

Keene Parks & Recreation

Ballfield Field Rental Information

Due to the limited number of available facilities, the Parks, Recreation and Facilities Department has established criteria for field use and will monitor proper use of allocations and authorizations. Increased demand on fields creates an increased strain on the City's financial resources. Therefore, the City may charge fees in order to recover public costs to operate, maintain, repair, improve, supervise, and administer the use of athletic fields.

Keene Public Elementary Schools and municipal parks that have athletic field space are available for use. Parks and Recreation reserves the right to make any decisions regarding sports programming and facilities that are in its best interests, and the best interests of the residents of the City.

Ball Field diamonds are available for rent at the following locations for practices, tournaments, instructional camps and games.

- Wheelock Park – 7 fields (4 baseball – 3 softball): 101 Park Avenue
- Fuller Fields – 2 individual fields: 422 Elm Street
- Legion Fields – 2 individual fields: 797 Court Street
- Wood Street – 1 field: Wood Street

The Recreation Center office allocates elementary school fields, as specified in City's adopted *Field Allocation Policies and Procedures*, to Community Recreation Leagues and Organizations. The *Field Allocation Policies and Procedures* can be found at www.keeneparks.com. In addition, the City does not have authority to assign or rent middle or high school fields. You may contact the Keene School Facilities Department for of any middle or high school field rental directly.

How to reserve a field

1. Fields are available for rent April 1st- mid-October (weather permitting). Please refer to our online calendar located at www.keeneparks.com regarding availability. **The Recreation Center reserves the right to deny any rental request.**
2. All field rental requests must be submitted using the Field Rental Application. The rental application is available by following this link: www.keeneparks.com and also at the Recreation Center Office, located at 312 Washington Street, Keene, NH 03431. The appropriate application must be filled out completely by the main contact and submitted to the Recreation Center Office. **All communication will be done with the main contact person listed on the rental application only.**
3. Requests will be accepted no more 90 days out from the first use date unless otherwise stated. All requests will be reviewed by the Recreation Programmer and an email response will be sent within five (5) business days. If a conflicting request exists for the same day for the same field, the following criteria will be used to determine approval.
 - A. City sponsored programs and prior contractual obligations.
 - B. Rental history and past compliance with Parks and Recreation Policies and Procedures with the requesting person/organization.
 - C. Current condition of fields and impact to them.
 - D. The Parks, Recreation and Facilities Director or his/her designee shall have the discretion to resolve conflicts.

4. When a field rental request is approved, the contract will be emailed to the main contact listed on the application.
5. The entire fee is due no later than 14 days after the receipt of contract. If request is made within 14 days of use, the total fee is due within 24 hours of notification.
6. New requests or changes for approved rentals will not be considered if submitted less than five (5) business days (Monday- Friday) of the use date. Submission of changes to the Recreation Center office does not guarantee approval.
7. **No refunds will be given for unused rented fields or unused time during a rental timeframe.**
8. A Certificate of Insurance is required ***PRIOR*** for **ALL** rentals or field access will be denied. The renter shall provide the City with a comprehensive general liability insurance policy in which both the renter and the City of Keene are named as an additional insured, covering both bodily injury and property damage. The minimum policy limits are one million dollars (\$1,000,000) combined single limit coverage. A copy of the certificate must be received by the Recreation Center office at the time of final payment.
9. **A rental is not final until payment or insurance is received.** Payment may be made by check, money order or credit card (MasterCard or VISA) online. Cash **will only be** accepted at the Recreation Center office. Please make checks or money orders payable to: **City of Keene**

Fees and Services

Fields are available to rent in four hour blocks of time, partial day (4 hours or less) or full day (more than 4 hours.) Fields are available for play from 9::00 am – 11:00 pm.

Partial day: \$75 per field

Full day: \$150 per field

Lights are charged at \$50 per day per field

Non-Resident Field Use League Fee \$1500 (please refer to the Field Allocation Policies and Procedures)

Policies

This section is provided to inform you of facility policies in advance of your event so you may make the best use of our facility and services. We have attempted to be as thorough as possible to ensure your event will be as safe and successful as possible but recognize not all situations may be covered in this section.

Any questions regarding topics not included should be directed to the Recreation Center Office. The main contact/organization is responsible for adhering to these policies and ensuring all players, spectators, attendees, vendors, etc. are aware of these policies. Failure to adhere to these policies may result in cancellation of current rental contract and will result in denial of future rental applications.

1. Rental start time and end time listed on the contract is the time access is permitted to the field.
2. Each field is designed to have one game played on it at a time.
3. **Alcoholic beverages are prohibited (except in designated areas for adult leagues only)** on the premises. This includes fields, parking lots, open spaces and roadways. Renters are expected to enforce this with all associated with the event.
4. **The use of tobacco products and e-cigarettes are not permitted** on or near the fields.
5. Recreation Center Office reserves the right to cancel an event. Field closures may result from inclement weather, poor playing conditions or field damage which may cause hazardous safety considerations for the public or excessive repairs to the field.
6. If lightning is detected 10 miles away or seen, a mandatory delay of 30 minutes must be enforced and all players, coaches, officials and guests must leave the fields and seek shelter.

7. Parking is permitted only in designated areas. On street parking and parking in grass areas are prohibited. Private vehicles are not allowed in or near field areas. Illegally parked vehicles may be ticketed or towed.
8. Wheelock Park and the Legion Fields have permanent restroom facilities. Fuller School and Wood Street have a port o john restroom.
9. No grills of any type are allowed, unless specific permission from the Director.
10. Pets are permitted and must be leashed, leash in hand of a responsible person and under control at all times. Tethering is not permitted.
11. All signage content and placement wishing to be displayed must be approved by the Recreation Center Office. Recreation Center office reserves the right to deny signage placement.
12. Any work being done to the fields must be approved by Recreation Center office prior to occurring.
13. See general facility rules for additional items pertaining to the facility.
14. See general sponsorship rules for additional guidance.

Refund policy

No refunds will be processed unless written notification of cancellation is received by the Recreation Center office no later than 21 days prior to the use date. A \$25.00 cancellation fee per field per day will be deducted from your total refund. There are no refunds for field use cancelled less than 21 days prior to the use date. No refunds will be given for unused fields that were rented or for unused time during a rental period. Any cancellation of fields at the request of the renter for reasons other than weather may result in the denial to rent these dates for the following year.

Inclement weather

If inclement weather causes fields to be unsafe for play, every attempt will be made to reschedule the rental. If no use has occurred on the rental day and use cannot be rescheduled within sixty days, a full refund for that rental day will be given.

It is the renter's responsibility to notify Recreation Center office if the field is unplayable and request to turn off the lights, if programed for rental. Failure to notify the Recreation Center office prior to programmed light use will result in forfeiture of the total fee paid for field use and lights.