

Recreation Commission Meeting

20 Sanderson Street City Offices and Greenfield Community Youth Center

December 14, 2023 6pm

ATTENDING:

- Heather Valenta, Donna Dusell, Dan Piasecki, Myrt Jaquay, Christy Moore, and McKenzie Web, Azalea Carter from Greenfield Middle School, and Melissa Web McKenzie parent - 44 Grove Street)
-

6:05pm MEETING COMMENCEMENT

6:02pm PUBLIC INPUT: GMS Swing Set

- McKenzie and Azalea are seeking a swing set at the Greenfield Middle School. They think would be a good CPC project for 2024. McKenzie read a letter she prepared requesting a swing set be added somewhere to the school grounds and knew that the Recreation Department is responsible to all playgrounds.

6:15pm REVIEW OF MEETING MINUTES:

- October and November minutes were reviewed; Dan made a motion to accept the October and November minutes; Myrt seconded; all voted in favor.

RECREATION DIRECTOR REPORT

6:18pm PROGRAM AND OFFICE UPDATES:

Greenfield After School Program:

- Working on onboarding another Assistant Group Leader to help in GRASP and two days in Rec Room until softball season starts. The department's most newest employee is working really wonderfully in the GRASP program. The department has been able to step back into Dept. Rec roles as staffing is complete except to cover absences. GRASP is mid-way through the school year so progress reports will be out next month. Next week is the last staff meeting for the year. Department will have snacks and goodies for the staff.

Basketball Registration

- Shayla has been checking in on practices this week. She is proud to report for Travel League has four boys and two girls teams in the 2-4th grade division. There are two boys and one girls team for 5-6th grade division. With a total of 92 players and 22 volunteer coaches.
- For the pee wee league which starts in January Tuesday and Thursday evenings it is full and Wednesday has space available; for a total of 27 players and 4 coaches so far. She has scheduled the coaches meeting on January 3rd.

Rec Room

- Ben is happy to report that the total number of students for the second season is up to 21 with an average of 13-15 per day. It is really heartwarming to see the students walk to get snacks after school and walk back to the Rec Room. Rec Room is building volcanoes this week and they are eager to explode them tomorrow 😊

Office

- Department staff has been busy preparing sponsorship letters for 2024 distribution. Kelly has been busy updating materials and starting to train Shayla on GRASP items for her upcoming maternity leave.

2024 Recreation Commission Date

- Dates confirmed:
 - January 18
 - February 15
 - March 21
 - April 11
 - May 16
 - June 13
 - July 18
 - August 15
 - September 19
 - October 17
 - November 21
 - December 12

6:24pm Old Business:

Parks and Programs

Community Preservation Committee (CPC) Projects

- New CPC FY25 - Recreation Projects and Community Recreation Submissions are scheduled for January 30 CPC meeting at City Hall.
- Christy provided updates on all projects. Overview of CPC:
 - Rocky Mountain Trail Maintenance Project – MOU edits sent to AmeriCorps, have had multiple meetings on site with applicant and Conservation Agent. Working on MESA and Conservation Commission paperwork now that we have GPS coordinates of site work.
 - Beacon Bocce and Fountains – bid specs are being finalized, engineering plans finished, water fountain quotes were returned last month – just need to meet with Procurement to award and order.

- GHS Track – need to approve plan and schedule work for spring.
- Site Amenities – quotes received need to meet with Procurement to award and order. Should be able to order a few more as quotes were less than we anticipated.
- Pickleball – just received sample scope of work from Berkshire Design today. Will review and finalize for signature by end of next week.
- Shattuck – is complete and final report was submitted.

North Severance Street Park

- Building Commissioner Mark Snow completed an inspection of the building to ensure it is safe and not compromised. Report and photos shared. Christy sent an email to the Mayor asking for a meeting to determine next steps. Christy did meet with City Planner to review area for driveway clearance, parking and dugout layout. It was determined there is room for the driveway and dugouts along the first base sideline. There needs to be follow up about parking on the street. If this project does move forward, abutter notification is needed. If the windows and doors get bordered up and debris removed it then no one can enter. The Recreation Department and Commission want to make sure everyone can be safe and parking is addressed.
- There must be a lease agreement. Christy will prepare a lease agreement for Mayor to review, if approval to build is granted. GML is eager for a notice to proceed if approved. The league asks for 5 years, although Recreation Commission is consider a 3 year lease.

6:40pm New Business:

Winter Carnival 2024

- Trying to finalize details for events to send to designer. Collectively the department staff have made programming cuts due to budget deficit. Reaching out to School to cover all costs of Saturday afternoon performance like Mad Science Show. Removed Saturday family fun fest guest instead, the event will have Greenfield Games, crafts, face painting and Title 1 Program giveaways. Eliminated ice bar and ice corn hole from our expenses. Mesa is picking up Ice Bar and will donate all proceeds from ice bar beverages sold to Recreation Department for event costs. Will use some grant funds to cover artist fees.
- Department staff are really pursuing raffle items and sponsorship. Any contacts the Commissioners have please ask for financial support. Christy can provide sponsorship forms.
- Parade of Lights – Shayla has started to reach out to businesses and organizations to join. We have 2 confirmed so far.

Summer 2024 Events and Programs

- Summer planning is in full swing. Kelly has already confirmed camp themes and is working on field trips.

- Christy presented program proposal fees for 2024. See attached document. Myrt makes a motion to accept program fees as presented; Dan seconded; all voted in favor.

Important event/program dates:

- May 4: Cornhole
- May 18: Staff Orientation
- May 19: Mutts and Mayhem
- June 1: Swim Area opening day
- June 2: Community Safety Day
- June 15: Pride
- June 19: Juneteenth
- July 6: Fireworks
- July 7: Fireworks Rain Date
- August 4: Triathlon

Movies in the Park

- Unless we can lock in another sponsor – the Department needs to make cuts. Each film costs approximately \$735 to show (License, DPW and DVD). Christy has suggested only offering 3-4 movies this year. October would be a new addition and could feature a Halloween film. The movie dates with earlier start times have better attendance. Late time slots would be best for Teen or Adult movie. Commission will leave final decision to Christy based on funding.

- **Potential Movies in the Park Series Dates:**

- May 3rd @ 8:30PM
- June 7th @ 9:00PM
- July 19th @ 9:00PM
- August 16th @ 8:15PM
- September 13th @ 7:15PM
- October 4th @ 7:00PM
- Potential Titles to show: Wonka, Wish, Migration, Trolls Band Together, Teenage Mutant Ninja Turtle: Mutant Mayhem, Kung Fu Panda 4, Teen Movie: Hunger Games: Ballad of Songbirds & Snakes. Halloween Movie: Hocus Pocus, The Haunted Mansion, Hotel Transylvania, Ghostbusters, Beetlejuice

Rec the Night

- Shayla and Ben have prepared the schedule and activities for the series. Marketing materials are in progress.

Rec the Night Dates:

- January 19th: Carnival Night
- February 16th: Spectacular Science
- March 15th: Build Big
- April 12th: Hide and Seek and Laser Tag
- May 10th: Sports Night
- June 14th: Chalk Fest
- July 19th: Water Games
- August 16th: Kickball
- September 20th: Cookies and Canvas
- October 18th: Boo Bash
- November 15th: Dodgeball
- December 13th: Gingerbread Houses

To be determined:

- New Fireworks Fundraisers – Christy has asked Recreation Commission to come up with ideas and suggestions.
- Energy Park Concerts/Events – Christy will be meeting with Mpress Nembhard about series.

Fireworks

- Bids were returned with only Pyrotecnico responding. Northstar Fireworks emailed thank you but there were booked. See attached document for Fireworks bids received.
- Dan made a motion to accept Pyrotechnico fireworks bid for \$16,500 for both events with \$4,500 for Winter Carnival and \$12,000 for Independence Day Celebration; Myrt seconded; all voted in favor.

Fireworks Fundraising – need to really fundraise each month. Christy has again requested Recreation Commissioner’s help this year. Ideas offered from Recreation Commission discussion:

- Myrt shared about an indoor golf fundraiser. He will share information for indoor golf program with Christy.
- Donna shared the idea from Mik about a possible golf tournament. More information will come as Mik will make some calls.
- Dan suggested a possible Disc golf tournament. Christy has requested more information on this.
- Other ideas offered were possible dinner at a local organization like Moose Club or Elks. Myrt suggested a Poet Seat pizza night. Christy asked for more brainstorming of how and where these ideas could happen.

