



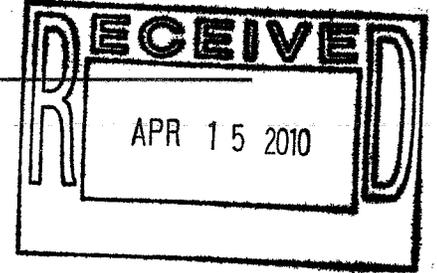
4/26/10 (19)
Town of Acton Recreation Department

472 Main Street
Acton, MA 01720
Phone: 978-264-9608
Fax: 978-264-9630

Email: recreation@acton-ma.gov

Website: www.acton-ma.gov

Cathy Fochtman, Recreation Director



To: Steve Ledoux, Town Manager
From: Cathy Fochtman, Recreation Director
Re: Acton 5K Road Race at NARA Permit, May 30, 2010
Date: 4/14/2010

The Recreation Dept. is collaborating with local businessman Mark Coddair of Marx Running to hold an Acton 5K Road Race at NARA Park on Sunday, May 30. This is the second year that Mr. Coddair has agreed to sponsor this event. Mr. Coddair respectfully requests that permit fees for use of NARA be waived for this event.

The Acton 5K is a certified Road Race that originates at Ledge Rock Way, outside the entrance to the lower parking lot at NARA, circles the NARA walking loop, exits NARA's upper parking lot to the Town Forest trail, and turns around on Nagog Park Drive, returning back to NARA's upper parking lot, with the finish line at the picnic area. The Acton 5K at NARA was organized by the Recreation Department for three previous years, and we determined that the race would have greater visibility and participation if area running professionals were to organize and execute the race. Mr. Coddair came forward to offer his services in this capacity. He has an extraordinary resume in organized running and most importantly, he is an Acton businessman involved in the support of local youth running groups in the Acton community. Mr. Coddair is a respected colleague of the Acton-Boxborough Regional High School Track and Cross Country Coaching staff. He successfully organized the race for the first time last year.

The safety aspects of this race have been addressed as stated in Mr. Coddair's letter via the hiring of a police detail. As recommended by the Town Finance Director and MIA, Marx Running will obtain a Certificate of Liability Insurance with limits of \$1,000,000 Occurrence and \$3,000,000 General Aggregate, with Town of Acton, Marx Running and its organizers named as insured parties.

The Acton Family Network (AFN), an active community group that offers activities for young families, is supporting this event. The inclusion of a Youth Division Mile Race and a Kid's Tot Trot demonstrates the appeal this event will have for an adult runner with young family members.

I look forward to a successful race on Sunday, May 30 and our ongoing partnership with Marx Running and the local running community through this race.



April 12, 2010

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

Dear Board of Selectman,

On behalf of the Acton 5K Road Race, I am requesting the fees for the use of Nara Park be waived. The event is scheduled to be held on Sunday May 30th is completely self-funded with some sponsorship donations and proceeds benefiting local youth running programs.

The event is intended to be a family and local community event and will include a 5K Road Race, a youth division Mile race and kids tot trot. The event is being managed by Marx Running & Fitness and supported by Acton Family Network. We estimate that we will attract over 200 participants to this family event.

We have discussed the safety requirements with the Acton Recreation Department as well as the police Department and will be hiring two detail officers for four hours for traffic and event control. The town finance director has been consulted regarding insurance requirements and the event will carry insurance binders through USA Track & Field naming the Town of Acton, Marx Running and its organizers as insured parties.

Any consideration to waive the park user fees for this community event would be greatly appreciated.

Sincerely,

Mark Coddaire
Race Director
Acton 5K



**TOWN OF ACTON
RECREATION DEPARTMENT**

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

2010 APPLICATION FOR USE OF RECREATION FACILITIES

Complete Sections I & II only. 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 on-line 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: 4/13/10 E-mail Address: GLRRML@AOL.COM
 Name of Organization: MARK CoddAIRE
 Contact Person: MARK CoddAIRE Phone: Home (978) 888-7214
 Address: 4236 GREAT RD Work (978) 263-5510
 Town/City: ACTON MA State: MA Zip Code: 01720
 Organization: Resident Non-Resident Number of Participants: 200
 Describe Activity: ROAD RACE - KIDS FIVE MILE - TOT TROT

Section II

FACILITY/ FIELD REQUESTED: (PLEASE CIRCLE)

Rt. 2A/27 Field 1: Little League Field	Rt. 2A/27 Field 2: Little League Field	Concord Road Soccer Field	Elm Street Tennis Court (2 courts) # needed ___
Elm Street Small Soccer	Elm Street Softball Field	Gardner Playground (Rt. 111)	Great Hill Soccer Field
Little Great Hill Small Soccer Field	Hart Little League or Softball Field (Conant)	MacPherson Little League or Softball Field (Conant)	Jones Full Size Baseball, Lacrosse/Pop Warner
School Street Small Soccer Field # needed ___	School Street Large Soccer Field # needed ___	School Street Lacrosse Field	NARA Softball Field
NARA Lg. Soccer # fields requested: ___	NARA Sm. Soccer Field # fields requested ___	NARA Picnic Area Small - (4 picnic tables)	NARA Picnic Area Large (8 picnic tables)
NARA Patio Tent Area (4 picnic tables)	<u>NARA Bathhouse Pavilion (5 picnic tables)</u>	NARA Beach Group Swim Passes # ___ requesting	NARA Amphitheater
T.J. O'Grady Skate Park	Elm Street Playground		

* The Picnic Area, Patio Tent, and Bathhouse at NARA are not available for rental during the NARA Youth and Mighty Mini Summer Program Hours (8:00 AM - 5:30 PM Monday -Friday June 22 - Aug. 26, 2009) Permits will not be available at NARA Park for these dates in 2009: May 30, July 4, July 5, Aug. 13, Sept. 12.

DATE REQUESTED: We do not offer rain dates, you must request an additional permit for requested alt. date.
 1st Choice 5/30/10 Time Requested: Start Time: 9:00AM End Time: 2:00PM

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

Will Food/Beverages be Served? NO If Yes, be specific _____

Will Alcohol be Served?* NO 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. Picnic charcoal grills are available for large tent, small tent and patio picnic areas at NARA Park. 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.

[Signature]
(Representative's Signature)

4/13/10
(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 2 officer detail
- 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

ESTIMATED RENTAL FEES:

Pending BOS approval

Bldg. Rental \$ _____ Field Rental \$ 0 Swimming Fee \$ _____ Electrical Fees _____
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 Catherine L. Fodtman 4/14/2010
Recreation Department Signature Date

Special Instructions: Two police assigned for traffic control, insurance binders naming Town of Acton, Marx Running and its organizers as insured parties are required and outlined in accompanying letter to Board of Selectmen.

Additional notes attached: Yes No

Copy to:

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

Facilities and Field Application/Inquiry, DOC1.1.09

Office use only: Application Received on: <u>4/13/10</u> By: <u>CF</u>	
Application approved <input checked="" type="checkbox"/> denied on: <u>4/14/10</u>	Withdrawn: _____
Applicant contacted on: <u> / / </u>	by: phone email mail
Second contact on: <u> / / </u>	by: phone email mail
Payment by: cash check money order	Application withdrawn: <u> / / </u>
Amount Paid \$ <u>N/A</u>	Date Paid <u> / / </u>