

**Interim Rules and Regulations for Use of
MEMORIAL PARK FIELDHOUSE
Approved by the Trustees of Memorial Park: 08.14.2019
Approved by the Select Board: 08.20.2019**

All authorized persons or organizations must comply with the following rules and regulations for use of the Memorial Park Fieldhouse. The Trustees of Memorial Park and the Town of Needham reserve the right to make changes to these rules and regulations upon a majority vote of both the Trustees of Memorial Park and the Needham Select Board.

Policy:

1. It is the policy of the Trustees of Memorial Park to permit use of the Memorial Park Fieldhouse to incorporated charitable and non-profit organizations engaged in municipal, educational, recreational, and/or cultural activities, the purpose of which is to benefit the Town of Needham and its citizens. Local unincorporated civic, educational, or cultural groups or individuals carrying out similar activities may be allowed to use the facility under certain circumstances as set forth below.
2. Permits for commercial activity, and for private use, including but not limited to, parties, recitals, receptions and other private uses, will not be authorized. Political campaign fundraising or other events will not be authorized.
3. The Memorial Park Fieldhouse may be permitted to religious organizations for non-religious purposes only on the same basis as those available to the general public.
4. Scheduling priority for the use of Fieldhouse facilities will be in the following order: 1) Trustees of Memorial Park, American Legion, and veterans programs, events and ceremonies; (2) Needham High School, Needham-based charitable or non-profit organizations who have activities on the fields and/or who primarily support approved activities on the fields; (3) Needham-based charitable or non-profit organizations; (4) other Town of Needham departments, boards, commissions, and committees; and (5) other organizations and citizens meeting the guidelines of these regulations.
5. When a higher priority group requests a space that was originally requested by a lower priority group or when two different organizations in the same priority group request a space, the Town Manager/designee will facilitate a dialog between the organizations to find a workable solution. If no workable solution can be determined, priority will be given to the highest priority group, or if both groups are of the same priority level, the request will default to the group that submitted the request first.
6. Special or unforeseen Municipal events may supersede previously scheduled permitted events. The Trustees of Memorial Park and/or Town Manager reserve the right to cancel a permit in these circumstances.
7. Service of alcohol beverages may be allowed in certain circumstances but only if approved by the Trustees and in accordance with the Select Board's One-Day Liquor License Regulations and Needham General By-law Section 3.1.9, as found in Appendix A.

8. It is the policy of the Trustees of Memorial Park to permit use of the storage areas and concession area. Special rules apply to these two activities as set forth below.
9. All use of the Memorial Park Fieldhouse facilities will comply with the Planning Board’s Special Permit No. 2018-01 dated March 8, 2018 (attached).

Procedures:

1. Use of Fieldhouse for Events

- a. The Town Manager/designee will determine whether requested uses are in conformance with the policy, process appropriate permit requests, and collect designated fees (if any).
- b. The Town Manager/designee will make the determination on the specific space available that is appropriate for the individual request.
- c. In the event that a request that is non-routine in nature, including multiple uses, the Trustees of Memorial Park will make the determination on the use.
- d. The Town Manager/designee will provide the Memorial Park Trustees with regular reports as to permits approved. When time permits, the Town Manager/designee will provide the Trustees with the opportunity to review and comment on permit applications.
- e. Except in extraordinary circumstances as determined by the Town Manager/designee, the Memorial Park Fieldhouse will be available for use after 6:00 p.m. Monday through Friday and all-day Saturday and Sunday.
- f. The Fieldhouse will not be permitted to outside groups during the school day, or during major school events, or during major events at Memorial Park other than to groups holding permits to use the Park.
- g. The room or facility occupancy capacity cannot be exceeded. Occupancy of the rooms available for use at the Memorial Park Fieldhouse is as follows:

Space	Occupancy	Room Dimensions
Home Team A	60	19'-0" x 37'-6" (732 sf)
Visiting Team B	30	18'-0" x 32'-2" (687 sf)
Concession	10	10'-8" x 22'-0" (257 sf)
Trustees Meeting Room	38	22'-6" x 31'-8" (718 sf)
Multi-purpose Room	120 seats	33'-8" x 36'-0" (1,435 sf)

- h. Use of the Memorial Park Fieldhouse includes access to the multi-purpose room which has 96 chairs and nine (six-foot diameter) round tables that will hold eight chairs each. The Memorial Park Trustees Board Room has a large meeting room table that will seat 14 persons and the room will have a standard set up of 24 chairs for attendees/visitors. The

first floor has access to 60 folding chairs in the Home Team Room and 30 folding chairs in the Visitor Team Room.

- i. The Memorial Park Fieldhouse does not have full kitchen facilities. Food must be prepared off-site and may only be served or sold with a permit from the Board of Health. The Kitchenette includes a range, a refrigerator, a microwave oven, a dishwasher, a coffee maker, and a double wash sink.
- j. All areas used for a function must be left in the same condition as they were found.
- k. Access to areas beyond permitted areas is prohibited.