- Amy McMahan at Mesa is brainstorming as she really wants to help the department fundraise in general.
- Christy has suggested the following ideas:
 - February – Shayla and Ben are working on a Dodgeball tournament.
 - March – need to plan something
 - April – need to plan something
 - May - Cornhole – Court Square
 - June – need to plan something

Facility Use:

Facility Use Request Form:

Christy shared the proposal for changes to Facility Use Fees – see attached. The changes were:

Athletic Fields and Courts Fees: \$15 Res / \$30 NR per hour – Minimum of two hours

Pavilion \$75 Res \$150 NR for a four hour use'

Only other minor change is that the form is to be submitted two weeks prior to rental.

Myrt made a motion to accept the proposed changes; Dan seconded; all voted in favor.

Mobile Stage Request Form:

Christy shared the proposal for changes to Stage Use Fees – see attached. The changes were:

Increase delivery and set up to \$500 – to cover DPW staffing fees.

Remove Movie Screen and Projector as an option for rental.

Dan made a motion to accept the proposed stage request form changes; Myrt seconded; all voted in favor.

Park Operations

Swim Area:

Need to cover our operational costs for the swim area. This year was a very hard year that has left the revolving account in a deficit. Christy has inquired about the potential of a reserve fund transfer but because it is revolving not operational it is a bit more challenging. Christy will be meeting with the Finance Director to discuss. In the meantime, Christy has requested the Commission think about how it can advocate for more funding, to support the operations of the park. It may entail meetings with Commissioner's City Councilor and or new Administration. Along with determining how the department and Commission can sell more passes and increase the daily admittance to the park.

Christy has requested the Commission review proposals for changes for 2024 and decide on how to proceed. This discussion will continue in the January meeting.

Swim Area 2024 Proposals

1. Generate more income by increasing pass sales
 - a. After a few rough weather years, pass sales significantly declined. We need to create a marketing campaign to sell the value of the pass
 - i. Highlight the community benefits of their purchase
 1. Support youth employment. Employ X# of teens and young adults
 2. Perhaps spotlight/ get quotes from previous or current employees about their experience working at the river
 3. Help maintain the beauty of the park
 - ii. Highlight amenities their pass includes
 1. Safe lifeguarded beach and tested swimmable water
 2. Playground, volleyball, basketball, gaga, multi-use fields, picnic tables, grills, walking/ hiking paths, restroom facilities, etc
 3. Serenity/ tranquility of the park
 4. Breakdown of pass cost- Visit X # of times, cost per day if visit everyday
2. Reduce expenses by reducing Park Hours
 - a. Propose Weekends 10:00am-8:00pm, Weekdays 12:00pm-7:00pm
 - i. Typically, very few people at the park for general public before noon on weekdays- less than 10. Usually they are the parents/ toddlers that visit before lunch/naptime.
 - ii. Benefit: Weekdays would only need 3 lifeguard staff per day, 1 gate, 1 concessions staff verse 10:00am-8:00am staffing of 5 lifeguards per day, 2 gate, 1 concessions
 - iii. Disadvantage: No camp swim in the morning, but it is usually colder so less kids swim in morning. Can play water games as alternative.
 - iv. Park gates would need to be closed after camp drop off time to prevent early park entry by public.
 - v. Would have to work with the school lunch program regarding hours and free lunch availability to the public.
3. If hours are not reduced, reduce expenses by decreasing the number of guards on duty
 - a. Propose: Weekdays- reducing from 5 guards a day to 4: Two guards from 9:30AM-5:30PM and two from 12:30PM-8:30PM.
 - i. This only leaves 2 guards during busiest times of the day to make sure entire beach is covered, restrooms being maintained, etc.
 - ii. Does this create a liability issue?

See Budget Comparison Chart attached.

Seasonal Employee Determination for 2024

Review the 2024 Seasonal Positions and the Seasonal Pay Rates and Seasonal Dates as attached.

Dan made a motion to accept the 2024 seasonal pay rate and positions as presented; Myrt Seconded; all voted in favor.

FY25 Budget

Christy presented the proposed operating budget which includes salaries and pool testing expenses. Christy was requested to present a level funded budget for non-personnel expenses which for us is only pool testing expenses. All positions were budgeted per SSEAS contract.

When Christy is able to meet with the new administration, she hopes to add additional requests such as season employee funding and office operational expenses. Until then the budget guidance was followed in preparation of the proposed budget.

Vote to approve as submitted until further budget discussions with new administration occur.

Myrt made a motion to accept the 2025 department budget as presented at this meeting; Dan seconded; all voted in favor.

Future Agenda Items

- FY24 & FY25 Budgets
- Winter Carnival and Special Events for the year
- Green River Swim Area- pass sales, daily visits, and overall budget concerns
- Abercrombie Field and parking arrangements for baseball practices and games given new ownership of former Greenfield Center School and renovation/development
- Parks tour for Commissioners
- Find Triathlon volunteers who can take over some of the more physical needs of the committee during race week as current dedicated volunteers are aging and need to train new members.
- Review the leases for various parks including Abercrombie, Lunt, and Murphy.
- Connect Mark Lombard of New England Mountain Biking (used to be on the Recreation Commission) with Kim to network with him about NEMBA grants, etc. for Highland Park trail improvements.
- Propose ideas for the Sustainable Greenfield Committee position to Christy.
- Work with Eric about the City's recent ownership of a 13 acres parcel and an easement to the surrounding six acres (there's also a house there that someone recently bought at auction) in Highland Park- check in on this in spring 2024.

Next Meeting Date: January 18 at 6pm

Adjourn 7:57– Motion made by: Myrt Seconded by: Dan

**Recreation Commission Monthly
Meeting Schedule 2024
Thursday @ 6:00pm**

January	18
February	15
March	21
April	11
May	16
June	13
July	18
August	15
September	19
October	17
November	21
December	12

Greenfield Recreation Projects

Projects with Current Funding

Project Name	Funding Amount	Funding Source	Description	Status	Pending Actions
1 Rocky Mountain/Highland Trail Mapping & Assessment	\$ 50,000.00	Capital FY24	FRCOG to assess all trails, Create Map (digital and print), make recommendations for trail changes and signage locations	In Progress	MOU signed and sent to FRCOG MESA & Con Com Paperwork & Approval in Progress
2 Highland Trail Maintenance	\$ 15,000.00	CPC FY24	Trail Maintenance at Highland Park to include drainage improvements and trail rerouting	In Progress	AMC/ Americorps Agreement complete, MESA & Con Com Paperwork & Approval in progress
3 Beacon Improvements/ Bocce & Water Fountains	\$ 130,000.00	CPC FY24, Capital FY22, CDA	2 New Bocce Courts with benches, ADA sidewalk & parking, ADA Water Fountains to replace current, ADA parking spots	In Progress	Bid Specs being finalized with Rec & Procurement. Fountain Bids received and ready to be awarded
4 GHS Track ADA Access	\$ 1,350.00	CPC FY24, CDA	New ADA access from GHS parking lot to track and bleachers	In Progress	Approve final plan and complete work
5 Site Amenities	\$ 22,226.31	CPC FY24	Outdoor Concrete Ping Pong, Foosball, and Cornhole at parks and/or schools	In Progress	Site Amenities bids received and ready to be awarded. Able to purchase 2 Ping Pong (GMS & GSA), 1 Foosball (GMS), 2 Cornhole (GSA)
6 Pickleball	\$ 50,000.00	CPC FY24	Assessment/ Plan for Pickleball at Abercrombie	In Progress	Developing scope of work to reach out to Berkshire Design

Future Projects in which Funding is Being Requested

Project Name	Funding Request	Funding Source	Description	Status	Pending Actions
1 Outdoor Recreation Equipment	\$ 50,000.00	Capital FY25	Swings at Newton School, Picnic Tables and Boardwalk Replacement at the Swim Area	Request submitted	N/A
2 Poet's Seat Improvements-Sandblasting	\$ 50,000.00	Capital FY25	Sandblast and restore Poet's Seat tower from graffiti and vandalism	Request submitted	N/A
3 Pickleball Construction	Capital: \$300,000 CPC: \$572,000	Capital FY25 & CPC Community Request FY25	Construction of Pickleball Courts	Request/ Application submitted	N/A
4 Rocky Mountain/Highland Wayfinding Signage & Kiosks	\$ 135,000.00	Capital FY25 & CPC FY25	Funds to install wayfinding signage based on recommendations from trail assessment	Request/ Application submitted	N/A
5 Hillside Park Improvements	\$ 180,000.00	CPC FY25	Funds to install a shade structure over splash pad seating and continuation of walking path	Application submitted	N/A

