



Park and Facilities Rules and Regulations

City of Amesbury
Parks and Recreation Commission

1. Applications must be submitted to the Youth Recreation Director before the **3rd MONDAY** of every month to be submitted to the Parks and Recreation Commission for approval.
2. All groups requesting private or public use of Town facilities must obtain a copy of Liability Insurance for their organization and must list the City of Amesbury as an additional insured party for a minimum of \$1,000,000 general liability coverage.
3. There shall be no open fires or portable grills of any kind allowed without special consent from the Amesbury Parks and Recreation Commission and must be permitted by the Amesbury Fire Department.
4. Food concessions must have approval of the Office of the Board of Health. Please contact Donna Lickteig via the Inspections Department in the Town Hall Annex at 11 School St., 978-388-8129. All temporary food applications must be submitted to the Inspections Dept. at least 14 days prior to the event so that the Board of Health can review the application. In addition, food can not be served to the public at these events without a temporary food permit issued by the Amesbury Board of Health. All vendors on Park property must have a vendor's license from the Amesbury Town Clerk.
5. All organizations must leave reserved property in a clean and environmentally undisturbed condition. The person authorized to make the request must be responsible to pay for any damage to or loss of Town property that may occur during use period. Any damage or loss resulting from the use of structures, equipment, grounds and/or other facilities by the permittee will be billed accordingly (less deposit) for repair, replacement or cleaning. Removal of garbage, trash, and any temporary structures is the sole responsibility of the group using the area. The Amesbury Department of Public Works can be consulted for small amounts of trash removal subject to the approval of the DPW Director [978-388-8116].
6. Portable Sanitary Toilets must be present at a ratio of 1:50 people. Rental and recovery of these toilets are the sole responsibility of the group or person using the toilets. A daily fee of \$50.00 may be charged to unlock, clean, and lock up public bathroom facilities. The Town reserves the right to charge additional money if the toilets are left in an unacceptable condition.
7. A refundable deposit of \$100 per day, upon discretion of the Parks and Recreation Commission, will be charged as a security deposit for one day events under 300 people. Events with over 300 estimated people, will be charged a refundable deposit of \$500 per day. Upon review of the premises by the Town's DPW, the deposit will be refunded. All checks must be made out to the **"City of Amesbury."**
8. Security Requirements: 75-250 people attending will require 1 police officer to be paid by permitted organization, 251 to 500-2 police officers, 501 plus-3 police officers.

The Amesbury Police Department will need to sign off on the permit. All special parking plans need to go through the Amesbury Police.

9. There shall be no overnight camping unless special written authorization is obtained through the Parks and Recreation Commission.
10. All dogs must be on a leash at all times per Town's bylaws. All dog wastes must be picked up and disposed of properly.
11. Hours are from Dawn to Dusk. Special hours by permit only.
12. No alcoholic or illegal substances permitted. Police will be notified of any violations.
13. No smoking at any town-owned areas per board of health.
14. No hunting, firearms, fireworks or explosive devices unless authorized by the Parks and Recreation Commission.
15. No motorized vehicles unless authorized by the Parks and Recreation Commission.
16. The use of ponds, lakes or rivers is a potentially dangerous activity. Safe boating procedures and water safety personnel for boating activities are strongly recommended. The use of Town beaches for swimming is not permitted unless certified water safety personnel (lifeguard or WSI) are supplied. (1 lifeguard per 25 people is required). Swimming past floats is prohibited when lifeguard is on duty. A set of beach rules will be provided.
17. The use of Camp Kent Environmental Center must be authorized by the Camp Kent caretakers and the Parks and Recreation Commission. The use of Camp Kent is limited to groups under 50. All parking is at Battis farm and requires a short walk to the premises. Any special requests must be approved before permitting by the Camp Kent caretakers-call 978-834-0359.
18. Groups are required to have the approved application on them at all times.
19. Verification of group and residency will be required at the time of request for all organized sports. Teams must submit rosters with names, addresses and phone numbers (see attached roster form).
20. The Parks and Recreation Commission reserves the right to cancel or restrict the use of facilities by any organization should they determine it is not in the best interest of the Town, community or fields.