Do banners need to be hung? Yes No

PARK DEPT. WILL NOTIFY SPFLD. PARK RANGERS OF FOREST PARK EVENTS.

*NO FIRES ARE ALLOWED *LIVE ANIMAL RIDES PROHIBITED
*ALL PARKS CLOSE AT DUSK *NO ADMISSION MAY BE CHARGED
*AFFIXING OF NOTICES IS PROHIBITED *NO AMUSEMENT RIDES/or MECHANICAL OPERATIONS
*ALCOHOLIC BEVERAGES PROHIBITED *ALL AREAS MUST BE LEFT IN A CLEAN, ORDERLY CONDITION
*APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY LICENSES
ADDITIONAL PROVISIONS ARE LISTED ON THE BACK OF THIS PAGE AND SHOULD BE READ THOROUGHLY

All checks should be made payable to THE DEPARTMENT OF PARKS, BUILDINGS AND RECREATION MANAGEMENT. Damage deposits should be submitted in a separate check to avoid delayed refunds. Use bank checks or money orders for damage deposits.

I hereby attest that the preceding information is true. Further, I agree to abide by the Rules and Regulations of the Springfield Board of Park Commissioners as stated on the reverse side.

I agree to reimburse the Department of Parks, Buildings and Recreation Management any costs incurred in furnishing this property for our use. (Such costs including but not limited to: trash pickup, clean up after the affair, or damages to park property) The deposit will be refunded, provided none of the aforementioned situations occur.

As the representative of I agree to the aforementioned and following conditions for the use of park properties. hereby agrees to and shall at all times, defend, indemnify, and hold the city and its' officers, agents, and employees, wholly harmless from any and all losses, costs, expenses (including court costs and attorney's fees, interest and profits), claims demands, suits by any person or persons, injuries, damages or death, and other liabilities of whatever kind of nature, caused by, resulting from incident to, connected with, or arising directly or indirectly out of the negligent or willful act or omission by and anyone directly or indirectly employed by it or anyone for whose acts they may be liable whether or not caused in part by any act or neglect on the part of the city, its officer, employees, agents or servants or others, including parties indemnified hereunder. This indemnity shall survive termination of the agreement.

Signature of Applicant Date

If damage deposit was retained, explain:

COMMONWEALTH OF MASSACHUSETTS

CITY OF SPRINGFIELD

REGULATIONS OF THE BOARD OF PARK COMMISSIONERS

The Board of Park Commissioners of the City of Springfield, by virtue of the authority delegated to it under Chapter 45 of the General Laws of the Commonwealth of Massachusetts and the City Council of Springfield, hereby states the following prohibitions pertinent to the actions of those making use of the lands and waters under its jurisdiction, and stipulates the schedule of fines for offenses against the following regulations.

