

**Town of Acton Recreation Department**

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

Fax: 978-264-9630

Email: recreation@acton-ma.govWebsite: www.acton-ma.gov

Cathy Fochtman, Recreation Director

Date: September 22, 2014
To: Steve Ledoux, Town Manager
From: Cathy Fochtman, Recreation Director
RE: Waiver of Fees for American Cancer Society's Relay for Life Event
May 16 – May 17, 2015

I recommend that the Board of Selectmen support the American Cancer Society's request for a waiver of fees, with the exception of out-of-pocket expenses, for the Relay for Life event at NARA, scheduled for Saturday, May 16– Sunday, May 17, 2015. The value of the waiver totals \$3,010.00 for the 16 hour rental of the facilities requested. The out-of-pocket expenses include Natural Resources Crew overtime payroll for setup and cleanup for the event, fuel to run generators, and materials such as firewood. Gregg Grenier, American Cancer Society representative, has been working with the Recreation and Natural Resources Department to formulate the scope of this event at NARA. Relay for Life has been a popular fundraiser event in Acton for the past eight years.

They will be staging the event around the pond area, so all activities will take place within sight of the bathhouse. Mr. Grenier's letter outlines details regarding the event. I will have periodic meetings with Mr. Grenier and Acton Relay for Life Committee members to coordinate these plans.

We have successfully supported this event for the last eight years and are proud to make it a profitable and memorable one for cancer survivors, and their families and supporters.



September 18, 2014

Town of Acton, Board of Selectman
472 Main Street
Acton, MA 01720

Dear Board of Selectman,

On behalf of the American Cancer Society's Relay For Life of Acton-Boxborough, I am requesting that the fees be waived for the use of NARA Park, which is home of this annual event. The Relay For Life of Acton-Boxborough will be held on Saturday, May 16 – Sunday, May 17, 2015.

Relay For Life is the country's largest fundraising event and more than 5,000 events take place nationwide annually. The American Cancer Society Relay For Life is a unique community overnight event that allows individuals from all walks of life to join in the fight against cancer. Teams of 8 – 15 people form from businesses, clubs, families, friends, hospitals, schools, and service organizations. The event takes place at a local track, during an 18 to 24-hour period, and one team member is always walking, jogging, or running, while other members camp out along the track and enjoy entertainment, activities, and camaraderie.

Cancer is a disease that touches everyone in one way or another. The Relay For Life raises cancer awareness and generates funds for research, education, advocacy, and local patient service programs. It also serves as a celebration for cancer survivors, a memorial for loved ones lost, and an inspirational rally for the community. Since its inception in 2004, the Relay For Life of Acton-Boxborough has raised more than \$1,200,000 to fight cancer in the community.

Last year was the eighth year this event was held at NARA Park and the participants truly enjoyed their time there. It is an ideal venue to hold this special, community-oriented event. We are grateful to have had the pleasure to call NARA Park the home of the Relay for Life of Acton-Boxborough and hope to continue to do so.

A major component of a successful Relay For Life is minimal costs. The event relies on sponsorship donations, as well as in-kind donations (food, water, equipment, etc.). I am requesting that the use fees be waived; specifically, anything that is not an out-of-pocket cost, such as the beach and vendor fees, to ensure the highest percentage of donor dollars are being put towards the American Cancer Society's programs of research, education, advocacy and patient services. Here are some details about Relay For Life 2015:

New England Division

43 Nagog Park, Suite 110, Acton, MA 01720-3426

p) 781.314.2600 / 877.655.4907 f) 781.314.2699

Cancer Information: 1.800.227.2345 cancer.org RelayForLife.org



- Relay will be held from 3:00 p.m., Saturday, May 16 through 7:00 a.m. Sunday, May 17, 2015.
- Participants will be using the area around the pond for camping. The large tents, picnic area, and beach will also be utilized.
- Participants will be walking the walking trail around the pond.
- The American Cancer Society has provided the appropriate insurance certificates.
- Relay committee will be responsible for staffing the event, set up and clean up, hiring police detail, and EMT coverage.
- Relay committee will be responsible for getting required port-o-potties.
- Relay committee will obtain DJ and local bands for music and entertainment, and will abide by all town enforced quiet times.
- Relay will not be allowing swimming, so we will not need lifeguards.
- Relay committee will work with the Recreation Department on the issue of parking.
- The American Cancer Society will send the appropriate Letter to NARA neighbors at least one month in advance to inform them of the event, as we have in previous years, using an up to date list as provided by the Town of Acton.
- We request that the town provide lighting for the park.