6	Site Amenities	\$ 87,000.00	CPC FY25	Funds to install additional site amenities including Concrete Table Games, Solar Charging Stations, and bike repair stations	Application submitted	N/A
7	Bike Racks	\$ 3,900.00	CPC Community Request FY25	Bike racks at parks and trail heads	Application submitted by Community Member	N/A

Projects Completed

	Project Name	Funding Amount	Funding Source	Description	Status	Pending Actions
1	Skate Park	\$ 985,915.03	PARC Grant, Capital, ARPA, FGR	New Skatepark	Project Complete	Complete
2	Shattuck Park Fitness Cluster	\$ 24,000.00	CPC FY24	New fitness cluster to be installed at Shattuck Park Playground	Project Complete	Closeout form submitted Total Cost= \$23,129.58 \$870.42 returned to CPA funds

Projects Withdrawn or Not Funded

1	Energy Park Shed	\$ 3,500.00	CPC FY25	Funds to install a shed	Application Withdrawn	Project Withdrawn due to lack of Master Gardener Support
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City of
GREENFIELD, MASSACHUSETTS

Department of Inspections and Enforcement

Roxann D. Wedegartner
Mayor

Mark A. Snow
Inspector of Buildings

City Hall • 14 Court Square • Greenfield, MA 01301
Phone: 413-772-1404 x 2105 • Mark.Snow@greenfield-ma.gov • www.greenfield-
ma.gov

MEMO

TO: Roxann Wedegartner, Mayor

FROM: Mark A. Snow, Building Commissioner

DATE: December 12, 2023

RE: 46 Severance Street site inspection

At the request of Mayor Wedegartner and Recreation Director Christy Moore, a visual inspection of this structure located at 46 Severance Street was conducted for the purpose to assess the building to ensure the building is safe and not compromised. The inspection was conducted on December 11, 2023.

The Assessor's property record card shows this property is located in the Rural Residential (RC) zoning district, was constructed about 1930, and contains approximately 968 square feet. The one story wood frame structure has a basement level; the supporting foundation for this structure is constructed of a masonry block foundation. The building has been vacant for years and based on observations during the inspection, the building's interior has had very little maintenance, if any throughout the years. The inspection was a visual inspection only. The areas focused on during the inspection, include; the exterior, 1st floor, and basement level.

Exterior:

1. The exterior siding of the building is weathered, paint peeling from siding and other siding show signs of deterioration.
2. In the area of Southwest corner of the building near the exterior masonry chimney, the exterior siding and framing members have rotted, and may possibly have some termite damage.
3. The small structure attached to the rear of the building housing a generator on wheels is in disrepair.
4. The roof structure covering the exterior stairs to the basement is in disrepair.
5. One top section of the masonry wing wall supporting the roof structure for the stairs to the basement shows some lateral movement.
6. The exterior landing for the stairs to the basement has several 20 lb. propane cylinders stored on the landing outside the door to the basement.
7. Two basement windows are missing, one window is located on the east side, and the other window is located on the west side of the building. The pane of glass in the exterior entry door to the basement is missing.

8. Overgrowth is overtaking the accessible ramp.
9. Roofing is covered with pine needles and moss.

Interior 1st floor:

10. Paint peeling from ceiling throughout the floor area.
11. Obnoxious odors Detected throughout from being vacant and closed for years.
12. Interior wall covering near fire extinguisher has cracked.

Interior Basement Level:

13. The landing for the stairs leading from the 1st floor to the basement level has failed and not structural safe for use,
14. Obnoxious odors Detected throughout from being vacant and closed for years.
15. Interior of the masonry block foundation has been painted; the paint is peeling away from blocks.
16. Some water seepage through the foundation was observed in one area of the foundation (Southwest corner); the concrete floor in that area was damp.
17. Joints in the masonry block foundation have separated

General:

18. City sewer is not available in this area; therefore there must be an on-site septic system that serves this structure that includes the two restrooms and kitchen, though no records for an on-site septic system have been found.
19. Condition of the electrical service, electrical system and wiring unknown.
20. Condition of the plumbing system, plumbing pipes unknown
21. Condition of the mechanical heating system unknown
22. Interior condition of the masonry chimney for use unknown

Based on my observations, it is my determination this structure is structurally safe with the following exceptions; refer to #13 stair landing located between the 1st floor and basement level and #2 the southwest corner of structure as noted above.

Please note this structure is in need of substantial work prior to re-occupancy or use. The window openings of the structure that have broken glass should be boarded and secured ASAP.

Respectfully
Mark A. Snow



**North Severance Street
Inspection Photos
12/11/2023**







2024 Program Fee Proposals

Program/Event	2023 Res	2023 NR		2024 Res	2024 NR
Teeball	\$ 45.00	\$ 55.00	to	\$ 50.00	\$ 60.00
Buddy Baseball	\$ -	\$ -	to	\$ -	\$ -
Start Smart Baseball	\$ 50.00	\$ 60.00	to	\$ 60.00	\$ 70.00
Start Smart Soccer	\$ 50.00	\$ 60.00	to	\$ 60.00	\$ 70.00
Co-Rec Softball	\$ 450.00	\$ 450.00	to	\$ 500.00	\$ 500.00
Babysitters Certification	\$ 50.00	\$ 60.00	to	\$ 60.00	\$ 70.00
Golf Clinic	\$ 10.00	\$ 20.00	to	\$ 20.00	\$ 30.00
Tennis Lessons	\$ 50.00	\$ 60.00	to	\$ 60.00	\$ 70.00
Adult Tennis League	\$ 25.00	\$ 35.00	to	\$ 30.00	\$ 40.00
Skateboard Lessons	\$ 10.00	\$ 20.00	to	\$ 15.00	\$ 25.00
Spring Drop In Basketball	\$ 25.00	\$ 35.00	to	\$ 30.00	\$ 40.00
Summer Basketball	\$ 10.00	\$ 20.00	to	\$ 20.00	\$ 30.00
First Aid & CPR	\$ 90.00	\$ 100.00	to	\$ 100.00	\$ 110.00
Summer Camp	\$ 175.00	\$ 185.00	to	\$ 175.00	\$ 185.00
Fall Soccer	\$ 45.00	\$ 55.00	to	\$ 50.00	\$ 60.00
Pee Wee Soccer	\$ 30.00	\$ 40.00	to	\$ 40.00	\$ 50.00
Pickleball Ladder	\$ 5.00	\$ 10.00	to	\$ 5.00	\$ 15.00
Shakespeare in the Park	\$ 10.00	\$ 20.00	to	\$ 10.00	\$ 20.00
Rec the Night	\$ -	\$ -	to	\$ -	\$ -
Home Alone Safety	\$ -	\$ -	to	\$ -	\$ -
Parking Meter Painting	\$ -	\$ -	to	\$ -	\$ -
Learn to Play Programs	\$ -	\$ -	to	\$ -	\$ -

Special Event/ Important Dates 2024

Important Dates:

- May 4: Cornhole?
- May 18: Staff Orientation
- May 19: Mutts and Mayhem
- June 1: Swim Area opening day
- June 2: Community Safety Day
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- November 15th: Dodgeball
- December 13th: Gingerbread Houses

TBD:

New Fireworks Fundraisers

Energy Park Concerts/Events?



GREENFIELD RECREATION DEPARTMENT

20 Sanderson Street, Greenfield, MA 01301
PHONE: (413)772-1553 FAX: (413)773-0115
EMAIL: reco@greenfield-ma.gov
www.greenfieldrecreation.com



FACILITY USE REQUEST FORM

To reserve a facility, including parks, pavilions, stage, sports field, etc, please fill out this form and return pages 1 & 2 to the Recreation Department. Facilities are reserved on a first come first serve basis. Forms must be filled out as completely and accurately as possible and submitted at least two ~~to three~~ weeks prior to your rental. The Pavilion at the Green River Swimming Area is rented in 4 hour time blocks including set-up and breakdown. **Blocks are available from 10:00am-2:00pm or 2:30pm-6:30pm.** All pavilion rentals require a \$50 damage deposit. A price quote will be given AFTER your form is submitted. Please allow up to one week for processing.