- A1. To operate any motor vehicle at a rate of speed in excess of fifteen (15) miles per hour (24KM/hr.).
- A2. To operate or park any motor vehicle except in the directions indicated and on ways or spaces expressly provided for such purposes.
- A3. To operate commercial vehicles upon any park way, except by special permit from the Superintendent or to make deliveries to the Department of Parks, Buildings & Recreation Management (PB&RM).
- A4. To operate any kind of motorized off-road or over-snow vehicle without express written consent of the Director.
- A5. To operate a bicycle, horse-drawn vehicle or carriage, where such use is prohibited.
- A6-1.. To operate or stop any vehicle of any sort in a manner that interferes with pedestrian use of pathways.
- A6-2. To operate a motor vehicle in violation of the vehicle storage fee.
- A6-3. Failure to stop for a stop sign or stop light.
- A6-4. To operate a motor vehicle in a harsh, objectionable, reckless or dangerous manner.
- A6-5. To use a skateboard or similar device in any public park, where such use is prohibited.
- A7. To wash or clean any motor vehicle.
- A8. To repair or service any motor vehicle, except for emergency repairs or services.
- A9. To operate a car radio, musical instrument, radio, tape player, or other sound amplification device in violation of Chapter 7.20.020 (f) of the General Ordinances of the City of Springfield.
- A10. To leave an unlocked unattended motor vehicle with the engine running.
- A11. To block or impede any line of moving traffic.
- B1. To distribute handbills, circulars, papers, or other material, or to post any form of advertising and/or signs anywhere without the prior written consent of the Director.
- B2. To deposit, or leave the waste of food, or food containers, or other refuse, litter or trash including yard waste, on park premises except within containers provided therefore.
- B3. To throw refuse of any kind into any lake, stream, swimming pool, or other body of water.
- B4. To deposit or dispose of any household or commercial refuse of any sort.
- C1. To carry or discharge any firearms, firecrackers, or explosive devices of any sort without the prior written consent of the Board of Park Commissioners.
- C2. To make, kindle, allow or maintain a fire for any purpose, except in places specifically provided therefore.
- C3. To behave one's self in a disorderly manner or annoy other persons using the park.
- C4. To drink or have in one's possession, any alcoholic or intoxicating beverage, beer, wine or spirituous liquors.
- C5. To possess, sell, give away or use any substance, the possession or use of which is forbidden by law.
- C6. To permit a dog under the control or care of any person to enter or remain in a public park unless restrained by a leash. Rangers are to use discretion in enforcing this rule in the area of Washington Road and wooded trail areas of Forest Park.
- C7. To injure, molest or disturb any animal, bird or fish, or in any way to interfere with cages, boxes or enclosures for their protection.
- C8. To fish or hunt on any park property, except at such places and times as shall be authorized by the laws of the Commonwealth and the Board of Park Commissioners.
- C9. To operate a boat of any kind on any waterway under the jurisdiction of the Board of Park Commissioners except within daylight hours and in full accordance with Massachusetts General Laws, Chapter 90B, Section II.
- C10. To operate any boat in excess of a total length of sixteen (16) feet (5 meters).
- C11. To operate any boat powered by any means other than manual, sail or electric.
- D1. To enter or remain upon any of the premises under the control of the Board of Park Commissioners later than one/half hour after local sunset or prior to one/half hour before local sunrise without the prior written consent of the Director.
- D2. To enter upon or make use of any portion of the premises under the control of the Board of Park Commissioners wherever such area shall have been marked as closed to the public.
- D3. To cut, injure, crush, deface or disturb any tree, shrub, plant, rock, building, cage, pen, monument, lawn, fence, bench or other artifact or property.
- D4. To erect or maintain a tent, shelter, camp lodge or other structure in any park without the prior written consent of the Director.
- D5. To sell, or offer for sale, any merchandise, service, item or article whatsoever, or to practice, carry on, conduct or solicit any trade occupation, business or profession, without the prior written consent of the Director.
- D6. To play any game or sport, whether organized or informal, on any park land except in such areas and at such times as are designated for such use.
- D7. To swim, bathe, or wade in any body of water, except in such places and at such times as are designated for such use.
- D8. To disobey any legal request or order of the Police, or any agent or employee of the Board of Park Commissioners.
- D9. To gamble, bet, or have in one's possession or control, any means or instrument used in the furtherance of illegal betting or gaming.
- E1. **AGGRAVATED MISBEHAVIOR**
A second violation of any regulation shall be punishable by a fine of \$100.00; a third violation by a fine of \$200.00; and a fourth violation by a fine of \$300.00.

Fines for violations to Rules & Regulations of the Springfield Board of Park Commissioners are as follows:

A1-A11 \$50.00/B1-B4 \$75.00/C1-C11 \$50.00/D1-D9 \$50.00

Overtime Rates

ELECTRICIAN & PLUMBER Regular rate \$22.50/person

Overtime rate \$33.75/person

PARK MAINTENANCE Regular rate \$15.93/maximum/person (3 hr. minimum)

Overtime rate \$23.90/maximum/person (3 hr. minimum)

THE PARK DEPARTMENT RESERVES THE RIGHT TO DETERMINE STAFFING REQUIREMENTS FOR EVENTS

Department of Parks, Buildings & Recreation Management
Forest Park, 200 Trafton Road, Springfield, MA 01108 (413)787-6434