I will be keeping open communication with the Recreation department throughout the planning process to ensure another successful Relay event.

Please consider my request to waive the use fees of NARA Park for the Relay For Life of Acton-Boxborough as this is an event that the Town of Acton residents support and care about deeply. If there are additional questions or concerns, please don't hesitate to contact me at the information listed below. Thank you in advance for your time and attention.

Best,

A handwritten signature in black ink that reads "Gregg Grenier".

Gregg Grenier
Relay For Life Specialist
American Cancer Society
43 Nagog Park, Suite 110
Acton, MA 01720
(781) 314-2652
Gregg.Grenier@cancer.org



TOWN OF ACTON
RECREATION DEPARTMENT

472 Main Street
Acton, Massachusetts, 01720
Telephone: (978) 929-6640
Fax: (978) 929-6340

E-mail: recreation@acton-ma.gov
Website: www.acton-ma.gov/recreation

2014 APPLICATION FOR USE OF RECREATION FACILITIES

Complete Sections I & II only, signature required on page 2. File application with the Acton Recreation Department at least TWO WEEKS prior to the date desired. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available online or at the Rec. Dept.) for a Permit to be granted. Incomplete applications will be returned. Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first, payment is due to secure your facilities rental and permit will be issued.

SECTION I

Application Date: 9/18/14 E-mail Address: Gregg.Grenier@Cancer.org
Name of Organization: American Cancer Society
Contact Person: Gregg Grenier Phone: Office (781) 314-2652
Address: 43 Nagog Park, Suite 110 Cell: (978) 866-7293
Town/City: Acton State: MA Zip Code: 01720
Organization: Acton Non-Resident Number of Participants: 300-500
Describe Activity: Relay for Life of Acton - Boxborough

SECTION II

DATE REQUESTED: We do not offer rain dates; you must request an additional permit for requested alternate date.

1st Choice May 16, 2015 Time Requested: Start Time: 8AM End Time: May 17, 2015 @ 9AM

2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

FACILITY/ FIELD REQUESTED: (PLEASE CHECK)

* event is 3PM-7PM

NARA Park (25 Ledge Rock Way):

- ____ Amphitheater
- Walking Trail (1 mile)
- New Picnic Pavilion (Please choose below):
 - Full Pavilion (20 picnic tables)
 - Wing #2 (Closest to playground) _____
 - Wing #3 (Overlooking the pond) _____
- Bathhouse Pavilion (9 picnic tables)
- Patio Tent (4 picnic tables)
- Picnic Pod (2 picnic tables)
- ____ Group Swim Passes, # needed: _____
- ____ Large Soccer Field, # fields: _____
- ____ Small Soccer Field, # fields: _____
- ____ Miracle Field
- ____ Softball Field
- Volleyball Court 1 or (2) (Please Circle)
- Gaga Court

Elm Street Fields (21 Elm Street):

- ____ Soccer Field
- ____ Softball Field
- ____ Tennis Court, 1 or 2 (Please Circle)

Concord Road (104 Concord Road):

- ____ Soccer Field

School Street Fields (343-347 School Street):

- ____ Small Soccer Field, # of fields: _____
- ____ Large Soccer/Lacrosse Field, # of fields: _____

Veterans Fields (655 Main Street):

- ____ Little League Fields, 1 or 2 (Please Circle)

Gardner Field (Route 111 near Kinsley Road):

- ____ Recreational Field or Playground

Great Hill (54 School Street):

- ____ Soccer Field, 1 or 2 (Please Circle)
- ____ Little Great Hill Field

Hart Field (80 Taylor Road):

- ____ Little League/Softball Diamond

MacPherson Field (80 Taylor Road):

- ____ Little League/Softball Diamond

Jones Field (Martin Street & Stow Road):

- ____ Full Size Baseball/Lacrosse/Football Field

Robbins Mill Recreation Area (61 Canterbury Hill Road):

- ____ Small Soccer Field
- ____ Basketball Court

T.J. O'Grady Skate Park (66 Hayward Road):

- ____ Skate Park

