



Town of Acton Recreation Department

Office Address: 33 Nagog Park Dr.

Mailing Address: 472 Main Street

Acton, MA 01720

Phone: 978-929-6640

Fax: 978-929-6333

Email: recreation@acton-ma.gov

Website: www.acton-ma.gov/recreation

Cathy Fochtman, Recreation Director

Date: March 27, 2015

To: Steve Ledoux

From: Cathy Fochtman, Recreation Director

RE: Waiver of Fees for Acton Lions Club Town Fair, June 17 – 21, 2015

I recommend that the Board of Selectmen support Steve Rubner's attached request for a waiver of fees, with the exception of out-of-pocket expenses, for the annual Lions Club Fair at School Street field, scheduled for Wednesday, June 17– Sunday, June 21, 2015. They will be setting up beginning 8:00 a.m. Monday June 15 – Tuesday June 17. Steve Rubner, Lions Club member has managed this event annually with the cooperation of the Recreation and Natural Resources Department for the past seven years. Acton Lions Club President Mickey McGurl is closely involved.

The Acton Lions will be staging the fair rides, concessions and parking on the School Street playing fields. They will consult with Police Officer Jim Cogan about assigning police detail during the course of the event.

Finance Director Stephen Barrett has been consulted regarding insurance requirements to protect the Town. The fair vendor, Fiesta Shows, will provide a certificate of insurance liability to provide adequate coverage, as recommended by MIA and approved by Steve Barrett. Please see Conditions of Permit for these details.

Additional details are covered in Mr. Rubner's letter. The annual Town Fair has been a popular fundraiser event in Acton for the Lions for many years. We are very excited to support this event at School Street.



March 18, 2015

Town of Acton, Board of Selectmen
427 Main Street
Acton, MA 01720

Dear Board of Selectmen,

I am writing on behalf of the Acton Lions Club to request a waiver of use fees for the Acton Lions Club Town Fair to be held at the School Street soccer fields from June 17-21, 2015.

The club holds the Fair every year, and has done so for more than 25 years. A major component for a successful Fair is minimal costs. The event depends greatly on sponsors such as Middlesex Bank, Stop and Shop, Christmas Motors, Acton Medical and others in order to maximize the amount of money we can raise for charity. We expect that a minimum of 50% of the proceeds will be used to fund local community projects in Acton, and the balance will be donated to Massachusetts Lions Eye research Fund. The eye research funds will be used for early stage basic research projects at institutions such as the Schepens Insitute, and others that are listed at: http://www.masslionseyeresearch.org/pb/wp_420d7af1/wp_420d7af1.html.

These projects average a 10 to 1 return to the institutions in the form of larger federal and state grants that are awarded based on the results of research conducted by the "seed" money that comes from the MLERF. More information on the Mass Lions Eye Research organization is available at <http://www.masslionseyeresearch.org/index.html>

We have been working closely with the Recreation Department and Fiesta Amusements to ensure that this will be a safe and entertaining event for our community . Please do consider my request to waive the use fees of the School Street fields for the Acton Lions Club Town Fair.

Thank you in advance for your consideration

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Rubner". The signature is fluid and cursive, with a large initial "S" and "R".

Steve Rubner

Town Fair Chair

Acton Lions Club

Ph: 978-790-3076

Email: acton_lions@hotmail.com



**TOWN OF ACTON
RECREATION DEPARTMENT**

Mailing Address:
472 Main Street
Acton, Massachusetts, 01720

Recreation Department Location:

33 Nagog Park
Acton, Massachusetts, 01720
Telephone: (978) 929-6640
Fax: (978) 929-6333
E-mail: recreation@acton-ma.gov
Website: www.acton-ma.gov/recreation

2015 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: 3/12/15 E-mail Address: RUBYM9A2C@COMCAST.NET
Name of Organization: ACTON LIONS CLUB
Contact Person: STEVE RUBNER Phone: Home (978) 263-3189
Address: 4 LOTHROP ROAD Cell: (978) 790-3076
Town/City: ACTON State: MA Zip Code: 01720
Organization: Acton Non-Resident Number of Participants: _____
Describe Activity: ACTON LIONS TOWN FAIR

SECTION II

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

1st Choice 6/17-6/21 Time Requested: Start Time: ALL DAY End Time: _____
2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

SET-UP 6/15-6/17/15
NORTH-END OF FIELD
8:00AM-ALL DAY
TAKE-DOWN 6/21 8:00AM

FACILITY/ FIELD REQUESTED: (PLEASE CHECK)

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) ____ Add Dancefloor ____
- Wing #3 (Closest to pond) ____ Add Dancefloor ____
- ____ 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: ALL
- Large Soccer/Lacrosse Field, # of fields: ALL

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

*The NARA Picnic Areas are not available for rental during the NARA Summer Camp hours (7:30 AM – 5:30 PM, Monday –Friday, excluding Thursdays: June 22 – Aug. 28, 2015). Permits will not be available at NARA Park for these dates in 2015: July 3-4, and dates that have sponsored recreation events.