APPLICANT		EVENT CONTACT	
APPLICANT NAME	ORGANIZATION NAME	EVENT CONTACT NAME	
ADDRESS (Street, City, State, Zip)	PHONE	ADDRESS (Street, City, State, Zip)	PHONE
	E-MAIL		E-MAIL

RESERVATION INFORMATION			
SELECT FACILITY/PARK		DATE(S)/DAY	
<input type="checkbox"/> Beacon Field	<input type="checkbox"/> Highland Park	JAN	JUL
<input type="checkbox"/> Hillside Park	<input type="checkbox"/> Energy Park	FEB	AUG
<input type="checkbox"/> Green River Swim Area	<input type="checkbox"/> Green River Park	MAR	SEP
<input type="checkbox"/> Other _____		APR	OCT
AREAS OF USE		MAY	NOV
<input type="checkbox"/> Baseball/Softball Field	<input type="checkbox"/> Open Field	JUN	DEC
<input type="checkbox"/> Courts (please specify use) _____		<input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN	
<input type="checkbox"/> Pavilion/Stage	<input type="checkbox"/> Electricity	HOURS(Include set-up and clean-up) Pavilion Rentals available in 4 hr blocks: 10:00AM-2:00PM or 2:30PM-6:30PM	
<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Beach/Lifeguards	START _____ AM/PM END _____ AM/PM	
<input type="checkbox"/> Other _____		FREQUENCY <input type="checkbox"/> One-Time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	

EVENT INFORMATION			
TYPE OF EVENT		TOTAL EXPECTED ATTENDANCE	
		YOUTH _____	
		ADULTS _____	
Are You Charging Admission? YES NO	Admission Charge: _____	How many vehicles do you expect? _____	
Will You Be Selling Anything? YES NO	What: _____	Does Your Organization Charge Dues? If Yes, Amount: \$ _____	
Are You Serving Food? YES NO	Who is Providing Food _____	Are They ServSafe Certified? YES NO	

FOR OFFICE USE ONLY		PAYMENT INFORMATION	
REC STAFF: _____	DATE: _____	DAMAGE DEPOSIT: \$ 50.00	Cash Check _____ CC _____
ADDITIONAL REQUIREMENTS		RESERVATION FEE: \$ _____	Cash Check _____ CC _____
<input type="checkbox"/> Insurance	<input type="checkbox"/> Chaperones	REFUND AMOUNT: \$ _____	
<input type="checkbox"/> Security	<input type="checkbox"/> License Commission	ENTERED INTO RECTRAC: _____	
APPROVED/DENIED: _____		Date: _____	PERMIT NUMBER: _____

Facility Reservation Policies Agreement

This agreement made this _____ day of _____, 20____ by and between the City of Greenfield through its Recreation Department (hereinafter referred to as “Greenfield”) and _____ (hereinafter referred to as “User”). WHEREAS Greenfield wishes to promote the use of its parks and recreational areas and provide for the enjoyment of the general public, and WHEREAS User wishes to use said facilities. NOW, THEREFORE parks and recreation facilities of the City of Greenfield shall be used by User in accordance with the following policies and procedures:

1. Reservations must be made with the Recreation Department with an outline of event plans no later than 2 weeks prior to the proposed use of facility.
2. Applicant hereby assumes responsibility and liability for any and all injury or damage to the person or property of the User or others connected therewith, be they business or personal invites, and further shall indemnify and hold the City of Greenfield harmless in the event of any such injury or damage from any and all claims, awards or attorneys’ fees.
3. The applicant will abide by all County, City and other ordinances, rules of Board of Health, Police, and Fire Departments regarding public assemblies.
4. In the event the User wishes to provide amplified music, the music shall be at a volume that can not be heard beyond the park boundaries and shall not be used before 10:00am or after 8:00pm.
5. The restrooms will be locked at 8:00pm (where available). Additional charges may apply for use of temporary facilities at Energy Park if additional cleaning is necessary.
6. Alcohol and drugs are prohibited in City Park/Recreational facilities. No glass bottles or containers allowed.
7. The User shall be responsible for its own clean up immediately following the event; the User must leave the area in the same condition in which it was found.
 - a. The User will remove any and all streamers, balloons, ribbon, tape, posters, signs, etc. from pavilion and picnic tables. Only BLUE PAINTERS tape is permitted for hanging decorations.
 - b. In the event that the City must clean up the area following the event, the User shall be charged that expense. The Director of Recreation will determine “same condition,” and the Director’s decision is final.
8. **A \$50.00 refundable damage deposit must be paid with the application.** The deposit shall be returned in full following the event provided that the park/recreational facility was left as set forth in Policy 7.
9. Special events attracting more than 75 people may necessitate having police officer on duty, at the expense of the User, to assist with traffic control and parking, at the discretion of the Director of Recreation.
10. This permit may be revoked at any time by the Director of Recreation, Mayor, or members of the City of Greenfield Police Department for violation of the above or any other Park, City or State Ordinance.

The following stipulations shall also apply due to the specific use by the User:

a: _____

b: _____

I (We) assume full responsibility for any damages to City of Greenfield property and/or equipment that occur as a result of the requested use. Furthermore, I (We) understand that the City of Greenfield, its staff, and members of the Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the property. Sport groups and organizations not sponsored by the Recreation Department must provide a Certificate of Insurance, naming the City of Greenfield, its agents, servants and employees as additional insured, evidencing the following: ***Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000. See Page 5 for more information.***

Cleaning Fees:

The following additional fee will be assessed for cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. This fee will be itemized and billed to the reserving party once the duration of the facility reservation is completed. Security/Damage deposit will not be returned in addition to cleaning charges. **Minimum Fee: \$50.00**

USER SIGNATURE _____ **DATE** _____

My signature on this form indicates that I have read the Facility Use Request Form, Policy & General Rules and agree to abide by them.

Priority For Facility Use Reservation Requests:

Group A: City Greenfield Recreation Department

Group B: City of Greenfield School Department

Group C: City of Greenfield Group represented by a responsible Greenfield resident

Group D: Non-Resident Group represented by a responsible staff person appointed by the school or group to hold full responsibility for the group’s activity and actions, and so approved by the Recreation Department

Facility Use Fees

Fields/ Courts/ Pavilions/ Facilities

Facility Rentals	Resident	Non-Resident
Athletic Fields/Courts Base Fee	\$20.00	\$40.00
Athletic/ Multi-Use Fields (per hour*)	\$15.00	\$30.00
Athletic Courts (per court/per hour*)	\$15.00	\$30.00
Green River Park Pavilion (4 hour rental) <i>10:00am-2:00pm or 2:30pm-6:30pm</i>	\$75.00	\$150.00
Tournaments and Special Events	Contact the Recreation Department	
* <i>Minimum of 2 hours</i>		

Green River Swim Area

Facility Rentals	Resident	Non-Resident
Swim Area Pavilion (4 hour rental) <i>10:00am-2:00pm or 2:30pm-6:30pm</i>	\$75.00	\$150.00
Damage Deposit	\$50.00	\$50.00
Electricity	\$25.00	\$25.00
Lifeguard (per hour *)	\$25.00	\$25.00
Facility Supervisor (per hour *)	\$25.00	\$25.00
Park Entrance Fees	To be calculated	To be calculated
Special Events (75 or more people)	Contact the Recreation Department	
* <i>Minimum of 2 hours</i>		

Energy Park

Facility Rentals	Resident	Non-Resident
Event / Pavilion (4 hours)	\$75.00	\$150.00
Damage Deposit	\$50.00	\$50.00
Electricity	\$25.00	\$25.00
Festivals * (2+ hours)	\$250.00	\$500.00
Facility Supervisor (per hour **)	\$25.00	\$25.00
* <i>Maximum of 200 people</i>		
** <i>Minimum of 2 hours</i>		

General Park Rules

1. All posted public lands, with the exception of the City Common, shall be closed between the hours of 10:00 p.m. and 6:00 a.m. except as authorized by permit.
2. Litter should be placed in containers.
3. Any destruction, defacing, removing or damaging of any public lands or any public property of any nature is strictly prohibited.
4. Alcoholic beverages and drugs are not allowed on public land.
5. Glass containers are prohibited in the parks.
6. Smoking is prohibited within 100 feet of playgrounds and sporting events per Chapter 151 of the City Code.