2. Permitting Requirements

- a. Applicant must be at least 21 years of age and a representative of an eligible organization as set forth above.
- b. Completed applications for permits must be submitted at least 10 working days in advance of the requested event. Application forms can be found on the Town's website. Completed forms may be submitted in person or mail to Park & Recreation at the Rosemary Recreation Complex, or by e-mail to MemFieldhouse@needhamma.gov.
- c. Permit requests with an anticipated attendance level of more than 50 people, or with special circumstances that warrant review, will be forwarded to the Needham Police Department and Needham Fire Department. In some instances, the Chief of Police and/or the Fire Chief will require a police detail and/or fire detail. Arranging for the police and/or fire detail will be the responsibility of the applicant.
- d. The person submitting the permit request will be the primary contact for the program to be held under that permit and must be on site during the event. That person's signature on the final permit will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for ensuring that all rules are followed by participants in the event. Failure to follow regulations and/or make appropriate payments will affect the applicant's ability to obtain permits for the use of the Memorial Park Fieldhouse.
- e. A written notice from permit holder of cancellation is due, on a business day, at least 48 hours prior to the scheduled use for Tuesday, Wednesday, Thursday, and Friday events, and 72 hours for Saturday, Sunday, Monday or holiday events.
- f. A Certificate of Liability Insurance, with the Town named as an additional named insured, must be submitted to the Building Maintenance Division of the Department of Public Works prior to the issuance of the final permit. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$2,000,000 aggregate for property damage liability. Any unchartered, unincorporated or informal group or individual authorized to use the facility an unable to provide a certificate of liability insurance must submit to the

Town Manager a letter of explanation. The group or individual will be required to sign statement releasing the Town from liability.

- g. Permit holders may not alter the premises or install equipment. No tape may be used on the floor. Posting of signs or hanging of decorations of any type is prohibited without the approval of the Town Manager or designee.
- h. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
- i. The Town is not responsible for lost, stolen or damaged items.

3. Use Fee

- a. A use fee for the function room, to account for energy, additional maintenance, and permitting costs will be charged to all groups, except those sponsored by Town departments, boards, commissions, and committees. The fee schedule for use of the Memorial Park Fieldhouse is included in Appendix B and is subject to change.
- b. At least one custodian may be required for events in the Multi-Purpose Room. There will be a four-hour minimum for custodial services. The custodial and building monitor fees are subject to change and are listed in Appendix C.
- c. Under no circumstances shall a custodian/building monitor be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult supervision shall be provided at all activities throughout the event. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last participant has safely left the Memorial Park Fieldhouse.
- d. The custodian/building monitor will only provide access to spaces/equipment that are approved on the permit and will not authorize use of any other space/equipment.

4. Service of Alcohol

- a. In accordance with Town of Needham General By-Law Section 3.1.9, no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal.
- b. Service of alcoholic beverages may be allowed in certain circumstances in accordance with General By-laws Section 3.1.9 and by vote of the Memorial Park Trustees. Alcohol will not be permitted in any outdoor location of the Memorial Park Fieldhouse.
- c. A One-Day Liquor License will be required from the Select Board.

- d. If a one-day license for the sale of alcohol is approved by the Select Board, a Police detail will be required, with a four-hour minimum.

5. Fire Safety Regulations

- a. The following are prohibited: smoke machines, use of matches, candles, incense, and pyrotechnics.
- b. Each permit with expected attendance of more than 50 people or with special circumstances will be forwarded to the Needham Fire Department for compliance with the Massachusetts Board of Fire Prevention Regulations (527 CMR) and the Needham Board of Selectmen's Policy on Fire Details dated 10/28/03 for a determination as to whether fire detail is required. The Firefighter's role will be to ensure that occupancy limits have not been exceeded; to monitor that all egress areas remain available for use and are marked; to check that all fire protection devices are working; to ensure that all fire codes are followed; to respond to any immediate fire emergency and evacuation; and to perform as first responder to any medical emergency.
- c. If a fire detail is required, the applicant will comply with Fire Department rules and regulations governing details.
- d. Use of any equipment/material that is judged to potentially jeopardize fire safety will require review, permission and a permit from the Needham Fire Department.

6. Police Safety Regulations

- a. Each permit with an attendance of 50 or more will be forwarded to the Needham Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a Police Detail must be hired through the Needham Police Department. It is the responsibility of the applicant to contact the Town's Police Department to determine if a Police Detail is necessary. The Police Detail's role will be to provide security to the facility; ensure that vehicles are parked legally; and ensure that emergency vehicles have access to the facility. If a Firefighter is not present on site, the Police Detail will perform as a first responder in the event of an accident or injury.
- b. In the event that a police detail must be hired, there is a four-hour minimum payment requirement.
- c. In accordance with N.G.B.L. Section 3.1.9., no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal.
- d. Information on one-day liquor licenses is available at the Office of the Town Manager, otm@needhamma.gov.

- e. In accordance with MGL, Chapter 101, Section 22, except as authorized by regulations issued by the Select Board, no person, including licensed hawkers and peddlers, shall sell or offer to sell items within 1,000 feet of any School during hours that School is in session until one hour after closing of the Schools, or sell or offer to sell items within 1,000 feet of any recreational area in organized use.

