

RECREATIONAL SPORTS FIELDS USE POLICY

Town of Vassalboro, Maine
Vassalboro Recreation Committee

This policy was developed to provide the recreation committee with the ability to rent out the Vassalboro recreation fields for individuals, groups, and/or organizational use. The town of Vassalboro will have the highest priority of field and snack shack use located at 880 Bog Rd, Vassalboro, ME 04989.

USE OF FIELD(S)

There are seven fields and one snack shack that are available for use:

- (a) Soccer field #1
- (b) Soccer field #2
- (c) Polley softball field and dugout
- (d) Pulver baseball field and dugout
- (e) Waceken baseball field and dugout

Section 1: Definitions

Group leader: Someone that has been selected to represent the group or organization. They must be the one signing the contract and will be held responsible for all actions of their group.

Commissioner: Vassalboro Recreation Committee Member.

Chair: Vassalboro Recreation Committee Chairperson.

Youth Sport Coordinator: The person that acts as liaison between the Recreation Committee and Town Manager.

Selectboard: Town of Vassalboro Selectboard.

MMA: Maine Municipal Association

Section 2: Application Process, Contract, and Follow-up

Section 3: A- Application Process

The field use policy must be read in full; the reader must understand all of the rules, regulations and protocols before filling out the contract. For individuals, groups, and/or organizations, they must present a group leader that is representation of said group. The group leader will be held responsible for all actions of their group.

Section 2: B-Contract

Signing the contract does not mean you are guaranteed the use of the recreational field(s). Once the contract is signed, it will be discussed and voted on at the monthly recreation committee meeting. If contract is signed after the monthly meeting, said group will have to wait until the following monthly meeting. Under the recreation committee discretion, they can deem a contract an urgent matter to where they have the right to approve/not approve between the monthly meetings. This contract must be signed by the appointed group leader with the ability to pay the one-time returnable maintenance fee of \$150 (USD). Payments can be made with check, cash, or card (2.5% fee when using a card).

Contract must be presented no later than thirty (30) business days prior to the date of the event.

Section 2: C-Follow Up

After the committee discussion and vote, the group leader will receive a call from the Youth Sports Coordinator, who will provide and answer any questions your group may have. If approved to rent the area, the group will need to pay the rest of the fees including but not limited to the hourly field/building fee and may be subject, after review, to pay any and all damages that occurred during said group time slot(s).

On day of rental, either the coordinator or a commissioner will be there to unlock the gate and will be back at the end to lock up. The group leader is responsible for making sure everyone in their party has left or is leaving the premises before the gate is locked. Said coordinator or commissioners will perform a detailed inspection of the whole property and rented area. After said inspection, the group leader will receive a detailed report of their finds and will either receive return of the maintenance fee or be subjected to pay more depending on damage. If your group is subject to receive a full refund of the maintenance fee, this could take up to thirty (30) business days to receive the refund. Any group that refuses to pay fees including damage fees will be put on a list to where said group/organization will not be able to use the Vassalboro fields until committee determines course of action, which may be subject to denied access to future rental of area.

Section 3: General use

Section 3: A- Field(s)

General use for the recreation fields is as follows: goals, scoreboard, flags, and cones are available for use. If said group would like to use these items, the group leader must inform the coordinator or commissioners before the time of the event (at least 2-3 business days before event date). Every group/organization must provide their own equipment such as balls, whistles, jersey's, training equipment, refs etc.

Section 2: C- Other Items

The porter-potties are available for use by anyone at any time. If supplies in the porter-potties are out, please call said coordinator or commissioner that is overseeing said event.

The playground, in front of the property, may be used by anyone or group.

Section 4: Clean Up and Close

Section 4: A- Field(s)

All fields must be checked for any trash to where it should be put into the proper bins. At the end of the time slot(s) all trash bins must be emptied, tied up, and put into the green trash bin located behind the snack shack on the tree line. Same protocol goes for recycling and cardboard. All scoreboards should be turned off. All goals, flags, and cones must be gathered and placed by the snack shack before leaving the property. The group leader is responsible for double-checking that all used areas are clean and put back to the

state they were upon arrival. This includes the surrounding area of said rented field(s) and filling in any holes that were created during time slot(s).

Section 4: B- Final Closing procedures

Once all areas have been clean and items have been put in their proper spots, the group leader should do a final check of rented spaces. The group leader must make sure that everything is put back to where it was upon arrival and wait for coordinator or commissioner to come to the property before leaving. Said coordinator or commissioner will walk the property, noting anything that needs to be included in the final report, lock up the gate and snack shack. The group leader does not need to be present for final review but can if they choose too.

Section 5: Liability

The town of Vassalboro is covered by Gather Guard, per the MMA recommendations, that all activities and uses of town properties are not controlled/regulated by the town. Gather Guard is a general liability insurance program that provides said groups or organizations with low-cost coverage for special events. Said groups or organizations would visit gatherguard.com, answer a few questions, provide the venue code and purchase coverage. Vassalboro Recreation Venue code is 0419 OR 416.