Green River Swimming & Recreation Area Rules

1. Alcoholic beverages and drugs are not allowed on premises.
2. Smoking is prohibited within 25 feet of the beach, 25 feet of the pavilion, and within 100 feet of the playground per Chapter 151 of City Code.
3. Pets are not allowed in the Swimming and Recreation Area June 1st through November 1st.
4. Glass containers are prohibited in the park.
5. Litter should be placed in containers.
6. Parking is only allowed in designated parking areas.
7. Motorized vehicles are not allowed on the beach, bridge or picnic areas.
8. Bicycles are not permitted on the beach or boardwalk.
9. Fishing in or near swimming area is prohibited.
10. Coast guard approved floatation devices only.
11. Due to shallow depth, diving or jumping off of bridge and walls are prohibited.
12. Climbing, playing, or swimming around the dam and bridge is prohibited.
13. Hanging on ropes and buoys is prohibited.
14. Rough play, wrestling, and dunking are not allowed.
15. Throwing objects such as sticks, stones, or sand is prohibited.
16. Loitering around or in guard chairs, restrooms, guardroom or concession stand is prohibited.

Energy Park Rules

1. All animals must be leashed at all times. Pet owners are responsible for cleaning up after pet.
2. Skateboarding is not allowed in park, on stage or stairs and in parking lot.
3. All food vendors, distributors, and special events must obtain permits.
4. Smoking is prohibited in the park.
5. All signage for or during events must be approved by Recreation Department. Posters are to be hung on the designated board in park and on kiosk at main entrance. The use of duct tape is prohibited on light posts, fence or stage. Only BLUE PAINTERS tape is permitted.
6. All other park and supervision rules apply.

Group Supervision Guidelines

1. A 1:10 student/chaperone ratio for groups is required.
2. Chaperones must be with youth at all times.
3. Lifeguards must be notified before groups enter the water.
4. Lifeguards must review rules prior to swimming.
5. Swimming buddies and buddy checks are encouraged.

Certificate of Liability Insurance Requirements

1) City of Greenfield should be named as additionally insured under the commercial General Liability policy for no less than \$1,000,000 and provide:

2) One of these three criteria needs to be met:

A named additional insured endorsement to the policy by Form #CG2010 0707 (or equivalent) or #CG2026 0704 (or equivalent);

OR - Blanket additional insured endorsement to the policy by applicable company form;

OR - There needs to be an "X" under the Additional Insured column

INSR LTR	TYPE OF INSURANCE	ADDL INSR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSR	WVD					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CGL123456789	01/01/19	01/01/20	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC							\$
	OTHER:							\$

3) The additional insured description must include event description and:

"City of Greenfield, its agents, servants and employees as additional insured"

<small>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</small> Event (Name of Event) Date Time(s) Location City of Greenfield, its agent, servants and employees are list as an additional insured.

4) Certificate Holder must read:

"City of Greenfield, 14 Court Square, Greenfield, MA 01301"

CERTIFICATE HOLDER City of Greenfield 14 Court Square Greenfield, MA 01301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

5) Liquor Liability must read:

Liquor Liability \$1,000,000 Occurrence / \$3,000,000 Aggregate

"City of Greenfield, its agents, servants and employees as additional insured"

(Updated November 2019)



GREENFIELD RECREATION DEPARTMENT

20 Sanderson Street, Greenfield, MA 01301
PHONE (413) 772-1553 ☎ FAX (413) 773-0115
www.greenfieldrecreation.com
christy.moore@greenfield-ma.gov



MOBILE STAGE RESERVATION REQUEST FORM

NAME OF ORGANIZATION: _____

TYPE OF ORGANIZATION: PRIVATE NON-PROFIT MUNICIPAL EDUCATIONAL OTHER

NON-PROFITS MUST PROVIDE A COPY OF 501(c)3 status

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE #: _____

EMAIL ADDRESS: _____ CELL #: _____

PURPOSE & NAME OF EVENT: _____

PERSON WHO WILL MEET THE STAGE ON DELIVERY: _____

CELL PHONE: _____

DATE AND TIME TO DELIVER STAGE: _____

DATE AND TIME TO PICK UP STAGE: _____

EVENT LOCATION (STREET ADDRESS): _____

INCLUDE A DETAILED EVENT SCHEDULE SPECIFYING PLANNED USE, PERFORMANCE LINE-UP, AND NUMBER OF PERFORMERS PER GROUP TO USE THE MOBILE STAGE

PLEASE PROVIDE A SKETCH OF MOBILE STAGE DELIVERY/SET-UP LOCATION IN THE BOX BELOW:

The Undersigned Represents that:

- A. He or she has been duly authorized to bind the User to the City of Greenfield's Mobile Stage Policy, Rules, and Regulations.
- B. The User or its designated representative has read and fully understands and agrees to be bound the terms and conditions of the City of Greenfield's Mobile Stage Policy, Rules, and Regulations.
- C. The User accepts sole responsibility and liability for any and all damage to the Mobile Stage, its components and any City equipment used to move the Mobile Stage during the term of the User's rental of the Mobile Stage.
- D. The User accepts sole responsibility and liability for any and all damages whatsoever (whether to persons or property) that may in any way arise from the User's rental and use of the Mobile Stage, including but not limited to User's failure to abide by the terms of these Rules and Regulations.

Signature: _____ Date: _____

Agency Name: _____

Accepted by the City of Greenfield

By: _____

Title: _____

Date: _____

FOR OFFICE USE ONLY			PAYMENT INFORMATION		
RECEIVED BY REC STAFF: _____	DATE: _____	RESERVATION DEPOSIT: \$ <u>250.00</u>	Cash	Check _____	CC _____
ADDITIONAL REQUIREMENTS		SECURITY DEPOSIT: \$ <u>350.00</u>	Cash	Check _____	CC _____
<input type="checkbox"/> Insurance	<input type="checkbox"/> Security	<input type="checkbox"/> Proof of 501(c)3	RESERVATION FEE: \$ _____		
<input type="checkbox"/> Event Schedule	<input type="checkbox"/> Delivery Route	<input type="checkbox"/> Supervision Plan	DUE AFTER DEPOSIT: \$ _____		
APPROVED/DENIED: _____		DATE: _____	REFUND AMOUNT: \$ _____		
			ENTERED INTO RECTRAC: _____		

