

# Town of Henniker

## Policy and Regulations for the Rental of Town Athletic Fields

**PURPOSE:** To establish the requirements and fees necessary for the use of the Old Concord Road soccer fields, Town Hall baseball/softball field, and “snack shack” at the Town Hall field.

The intent of this policy is that Henniker youth and adult community activities shall always have the highest priority for use of the town-controlled facilities and fields. The Athletic Committee shall be responsible for assigning fields based on the following priorities.

### **ELIGIBLE GROUPS**

1. Town sponsored youth athletic programs.
2. Henniker Community School student groups.
3. Henniker adult athletic programs.
4. Non-profit youth athletic programs with at least 50% Henniker youth participation.
5. Non-profit adult athletic programs with at least 50% Henniker resident participation.
6. Henniker Youth Boosters Association
7. Other Henniker non-profit groups.
8. Non-profit groups from other communities.

The Athletic Committee will have the authority to waive the 50% resident requirement for athletic groups on an individual basis, provided, however, that the group seeking such an approval file a written request in advance that documents the percentage of Henniker residents actively participating. The names of Henniker residents shall be included as part of the application. If approved by the Athletic Committee, the Board of Selectmen shall be notified, in writing, of the details of the arrangement.

All other groups (private groups or organizations that charge fees and/or earn a profit) are not allowed usage unless the Board of Selectmen grant an exception to the policy approving the rental request and assess the rental fees.

**NOTICE TO “FOR PROFIT VENDORS”:** No ‘for profit vendors’ are allowed on town owned or leased property to sell goods such as food, souvenirs and any other items for sale.

### **REQUIREMENTS OF USING ORGANIZATIONS:**

1. Applicant must submit completed Application, Certificate of Liability Insurance and any necessary fees. Applications must be submitted two weeks prior to dates requested. Forms will be signed by Henniker Athletic Chairman or designee and kept on file at the Town Hall. A designee from the Selectmen’s office will notify applicant of approval or denial.
2. A special waiver form, in lieu of the Certificate of Insurance, is available at the Town office.
3. Renters must be at least 21 years of age. A person at least 21 years of age must supervise events, including underage children during time of use.
4. Renter is responsible for leaving grounds free of litter.
5. Alcoholic beverages or controlled substances are not permitted at any of the named sites at any time.
6. Henniker’s ordinances requiring removal of animal feces by owner are in effect and dogs/animals must be kept on a leash as part of this specific policy. (Town Ordinance-Chapter 11, Article 1) Violations are subject to fines as documented in the Town’s Ordinance.

**FEES:** Fees do not apply to any youth programs that are sponsored by the Town of Henniker, Henniker school groups, or Henniker Youth Boosters Association. The fee for all other groups is as follows:

### **FIELDS:**

- a. \$150.00 per day for a full day usage (5 or more hours); or
- b. \$150.00 per team for 1 season (8 to 10 weeks of 2 games/practices per week)

**SELLING GOODS:** To be determined by the Board of Selectmen

The Henniker Athletic Committee, by a majority vote, reserves the right to waive the fees for qualifying groups that may not have the ability to pay or adjust the fee when usage times are different from those listed above.

# Application for Selling Goods

**For selling goods at a sporting event at snack shack, Town-owned fields or  
Town leased or rented fields.**

Town of Henniker, 18 Depot Hill Road, Henniker NH 03242  
Phone (603) 428-3221 / Fax (603) 428-4366 / Web [www.henniker.org](http://www.henniker.org)

**NOTICE TO "FOR PROFIT VENDORS":** No 'for profit vendors' are allowed on town owned or leased property to sell goods such as food, souvenirs and any other items for sale.

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Schedule of use (specific dates and times must be stated): \_\_\_\_\_

**Insurance Certificate provided:**  Yes  No

Waiver authorized by the Board of Selectmen per recommendation of the Town  
Administrator (if no Insurance Certificate available):  Yes  No  N/A

Non-Profit:  Yes  No (if non-profit, applicant must provide documentation or proof)

User must specify how income will be used: \_\_\_\_\_

**Check here if income is to be donated to the Town of Henniker.** *If income is to be donated to the Town of Henniker, the Town's Donation Policy requirements must be met. Donation process requires Board of Selectmen review and approval. Applicant must attach an initialed copy of the Town's Donation Policy with this form.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**To be completed by Town Administrator or Board of Selectmen:**

Usage fee: \$ \_\_\_\_\_ per day. \$ \_\_\_\_\_ per season.  Fee waived

Signature: \_\_\_\_\_

### For Office Use Only

Amount due: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

Amount paid to Town of Henniker: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Purpose: \_\_\_\_\_

Request is  Approved  Denied NOTES: \_\_\_\_\_

Town of Henniker Representative (signature): \_\_\_\_\_