7. Board of Health Regulations

- a. Smoking is not permitted in the Memorial Park Fieldhouse or property in accordance with Article 1 of the Needham Board of Health Regulations, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, marijuana, pipe tobacco, snuff; or electronic cigarettes, electronic cigars, electronic pipes, electronic hookah, liquid nicotine, “e-liquids” or other similar products, regardless of nicotine content, that rely on vaporization or aerosolization.
- b. A temporary food permit and license fee is required for any event that involves the preparation, sale or distribution of food, in accordance with Article 1 of the Needham Board of Health regulations.

8. Raffle and Bazaar Regulations

- a. A request for a permit must be submitted to the Needham Town Clerk’s Office to hold a raffle or bazaar, according to MGL, Chapter 271. A raffle is defined as “an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes.” A bazaar is defined as “a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each.” An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
- b. Any person wishing to hold an auction must apply for a permit through the Needham Town Clerk’s Office, according to MGL, Chapter 100. A copy of the application will be reviewed by the Needham Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at the time of application.

9. Use of Technology and Audio-Visual Equipment

- a. Should a permit request include use of televisions, monitors, projector, DVD player, or any other type of technology and/or audiovisual equipment, a determination will be made by the Town Manager or designee on the availability of the equipment and the need for a specially trained staff member to be present during use. In the event a specially trained staff person must be on duty, a fee will be charged to cover the cost of his/her time. The hourly fee is listed in Appendix B.
- b. The Trustee Board room has a 75-inch flat panel TV with connections available for computers along with data /telephone.

- c. The Multi-Purpose room has a fixed mounted Ceiling projector with a motorized wall projector screen. A Blu-ray player is available in the AV Rack. There are HDMI and VGA connections at the projector screen wall with sound system and microphone connections along with four floor boxes. These boxes have power outlets and data connections. A wall mounted telephone is also in the space.
- d. The facility has WIFI.

10. Accidents and Damage to Town Facilities

- a. In the event of an accident during the time of the permit, the permit holder must complete an accident form and submit to the Town Manager within twenty-four hours of the accident or on the first business day after the accident.
- b. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
- c. The permit holder is responsible for surveying the room(s) provided by the permit prior to use and notifying the custodian/building monitor immediately if there are any problems that could jeopardize the safety of any individual.
- d. If damage to the facility or equipment occurs, the custodian/building monitor must be notified immediately. Permit holders may not make any repairs without the approval of the Town Manager/designee.

11. Concession Area Use Procedures

- a. The Concession Area may be permitted to groups that have permits to use the fields or the parking lot.
- b. The Concession Area includes: one icemaker, one double-wash sink, one dishwasher, two three-drawer food warmers, one pizza warmer, one refrigerator, one freezer, two induction range tops, one microwave oven, one handwash sink, coffee makers, and shelving for storage.
- c. Groups permitted to use the Concession Area are expected to leave the area in the same condition in which it was found.
- d. Access to the Concession Area outside of permitted hours (such as for delivery or pick-up) must be made during the hours that the facility is staffed with a custodian (currently 6:00 p.m. to 10:00 p.m. and during specific Fieldhouse events), or by appointment (through the Building Maintenance Division of the Department of Public Works).

12. Storage Area Use Procedures

- a. Secure “Cage” Storage is provided in the Visitor Team Room (four units) and the General Storage Room (four units).
- b. Cage Storage is assigned to the Exchange Club, Needham Baseball and Softball, Junior Football and Cheer, the Touchdown Club, and any other groups approved by vote of the Memorial Park Trustees.
- c. Groups assigned to Cage Storage are responsible for the internal security of the cages and must provide a key to any lock to the Building Maintenance Division of the Department of Public Works to allow for building system access and/or in case of emergency.
- d. Cage Storage users may not store property of any kind outside of the enclosed storage area.
- e. Cage Storage area are eight feet tall and the shelving provided is six feet tall.
- f. Cage Storage users may not install any equipment or shelving without the approval of the Director of Building Maintenance and the Memorial Park Trustees.
- g. In-Season storage with easy access to Memorial Park will be used primarily by the High School Athletic department, and any other group approved by vote of the Memorial Park Trustees.
- h. Off-Season storage will be used by the Exchange Club (large items), the High School Athletic Department, and any other group approved by vote of the Memorial Park Trustees.
- i. Access to the storage areas must be made during the hours that the facility is staffed with a custodian (currently 6:00 p.m. to 10:00 p.m. and during specific Fieldhouse events), or by appointment (through the Building Maintenance Division of the Department of Public Works).

13. Parking Lot
Reserved

14. The Trustees of Memorial Park and/or the Town Manager, or their designee therefore, reserves the final right of approval for use of the building and may, under extraordinary circumstances, cancel the function.

Appendix A
(Selectmen's One-Time Liquor Permit)

Appendix B
(Use Fees)

Appendix C
(Hourly Rates as of 11/1/2018)

Custodial Staff

Weekdays/Saturdays	\$45.00
Sundays/Holidays Custodian	\$58.00

Technology Staff

Reserved

Appendix D

(Floorplan)