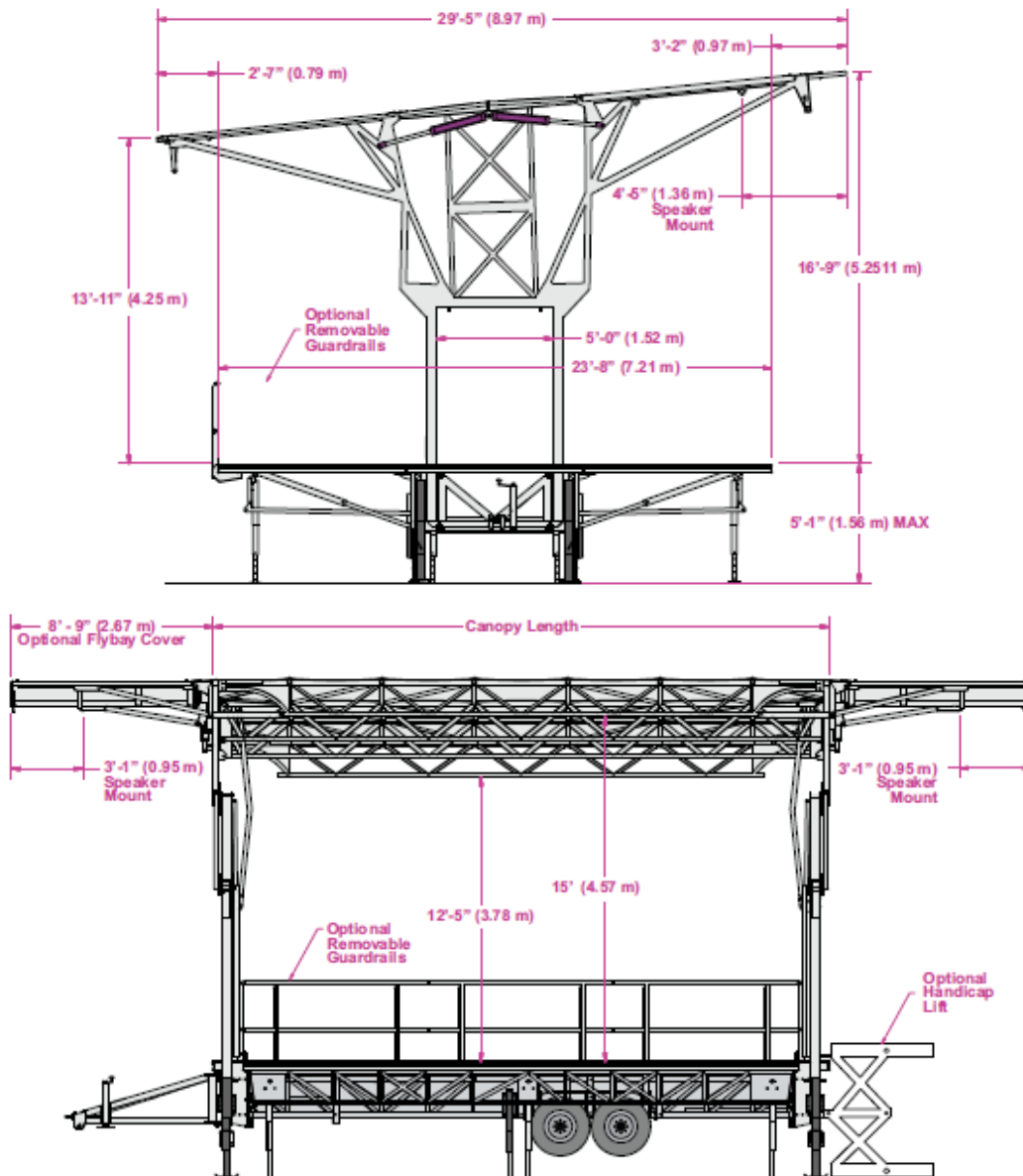
MOBILE STAGE SPECIFICATIONS

Perfect for all types of events and performances, the City of Greenfield's "Front Row 4500 Series" Mobile Stage offers a superior stage set-up for outdoor performances. Its hydraulically operated raised roof canopy extends beyond the stage deck for maximum performer protection. Audience visibility is enhanced by the open sightline canopy supports that eliminate the need for front corner support columns.

DIMENSIONS:

Stage Deck Dimensions	24' x 23' 8"
Stage Deck Height Range	48"- 61"
Canopy Dimensions	28' 1" x 29' 5"

Please Note: This stage is not wheelchair accessible and can only be accessed via stairs.



ELECTRICAL INFORMATION:

110V/60Hz ELECTRICAL SYSTEM: Mobile Stage is equipped with a 125 Amp/220/110V load center with three (3) 20 Amp breakers and 50' 6/4 W power entry cord with 15 Amp U-ground plug connector. Additionally, a 122' 6/4 W power cord is available upon request. The User must provide grounding system if Electrical Inspector requires.

Electrical panel is rated at 220V/125 Amps

- There is a Main Breaker and ten (10) additional circuit breakers in panel.
- Sixteen (16) receptacles mounted in canopy front over eight (8) circuits.
- Two (2) Duplex receptacles mounted in canopy rear over two (2) circuits.

User is limited up to 125 Amps. Additional limitations will be:

- 1) available power source, 2) power cord capacity, 3) plug/connectors capacity.



NOTE: Piggyback 110V Cord will Twist onto Plug Above.

MOBILE STAGE RENTAL POLICY, RULES, AND REGULATIONS

1. RESERVATIONS

- A. Priority in reserving the mobile stage shall be given to:
 1. City of Greenfield Recreation Department
 2. City of Greenfield School Department
 3. City of Greenfield Group represented by a responsible Greenfield resident
 4. Non-Resident Group represented by a responsible staff person appointed by the school or group to hold full responsibility for the group's activity and actions, and so approved by the Recreation Department
- B. The Mobile Stage *is not* for rent by individuals.
- C. The Mobile Stage is only available to rent within 30 miles of the City of Greenfield.
- D. Reservations are accepted beginning every January for the current year. The mobile stage is available for rental from May 1st to November 1st weather dependent. Reservation is not complete until all required forms have been completed and accepted by the City.
- E. Reservation requests must be submitted 30 days prior to event date.
- F. Upon receipt of reservation request, the City of Greenfield's Recreation Director or his/her designee ("Recreation Director") will contact the User to schedule a site visit. During the site visit the User shall provide the Recreation Director with a planned route for delivery of the Mobile Stage. The Recreation Director shall have absolute discretion to determine if the planned route is adequate, to amend such plan, or determine that no adequate route exists for the delivery of the Mobile Stage for the proposed Event site.
- G. The City of Greenfield reserves the right to refuse rental of the Mobile Stage for any event which, in the sole and absolute discretion of the City, is deemed a potential hazard to the stage or its operators, or otherwise not in the best interest of the City of Greenfield or the general public.
- H. A non-refundable reservation fee in the amount of \$250 is due immediately upon approval of the rental. This fee is to reserve the date and will be retained by the City should the rental be cancelled by the User. In the event the City should have to cancel the rental, the deposit will be refunded in full. The reservation deposit will be deducted from the rental fee if the event is held. Payment of all other fees is due by twenty (20) business days prior to date of use. All fees will be deposited. Failure to meet payment deadline may result in forfeiture of reservation deposit and cancellation of rental.

2. RULES AND REGULATIONS

All USERS of the Mobile Stage shall comply with the laws of the United States of America (including, but not limited to applicable Copyright Law), the State of Massachusetts, the City of Greenfield, and the following rules set forth by the City of Greenfield:

DEFINITIONS:

“User” means the entity or organization that has been granted permission to rent the Mobile Stage.

“Event” means the activity for which the Mobile Stage has been reserved.

- A. The Mobile Stage shall not be altered in any way including but not limited to, hardwiring into the electrical box. Nothing may be fixed (temporary or permanent) to the Mobile Stage in any way. This includes posters, banners, signs, or other material. No tape, glue, or adhesive materials may be used on Mobile Stage. Any failure to comply with this provision may result in loss of security deposit and possible additional repair charges.
- B. Absolutely no drugs or intoxicating beverages shall be used by persons on the Mobile Stage.
- C. Users, and not the City of Greenfield, are solely responsible to see that the Event is properly controlled and supervised. Plans for supervision and crowd control must be provided to the City of Greenfield prior to the delivery of the Mobile Stage to the location of the Event. The User, and not the City of Greenfield, shall be solely responsible for clean-up of the area following the Event.
- D. The User and not the City of Greenfield shall be solely responsible and liable for all persons in attendance at the Event. The User shall provide the City of Greenfield with a Certificate of Insurance evidencing liability protection not less than \$1,000,000 Occurrence and \$2,000,000 General Aggregate with the City of Greenfield shown as additionally insured. The following language will be included on the certificate of insurance, along with the time/ dates and brief description of the Event:

The following are Additionally Insured: City of Greenfield, its agents, servants, and employees, as additionally insured, evidencing the following: Certificate of General Liability Insurance with per occurrence and aggregate limits of not less than \$1,000,000 Occurrence and \$2,000,000 General Aggregate.
- E. The User shall be responsible for any and all damage to the Mobile Stage or equipment during the period of use.
- F. The User shall provide a detailed Event schedule to the City of Greenfield at least twenty (20) days prior to the Event. Such schedule shall specify, at a minimum, the specific planned use of the Mobile Stage, the performance line-up, and the number of performers per group to use the Mobile Stage.
- G. The Mobile Stage shall be set-up on a location that is a hard surface such as concrete or asphalt if at all possible. Mobile Stage set-up on turf is at the discretion of the City of Greenfield, and is

weather dependent. A back-up Mobile Stage location is required for turf requests. The City of Greenfield is not responsible for event field damage.

