



## GREENFIELD RECREATION DEPARTMENT

20 Sanderson Street, Greenfield, MA 01301  
 PHONE: (413)772-1553 FAX: (413)773-0115  
 EMAIL: recreation@greenfield-ma.gov  
[www.greenfieldrecreation.com](http://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 weeks** prior to your rental. Special event applications must submit paperwork no later than **90 days** before their event. The Pavilion at the Green River Swimming Area and Green River Park 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 <input type="checkbox"/> Beacon Field <input type="checkbox"/> Highland Park <input type="checkbox"/> Hillside Park <input type="checkbox"/> Energy Park <input type="checkbox"/> Green River Swim Area <input type="checkbox"/> Green River Park <input type="checkbox"/> Other _____	DATE(S)/DAY <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">JAN</td> <td style="width: 50%;">JUL</td> </tr> <tr> <td>FEB</td> <td>AUG</td> </tr> <tr> <td>MAR</td> <td>SEP</td> </tr> <tr> <td>APR</td> <td>OCT</td> </tr> <tr> <td>MAY</td> <td>NOV</td> </tr> <tr> <td>JUN</td> <td>DEC</td> </tr> </table>	JAN	JUL	FEB	AUG	MAR	SEP	APR	OCT	MAY	NOV	JUN	DEC
JAN	JUL												
FEB	AUG												
MAR	SEP												
APR	OCT												
MAY	NOV												
JUN	DEC												
AREAS OF USE <input type="checkbox"/> Baseball/Softball Field <input type="checkbox"/> Open Field <input type="checkbox"/> Courts (please specify use) _____ <input type="checkbox"/> Pavilion/Stage <input type="checkbox"/> Electricity <input type="checkbox"/> Bathrooms <input type="checkbox"/> Beach/Lifeguards <input type="checkbox"/> Other _____	<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 HOURS(Include set-up and clean-up) Pavilion Rentals available in 4 hr blocks: 10:00AM-2:00PM or 2:30PM-6:30PM START _____ AM/PM    END _____ AM/PM 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: _____ Will You Be Selling Anything? YES NO    What: _____ Are You Serving Food?    YES NO    Who is Providing Food _____    Are They ServSafe Certified?    YES    NO	How many vehicles do you expect? _____ Does Your Organization Charge Dues? If Yes, Amount: \$ _____

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 <input type="checkbox"/> Security <input type="checkbox"/> License Commission	REFUND AMOUNT: \$ _____
APPROVED/DENIED: _____	ENTERED INTO RECTRAC: _____
	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 no later than 2 weeks prior to the proposed use of facility. Special event applications must submit paperwork no later than **90 days** before their event.
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 may necessitate having police officer on duty, at the expense of the User, to assist with traffic control and parking.
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, businesses, 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

## Fields/ Courts/ Pavilions/ Facilities

Facility Rentals	Resident	Non-Resident
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
Special Events/ Festivals/ Tournaments	\$250.00	\$500.00
<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- In Season Rentals	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
Stage Rental (4 hour rental)	\$75.00	\$150.00
Damage Deposit	\$50.00	\$50.00
Electricity	\$25.00	\$25.00
Special Events/ Festivals *	\$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 1<sup>st</sup> through November 1<sup>st</sup>.
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.

### **Special Event/ Festival/ Tournament Guidelines**

1. Special event, festival, and tournament applications must be submitted to the Recreation Department no later than 90 days before the event.
2. An application for entertainment license must be submitted to the City of Greenfield Licensing Commission 90 days before the event.
3. Applications are subject to review and approval by Police, Fire, and Health Departments.
4. All special events, festivals, and tournaments require a liability insurance binder- see section below.
5. All applications must attach a map of the premises indicating parking area(s), entertainment area(s), vendor area(s), list of vendors, location & number of toilets, location & number of garbage receptacles, garbage storage area, and location of first aid/medical stations.

## 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 SUBR		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
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
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> <b>Event (Name of Event)</b> <b>Date</b> <b>Time(s)</b> <b>Location</b>  City of Greenfield, its agent, servants and employees are list as an additional insured.
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4) Certificate Holder must read:

“City of Greenfield, 14 Court Square, Greenfield, MA 01301”

CERTIFICATE HOLDER	CANCELLATION
City of Greenfield 14 Court Square Greenfield, MA 01301	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 December 2025)