



**Town of Acton Recreation Department**

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

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Cathy Fochtman, Recreation Director

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Date: November 6, 2015

To: Steve Ledoux, Town Manager

From: Cathy Fochtman, Recreation Director

RE: Waiver of Fees for American Cancer Society's Relay for Life Event  
May 21– May 22, 2016

I recommend that the Board of Selectmen approve 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 21– Sunday, May 22, 2016. The value of the waiver totals \$2,355.00 for the 25 hour rental of the facilities requested. The out-of-pocket expenses that the American Cancer Society will be responsible for paying include Natural Resources Crew overtime payroll for setup and cleanup for the event, fuel to run generators, and materials such as firewood. Darcy Corcoran, 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 nine years.

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

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



September 21, 2015

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

Dear Board of Selectmen,

On behalf of the American Cancer Society Relay For Life of Acton-Boxborough, I am requesting that the fees be waived for the use of NARA Park, which is home to this annual event. The Relay For Life of Acton-Boxborough will be held on Saturday, May 21– Sunday, May 22, 2016.

Relay For Life is the American Cancer Society's signature fundraising event. More than 5,000 events take place nationwide each year. 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 a 12 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. Relay For Life events raise cancer awareness and generate funds for research, education, advocacy, and local patient service programs. The event 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 \$1,230,000 to fight cancer in the community.

Last year was the ninth 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 2016:



- Relay will be held from 3:00 p.m., Saturday, May 21 through 6:00 a.m. Sunday, May 22, 2015.
- Participants will be using the area around the pond and New Pavilion for camping. The large tents, picnic area, and beach will also be utilized.
- Participants will walk 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 allow 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,

*Darcy Corcoran*

Darcy Corcoran  
Community Manager, Relay For Life  
American Cancer Society  
43 Nagog Park, Suite 110  
Acton, MA 01720  
(781) 314-2678  
Darcy.Corcoran@cancer.org



**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

**2016 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: 9/14/15 E-mail Address: Darcy.corcoran@cancer.org  
 Name of Organization: American Cancer Society  
 Contact Person: Darcy Corcoran Phone: Home <sup>office</sup> (781) 314-2678  
 Address: 43 Nagog Park, SU4110 Cell: (781) 974-8206  
 Town/City: ACTON State: MA Zip Code: 02446  
 Organization:  Acton Non-Resident Number of Participants: 200-500  
 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.  
 1<sup>st</sup> Choice MAY 21, 2016 Time Requested: Start Time: 8AM End Time: MAY 22, 2016 at 9AM  
 2<sup>nd</sup> Choice \_\_\_\_\_ Time Requested: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**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 #1 (Closest to playground)  Add Dancefloor
- Wing #2 (Closest to pond)  Add Dancefloor
- Bathhouse Pavilion (8 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  (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

\* 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 23 – Aug. 25, 2016). Permits will not be available at NARA Park during our Independence Day Celebration (date TBD), and dates that have sponsored recreation events.

Will Food/Beverages be Served? Yes If Yes, be specific vendors, SURVIVOR dinner

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 (978-929-6611)—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. Portable toilets are onsite by the volleyball courts and upper parking lot.

**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.

Nancy Corcoran  
(Representative's Signature)

9/14/15  
(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. 978-929-7722
- 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

**ESTIMATED RENTAL FEES:**

Bldg. Rental \$ \_\_\_\_\_ Field Rental \$ \_\_\_\_\_  
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: \_\_\_\_\_  
Recreation Department Signature

Special Instructions: \_\_\_\_\_

Additional Notes Attached: Yes No

**COPY TO:**

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

Walking Trail (25 hrs) = \$ 125  
New Pavilion = \$ 29  
Bathhouse Pay = \$ 27  
Patio Tent = \$ 15  
Picnic Pod = \$ 37  
2 Volleyball = \$ 240  
Gaga Court = \$ 120  

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Total = \$ 2355

**Office use only.** Application Received on: 9/21/15 By: MR  
Application Approved / Denied on: \_\_\_/\_\_\_/\_\_\_ Withdrawn on: \_\_\_\_\_  
Applicant Contacted on: \_\_\_/\_\_\_/\_\_\_ By: Phone Email Mail Office  
Second Contact on: \_\_\_/\_\_\_/\_\_\_ By: Phone Email Mail Office  
Payment by: Cash Money Order Check #: \_\_\_\_\_  
Amount Paid \$ \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_ Received By: \_\_\_\_\_