- H. The User, and not the City of Greenfield, shall be solely liable for any personal injury or property damage arising from the use, delivery, relocation, set-up, tear down, or removal of the Mobile Stage for the entire period of use.
- I. To relocate the Mobile Stage after set-up, a \$200 fee will be charged regardless of distance moved.
- J. The User represents and warrants that it has complied or will comply with applicable Copyright Law and agrees to indemnify and hold the City of Greenfield harmless against any violation of Copyright Law related to User's use of the Mobile Stage.

3. DELIVERY AND SET-UP

- A. The User shall have a representative present at the site of the Event at the time the Mobile Stage is scheduled to arrive. This representative shall accept delivery of the Mobile Stage.
- B. The Mobile Stage will be delivered at the hour specified. Please make sure you allow for a minimum of two hour set-up prior to the start of the Event. Any additional time needed for sound or light set-up and takedown for performers must be included in the time specified on the application.
- C. City of Greenfield employees are not responsible for and will not assist in set-up of any equipment other than the Mobile Stage.
- D. A City of Greenfield Supervisor will remain on site during the Event while the Mobile Stage is in operation. The Site Supervisor will monitor Mobile Stage use as well as weather conditions and will have the authority to shut down the Mobile Stage if conditions become adverse. Adverse conditions include winds over 25 mph and use deemed inappropriate or dangerous by Site Supervisor. If the Mobile Stage is closed for reasons deemed necessary by the Site Supervisor, a refund will not be issued.
- E. The User is required to inspect the Mobile Stage at the time of delivery and communicate any concerns or information about pre-existing damage to the Site Supervisor at that time.
- F. City of Greenfield Site Supervisor shall stay with the Mobile Stage to supervise the unit during entire period of use. If the Mobile Stage is to be used for more than one successive day then two City of Greenfield employees will return to close and secure the Mobile Stage. The City of Greenfield, prior to the rental date and its sole and absolute discretion, will determine whether the Mobile Stage shall be removed from the site after each day's use so as not to be stored on site overnight. If the City makes such determination, the User shall pay the cost for removal and delivery for next day's use. If the Mobile Stage is stored overnight at the location of the Event, the User shall provide a certified Security Guard to be on-site with the Mobile Stage until Site Supervisor returns.

4. RENTAL FEE SCHEDULE

	Non-Profit	For Profit
Stage Rental	\$750.00/Day	\$1,000.00/Day
Multi Day Stage Rental*	\$375/Additional Day	\$500/Additional Day
Delivery, Set-Up, Breakdown	\$500.00/Day	\$500.00/Day
Site Supervisor	\$25.00/Hour	\$25.00/Hour
Movie Screen & Projector	\$100.00/Day	\$200.00/Day
Security Deposit**	\$350.00	\$350.00
Reservation Deposit (applied to stage rental)	\$250.00	\$250.00
<i>*Additional Delivery, Set-up, Breakdown, and Supervisor fees required</i> <i>**Security deposit must be in the form of a bank cashier's check or money order.</i> <i>Refundable pending final inspection.</i>		

5. CANCELLATION AND REFUND POLICY

In the event cancellation is necessary:

- A. Cancellation on the part of the User must be made no later than ten (10) business days prior to the event. One half (1/2) refund will be returned.
- B. In the case of inclement weather, one half (1/2) of the rental fee will be refunded if cancellation is made prior to stage leaving its storage area.
- C. In the event of inclement weather where no cancellation is made until stage arrives at the Event site, the User will be refunded one fourth (1/4) of rental fee.
- D. If for any reason, the City of Greenfield cannot fulfill its part of the agreement, the User shall be entitled to a full refund of the rental fee. The User agrees that refund of the rental fee relieves the City of Greenfield from any and all liability for failure to deliver or otherwise make the Mobile Stage available.

Recreation Seasonal Positions 2024-2025

Seasonal Position	Start	End	Number of Weeks	Description
Baseball Coordinator	03/31/24	06/22/24	13	Coordinate baseball program for youth
Baseball Coach	03/31/24	06/22/24	13	Coach youth baseball teams
Tee Ball Program Worker	03/31/24	06/22/24	13	Assist with the implementation of the tee ball program
Start Smart Coordinator	04/28/24	08/17/24	15	Coordinate the Start Smart programs for preschoolers
Start Smart Worker	04/28/24	08/17/24	15	Assist with the implementation of Start Smart programs
April Vacation Director	04/14/24	04/20/24	1	Oversee operations of the April Vacation Program
April Vacation Program Worker	04/14/24	04/20/24	1	Lead daily activities for youth during April Vacation
Park Manager	05/05/24	09/14/24	19	Oversee park operations and staffing
Aquatics Director	05/05/24	09/14/24	19	Oversee waterfront operations
Head Lifeguard	05/05/24	09/14/24	19	Protect swimmers while also assisting with park oversight and staffing
Lifeguard	05/05/24	09/14/24	19	Ensure the safety of all Swim Area patrons
Swim Instructor	05/05/24	09/14/24	19	Teach swim lessons to participants
Camp Director	05/05/24	09/14/24	19	Oversee operations of licensed Summer Camp and staff
Assistant Camp Director	05/05/24	09/14/24	19	Assist in the oversight of daily camp operations
Camp Counselor	05/05/24	09/14/24	19	Lead summer camp daily activities with participants
Concessions Manager	05/05/24	09/14/24	19	Manage concession stand operations
Concessions Worker	05/05/24	09/14/24	19	Prepare food to serve to park patrons
Gate Attendant	05/05/24	09/14/24	19	Collect park entry fees for visitors
Tennis Instructor	05/05/24	09/14/24	19	Lead tennis lessons to participants of all ages
Softball Coordinator	04/14/24	08/24/24	19	Coordinate and oversee adult softball league
Energy Park Worker	05/05/24	09/14/24	19	Assist with the production of Energy Park Concerts and events
Archery Instructor	05/05/24	09/14/24	19	Teach archery to participants
Golf Instructor	05/05/24	09/14/24	19	Teach golf to participants
Field Hockey Instructor	05/05/24	09/14/24	19	Teach field hockey to participants
Skatepark Coordinator	05/05/24	09/14/24	19	Coordinate and oversee Skate Park Programming
Skatepark Worker	05/05/24	09/14/24	19	Assist with skatepark programming
Facility Attendant	05/05/24	09/14/24	19	Assist with the upkeep of park facilities during the peak season
Soccer Coordinator	08/25/24	11/16/24	12	Coordinate youth soccer program
Soccer Official	08/25/24	11/16/24	12	Officiate youth soccer games
Soccer Coach	08/25/24	11/16/24	12	Coach youth soccer teams
Basketball Coordinator	11/17/24	03/08/25	16	Coordinate youth basketball program
Basketball Official	11/17/24	03/08/25	16	Officiate youth basketball games
Basketball Coach	11/17/24	03/08/25	16	Coach youth basketball teams
Ski & Snowboard Coordinator	11/17/24	03/08/25	16	Coordinate ski & snowboard program
Ski & Snowboard Program Worker	11/17/24	03/08/25	16	Assist with ski & snowboard program
December Vacation Director	12/22/24	12/28/24	1	Oversee operations of the December Vacation Program
December Vacation Worker	12/22/24	12/28/24	1	Lead daily activities for youth during December Vacation
February Vacation Director	02/16/25	02/22/25	1	Oversee operations of the February Vacation Program
February Vacation Worker	02/16/25	02/22/25	1	Lead daily activities for youth during February Vacation