Will Food/Beverages be Served? YES If Yes, be specific LIONS FOOD BOOTH, FIESTA CONCESSIONS
Will Alcohol be Served? NO If yes, has a permit been obtained by the Board of Selectmen? _____

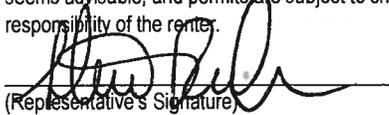
**A separate application and fees for liquor license is obtained through the Town Manager's Office—please note this application is filed with the Board of Selectmen and is needed no less than one month prior to your event.

Picnic table availability is noted for each area. Additional tables are not provided by the Town of Acton.

You are welcome to bring your own charcoal or propane grill. All coals must be discarded in ash can. NARA Park bathrooms are open during normal beach operation hours. A portable toilet is onsite at the lower beach area.

CANCELLATION POLICY: If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. Group swim passes are not refundable. Refunds are not issued due to weather related conditions.

The Lessee or user of the facility/field will hold the Town of Acton and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Acton reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable, and permits are subject to change. Picnic tables available are noted on form, additional tables needed are the responsibility of the renter.


(Representative's Signature)

3/12/15
(Date)

SECTION III
For Office
Use Only

REQUIRED SERVICES ASSIGNED:

- Fire – All commercial use of propane tanks need permit. (Over 50 gallons)
Contact the Acton Fire Dept. 978-264-9645
- Police
- Health Department Permit (Obtained at the Board of Health-separate fee with BOH)
- Swimming—all swim passes must be purchased at time of permit issuance. Additional passes may be purchased at the group rate onsite if permit holder has received permission in advance from Recreation Director.
- Portable Toilets Required Location Required: _____
- Dumpster required
- Liquor License (see Section II) Approved Denied

Pending waiver of fees per BOS

ESTIMATED RENTAL FEES:

Bldg. Rental \$ _____ Field Rental \$ _____ Swimming Fee \$ _____
Electrical Fee \$ _____ Security Deposit (required) \$ _____

PERMIT FOR USE OF RECREATION FACILITIES:

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED.

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS: _____

Permit Issued By: _____ Date _____
Recreation Department Signature

Special Instructions: _____

Additional Notes Attached: Yes No

COPY TO:

- Grounds (Shawn O'Malley)
- Police
- Lifeguards
- Health Department
- Fire
- Finance
- Authorized Rep.
- Town Manager

Office use only: Application Received on: 3/20/15 By: MR
 Application Approved / Denied on: _____ / _____ / _____ Withdrawn on: _____
 Applicant Contacted on: 3/23/15 By: Phone Email Mail
 Second Contact on: _____ / _____ / _____ By: Phone Email Mail
 Payment by: Cash Money Order Check #: _____
 Amount Paid \$ _____ Date Paid _____ / _____ / _____ Received By: _____



Lions Club Fair at School Street, Acton, MA, Wed June 17 – Sun June 21, 2015

The conditions for the field permit are as follows:

1. Certificate of Liability Insurance is required with "Town of Acton" listed as additional insured. Limits of liability required are:
 - o General Liability: Naming the Town as an Additional Insured
\$1,000,000 Occurrence \$3,000,000 General Aggregate
 - o Excess/Umbrella Coverage: Naming the Town as an Additional Insured
\$5,000,000 Occurrence \$5,000,000 Aggregate
 - o Workers Compensation - Evidence of Insurance Coverage Mass Statutory Limits
 - o Automobile Liability:
\$1,000,000 Combined Single Limit
2. Police detail is required. You must arrange this with the Acton Police Department, Jim Cogan 978-263-9638.
3. Lions must provide staffing to manage on-field parking. Police will control on-street traffic. Seeking alternate offsite parking arrangements is the responsibility of the Lions.
4. Lions/Fiesta must rent light towers and distribute as per Police requirement.
5. Portable toilets are required: 6 units, including 1 handicap unit, with daily cleaning scheduled.
6. All trash, vehicles and Lions and Fiesta property must be removed from premises following event, within 48 hours.
7. Fiesta Shows must provide temporary fencing to restrict use of Acton Water District Well Zone and to cordon off MCI Concord corn/alfalfa field. Fence locations will be provided by the Town.
8. Fiesta must comply with Acton Water District requirements for water access to School Street hydrant: Acton Water District 978-263-9107.
9. Lions/Fiesta must rent a minimum of one highway message board to post on School Street & Route 2 for Event messages.
10. Emergency Management staffing is required. You must arrange this with Gail Sawyer 978-621-2308.
11. Fiesta Shows must arrange Board of Health permit for food vending and Town permitting for general operations.
12. Lions/Fiesta will sign an agreement from the Town for any field damage reparations, including mechanical damage or spillage. The Lions Club will contact the Fire Dept. 978-264-9645 to request that the Fire Dept. spill containment trailer be brought onsite during the event.