Section 6: Exemptions

One of the recreation committees' missions was not to charge a maintenance fee to Vassalboro residents. Please bring proof of residency to town office when contract is signed. Non-residents must pay the maintenance fee after signing the contract. After final inspection, you may be subject to receiving a refund of the whole maintenance fee, if all rules and regulations are proven to have been followed.

Section 7: Fees

Application must be signed and returned no later than thirty (30) business days prior to the date of the event(s) and a returnable maintenance fee of \$150 (USD) must accompany the application unless the group or organization is subject to be exempt from this fee.

All groups and organizations will be charged a one-time \$25 per hour per field fee.

Additional time required for set-up and/or clean-up time will not be charged as long it does not excess 45 minutes. Over 45 minutes, you may be subject to pay an additional hourly fee for said field.

Goals, score boards, flags and cones are available for group use for no additional charge.

The Town of Vassalboro youth recreation sports or town residents may use the fields with no fee.

If any of the fields or buildings, including but not limited to the appliances in the snack shack, are broken or damaged, the group may be subject to be charged for the damages.

The playground may be used by anyone or group for no additional charge.

Any profit that is made on the Recreational fields is the group/organization property and should not be touched by anyone else besides people from said group/organization, unless advised otherwise by group leader.

RULES AND REGULATIONS

1. All reservations and arrangements for the use of all fields must be made and paid for in advance through the Vassalboro Town Office located at 682 Main Street Vassalboro, ME 04989. Groups/organizations can call to check availability or to schedule a time to sign the contract at (207) 872-2826.
2. A group leader must be presented at the time of reading and signing the contract. This leader must:
 - a. Be present at time of arrival of said event and must stay until all members of that group have left the premises.
 - b. Be held responsible for seeing that the field rules, regulations and protocols are adhered to by their group.
 - c. Each group leader is responsible for immediately reporting ALL DAMAGES, RULE VIOLATION, & DISCREPANCIES while operating at the field to the Youth Sports Coordinator or said commissioner. Your group/organization may be subject to pay damages or broken property after inspection.
 - d. Items provided by Vassalboro Recreation must be brought back to the original place where they were found, this is including but not limited to goals, field materials and any items on the property that were moved during time slot(s).
3. Each organization, under the supervision of its group leader, is responsible for each of the following:
 - (a) Providing people that are working for said event as the coordinator, commissioner(s) and Vassalboro Recreation volunteers are NOT provided with the property.
 - (b) All trash, recycling, and cardboard must be put in bags, tied and thrown away in the proper bin.
 - (c) Set up and clean up must be completed by someone in your group making sure everything is back where it was upon arrival with efforts of staying under 45 minutes or said group will be charged for another hourly fee.
 - (d) At time of arrival, the organization must wait for coordinator or commissioner to open the property before entering or setting up.
 - (e) Abiding by the policies governing use of fields, including payment of property damages caused by the organization, including payment of fees.
 - (f) If any holes were created on the field(s) during your event, we ask that you fill them in to your best ability and inform the coordinator/commissioner before leaving the property.
 - (g) All baseball/softball fields should be raked after every use.
4. Alcoholic beverages are **not** permitted in any part of the building or grounds.

5. Smoking of any kind is **not** permitted in the building, or on the grounds. Including the use of tobacco or cannabis products/paraphernalia.
6. Tables and chairs will **not** be loaned to the public.
7. Dogs are allowed on the property but not on any of the fields and **must** always be on leash. If a dog is brought on the property, the owner **must** clean up the feces.
8. Failure of an organization to abide by these rules and regulations may result in that organization losing its field/building privileges until committee determines course of action, which may be subject to denied access to future rental of area.
9. The responsibility of enforcing rules and regulations rests with the Recreation Committee and Youth Sport Coordinator.
10. After completing and signing the contract, it shall be discussed and voted on at the monthly meeting with the discretion of the recreation committee and selectboard.

This policy was approved by the Select Board on 06/24/2026

Town Approval:

Approved: _____ Denied: _____ Date: _____

Reason(s): _____

Aaron C. Miller, Town Manager

Recreation Committee:

Approved: _____ Denied: _____ Date: _____

Reason(s): _____

Fee: _____ Date paid: _____ Receipt #: _____

RECREATIONAL SPORTS FIELDS USE CONTRACT

Town of Vassalboro, Maine
Vassalboro Recreation Committee

Date(s) of requested

event _____

Purpose of

event _____

Please circle which field(s)/building the group is hoping to use:

- (a) Soccer field #1
- (b) Soccer field #2
- (c) Polley softball field and dugout
- (d) Pulver baseball field and dugout
- (e) Waceken baseball field and dugout

I, _____ as the group/organization leader have read and understand the rules and regulations for using the Vassalboro Recreation fields. I take full responsibility for my group for any damage, disregarding rules or injuries that may occur on the premise.

Signature: _____ Date: _____