2024 Pay Rates & Seasonal Dates

Position	Pay Range			Start	End
Baseball Coordinator	\$ 17.00	-	\$ 22.00	03/31/24	06/22/24
Baseball Coach	\$ 17.00	-	\$ 22.00	03/31/24	06/22/24
Tee Ball Program Worker	\$ 15.00	-	\$ 18.00	03/31/24	06/22/24
Start Smart Coordinator	\$ 17.00	-	\$ 22.00	04/28/24	08/17/24
Start Smart Worker	\$ 15.00	-	\$ 18.00	04/28/24	08/17/24
April Vacation Director	\$ 18.00	-	\$ 23.00	04/14/24	04/20/24
April Vacation Program Worker	\$ 15.00	-	\$ 18.00	04/14/24	04/20/24
Park Manager	\$ 18.00	-	\$ 23.00	05/05/24	09/14/24
Aquatics Director	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Head Lifeguard	\$ 16.00	-	\$ 20.00	05/05/24	09/14/24
Lifeguard	\$ 15.00	-	\$ 18.00	05/05/24	09/14/24
Swim Instructor	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Camp Director	\$ 18.00	-	\$ 23.00	05/05/24	09/14/24
Assistant Camp Director	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Camp Counselor	\$ 15.00	-	\$ 18.00	05/05/24	09/14/24
Concessions Manager	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Concessions Worker	\$ 15.00	-	\$ 18.00	05/05/24	09/14/24
Gate Attendant	\$ 15.00	-	\$ 18.00	05/05/24	09/14/24
Tennis Instructor	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Softball Coordinator	\$ 17.00	-	\$ 22.00	04/14/24	08/24/24
Energy Park Worker	\$ 15.00	-	\$ 18.00	05/05/24	09/14/24
Archery Instructor	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Golf Instructor	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Field Hockey Instructor	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Skatepark Coordinator	\$ 17.00	-	\$ 22.00	05/05/24	09/14/24
Skatepark Worker	\$ 15.00	-	\$ 18.00	05/05/24	09/14/24
Facility Attendant	\$ 15.00	-	\$ 18.00	05/05/24	09/14/24
Soccer Coordinator	\$ 17.00	-	\$ 22.00	08/25/24	11/16/24
Soccer Official	\$ 17.00	-	\$ 22.00	08/25/24	11/16/24
Soccer Coach	\$ 17.00	-	\$ 22.00	08/25/24	11/16/24
Basketball Coordinator	\$ 17.00	-	\$ 22.00	11/17/24	03/08/25
Basketball Official	\$ 17.00	-	\$ 22.00	11/17/24	03/08/25
Basketball Coach	\$ 17.00	-	\$ 22.00	11/17/24	03/08/25
Ski & Snowboard Coordinator	\$ 17.00	-	\$ 22.00	11/17/24	03/08/25
Ski & Snowboard Program Worker	\$ 15.00	-	\$ 18.00	11/17/24	03/08/25
December Vacation Director	\$ 18.00	-	\$ 23.00	12/22/24	12/28/24
December Vacation Worker	\$ 15.00	-	\$ 18.00	12/22/24	12/28/24
February Vacation Director	\$ 18.00	-	\$ 23.00	02/16/25	02/22/25
February Vacation Worker	\$ 15.00	-	\$ 18.00	02/16/25	02/22/25
After School Site Coordinator	\$ 19.00	-	\$ 24.00	N/A	N/A
After School Group Leader	\$ 16.00	-	\$ 19.00	N/A	N/A
After School Assistant Group Leader	\$ 15.00	-	\$ 18.00	N/A	N/A

Swim Area 2024 Proposals

1. Generate more income by increasing pass sales

- a. After a few rough weather years, pass sales significantly declined. We need to create a marketing campaign to sell the value of the pass
 - i. Highlight the community benefits of their purchase
 1. Support youth employment. Employ X# of teens and young adults
 2. Perhaps spotlight/ get quotes from previous or current employees about their experience working at the river
 3. Help maintain the beauty of the park
 - ii. Highlight amenities their pass includes
 1. Safe lifeguarded beach and tested swimmable water
 2. Playground, volleyball, basketball, gaga, multi-use fields, picnic tables, grills, walking/ hiking paths, restroom facilities, etc
 3. Serenity/ tranquility of the park
 4. Breakdown of pass cost- Visit X # of times, cost per day if visit everyday

2. Reduce expenses by reducing Park Hours

- a. Propose Weekends 10:00am-8:00pm, Weekdays 12:00pm-7:00pm
 - i. Typically, very few people at the park for general public before noon on weekdays- less than 10. Usually they are the parents/ toddlers that visit before lunch/naptime.
 - ii. Benefit: Weekdays would only need 3 lifeguard staff per day, 1 gate, 1 concessions staff verse 10:00am-8:00am staffing of 5 lifeguards per day, 2 gate, 1 concessions
 - iii. Disadvantage: No camp swim in the morning, but it is usually colder so less kids swim in morning. Can play water games as alternative.
 - iv. Park gates would need to be closed after camp drop off time to prevent early park entry by public.
 - v. Would have to work with the school lunch program regarding hours and free lunch availability to the public.

3. If hours are not reduced, reduce expenses by decreasing the number of guards on duty

- a. Propose: Weekdays- reducing from 5 guards a day to 4: Two guards from 9:30AM-5:30PM and two from 12:30PM-8:30PM.
 - i. This only leaves 2 guards during busiest times of the day to make sure entire beach is covered, restrooms being maintained, etc.
 - ii. Does this create a liability issue?

Swim Area Budget Comparison

	2023	2022	2021	2020	2019
Revenue					
Pavilion/ Park Rentals	\$ 2,904.00	\$ 3,557.01	\$ 3,291.00	\$ -	\$ 5,870.00
Swim Lessons	\$ 7.50	\$ 1,060.00	\$ -	\$ -	\$ 1,065.00
Season Passes	\$ 9,644.00	\$ 17,906.50	\$ 16,279.50	\$ 13,481.50	\$ 18,394.15
Daily Visits & Concessions	\$ 30,082.53	\$ 54,699.64	\$ 27,490.23	\$ 56,254.31	\$ 48,503.66
Miscellaneous	\$ -	\$ 275.52	\$ 4,330.00	\$ 134.00	\$ 554.00
Total Income	\$ 42,638.03	\$ 77,498.67	\$51,390.73	\$69,869.81	\$ 74,386.81
Expenses					
Supplies	\$ 2,200.33	\$ 6,841.76	\$ 2,683.73	\$ 4,914.15	\$ 5,662.68
Utilities & Services	\$ 2,313.60	\$ 2,060.45	\$ 1,031.13	\$ 558.37	\$ 876.83
Concessions	\$ 7,994.46	\$ 11,117.57	\$ 6,021.06	\$ 6,639.46	\$ 8,878.95
Guard Salary	\$ 42,135.57	\$ 42,555.13	\$ 29,811.21	\$ 40,077.44	\$ 43,885.38
Gate/ Concession Salary	\$ 19,194.05	\$ 21,463.12	\$ 19,974.51	\$ 15,968.12	\$ 22,843.90
Total Expenses	\$ 73,838.01	\$ 84,038.03	\$59,521.64	\$68,157.54	\$ 82,147.74
Net Profit/ Loss	\$ (31,199.98)	\$ (6,539.36)	\$ (8,130.91)	\$ 1,712.27	\$ (7,760.93)

Swim Area Pass Sales Comparison

	2023	2022	2021	2020	2019
Family- New	34	95	101	159	675
Family- Renewal	70	109	88	0	0
Family Members- New	292	572	511	421	1923
Family Members- Renewal	5	1	11	0	0
Individual- New	19	52	30	89	351
Individual- Renewal	46	72	75	0	0
Total Passes	466	901	816	669	2949

Swim Area Daily Visit Comparison

	2023	2022	2021	2020	2019
Adult Res	1298	1948	1172	1079	3064
Adult Non-Res	1211	2217	1222	1588	2300
Senior Res	378	478	341	319	924
Senior Non-Res	160	315	208	213	442
Youth Res	837	1254	793	738	2182
Youth Non-Res	533	1230	672	940	1418
Under 3	3	15	3	31	154
Total Visits	4420	7457	4411	4908	10484

**Does not Include July 4th*

Recreation Department Budget		
FY25		
FY25 Budget- Status Quo		
FTE	4	\$250,124.12
Longevity		\$1,976.00
Purchase of Services: Water Testing		\$4,600.00
	Total	\$256,700.12

Fireworks Bids 2024

Winter Carnival Fireworks-February 2, 2024

Pyrotechnico						
	2.5"	3"	4"	5"	6"	Total
Opening		10	6			16
Body		20	180			200
Finale		180	30			210
	0	210	216	0	0	426
Pyrotechnico						
	2.5"	3"	4"	5"	6"	Total
Opening						0
Body						0
Finale						0
	0	0	0	0	0	0

\$4,500

Independence Day Fireworks- July 6, 2024

Pyrotechnico						
	2.5"	3"	4"	5"	6"	Total
Opening	0	20	6	3	3	32
Body	0	72	108	96	50	326
Finale	0	220	30	9	9	268
	0	312	144	108	62	626
Pyrotechnico						
	2.5"	3"	4"	5"	6"	Total
Opening						0
Body						0
Finale						0
	0	0	0	0	0	0

\$12,000