13. A letter to abutters of the School Street property informing them of the event details must be issued one month prior to the event.
14. Lawn signs must be posted to provide parking directional information.
15. Parking information must be included on all publicity: School Street parking only. No cars permitted to park or stop on Route 2 or Wetherbee Street.
16. Fireworks are not permitted on this property.

Issued March 27, 2015 - CF



Cathy Fochtman
Recreation Director

TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9608
Fax (978) 264-9630
www.acton-ma.gov

Effective Date: April 1, 2008

Acton Recreation Field Use Permit and Weather Policy

Town of Acton's Field Use Mission Statement

- To offer safety for all field users.
- To maximize usage of fields with seasonal field designations.
- To collect appropriate user fees to offset routine maintenance of playing surface.
- To protect the playing fields in Acton from long term damage.
- To maintain fields (community pride).

FIELD PERMIT POLICY: Regardless of the season, each sport team/league must apply for a field permit through the Recreation Department in Town Hall and provide a copy of insurance for the town to keep on file for each season. A field permit is not in force until all information has been provided, fees paid (if applicable), and signed.

Subletting of field permit is not allowed. Permit is for league or permit holder use for the dates, times and purpose listed only. Violators will be subject to permit revocation. Don't jeopardize your permit; refer inquiries for field use to the Recreation Department.

Subletting is defined as:

1. Permit user granting access to Town fields under their permitted time to conduct camps, clinics, and tournaments with an outside agency where fees are collected. Permit holder is required to apply for a separate permit in these circumstances.
2. Permit user granting any individual, sporting organizations, camps and businesses, use of Town fields under their permitted time, with or without compensation.

- Each sport team must submit a written copy of their field needs two weeks prior to the scheduled seasonal meeting. Please inquire with Recreation Director for more details on date and time.
- By applying for a permit, each league/sport team also agrees to present a current Certificate of Liability of Insurance covering all field use for the organization.
- All permits must be approved by the Town of Acton Recreation Department, which will forward copies to other departments as needed: police, fire, etc.
- Please note that the Town of Acton reserves the right to cancel any permission, whenever in its discretion, such cancellation seems advisable.
- Cancellation Policy: If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. (Effective January 1, 2007)
- Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.
- Field lighting should be turned off when not in use.

INCLEMENT WEATHER FIELD USE POLICY: Field closings are the responsibility of the Acton Recreation Department during weekdays, and group users on weekends. Regardless of whether the field is officially closed or not, a practice or a game should not commence or continue on a field if:

- The field has standing water on it (i.e. puddles).
- Softball and baseball fields are often playable even with standing water on the infield (base paths should have no water).
- By playing on the field, the players are or would be damaging the field beyond normal wear and tear (i.e. tearing up the turf, creating muddy areas, etc.).
- Lightning is present. There is no exception to this rule.

- The field is saturated with water. Saturation is when you step on the field and water seeps up to footprint, like a sponge.

NEW FIELD POLICY:

- Each league will be required to appoint a designated contact person for all Recreation Department communications. This person will assist the Recreation Department in determining field playability on weekends.
- Each league will be responsible for communicating special field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.
- No team, league or group may use closed fields.
- Once a game begins, the referee or umpire is responsible for the decision to suspend a game due to the above or other conditions.
- No team, league or group may use a field without a current permit issued by the Town of Acton.

Failure to adhere to the above regulations may result in revocation of permit for the remainder of the season and/or future consideration for field permits.

By signing below, each Organization Coordinator and their group agree to abide by the policies stated above.

Steven Rubrek Acton Lions
Representative's Name & Organization

Howell 3/12/15
Representative's Signature & Date