



PARKS & RECREATION POLICY/AGENDA

POLICY:

The Laconia Parks & Recreation Commission meets the third Monday of each month (or Tuesday in the case of a holiday). All requests for items to be placed on the agenda must be received no later than 12:00 noon on the Tuesday immediately prior to the monthly meeting. Items received late will be placed on the agenda of the next regularly scheduled Parks & Recreation Commission meeting. Attendance is required for request approval.

All requests must be delivered or faxed to the Parks & Recreation Department office (fax 603-524-4129).

The Commission reserves the right to request rosters and proof of residency with this application.

The user will provide liability coverage for the event, in the amount of \$1,000,000.00 and provide this department with proof of coverage before acceptance. The City of Laconia must be listed as certificate holder.

Adopted as policy by the Laconia Parks & Recreation Commission on
June 2013.



Application for Facility Use Laconia Parks & Recreation

306 Union Avenue, Laconia, NH 03246
 Phone 603-524-5046, Fax 603-524-4129
parks@city.laconia.nh.us

Office Use Only:

Date of next Parks & Recreation
 Commission meeting:

Date of Parks & Recreation
 Commission approval:

To be accepted, your application must be completed in full and signed. Please type or print the information clearly and legibly and attach maps, layouts and any other additional information. Please mail, fax, email or drop off your application using the contact information shown above.

1. APPLICANT INFORMATION

Sponsoring Organization Name:			
Mailing Address, City, State, Zip	Street Address:		
	City, State, Zip:		
Applicant Contact	Name:	Secondary Contact	Name:
	Title:		Title:
Phone:	Cell:	Phone:	Cell:
Email:		Email:	
Organization/Event Website (if applicable):		Is Organization a Non-Profit Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. EVENT/PROGRAM INFORMATION

Event/Program Name:			
Facilities Requested:		Describe which facility you are requesting in detail (all, a portion of, etc.) and attach a sketch/map if required:	
Event/Program Dates: Indicate Dates/Times facility is requested including rain dates if applicable		Day(s) of the Week	Time of Day
Start Date	End Date		

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3. EVENT/PROGRAM DETAILS		
Has this event occurred before? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this an annual event? Yes <input type="checkbox"/> No <input type="checkbox"/>	How many years has this event been occurring?
Are there any changes from previous years? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please describe changes from previous years:	
Event Type:	<input type="checkbox"/> Community Festival/Fair <input type="checkbox"/> Sporting Event <input type="checkbox"/> Wedding <input type="checkbox"/> Picnic <input type="checkbox"/> Run/Walk: <input type="checkbox"/> Performance Run/Walk Start Time: _____ <input type="checkbox"/> Other: _____	Is admission charged? Yes <input type="checkbox"/> No <input type="checkbox"/> If a fundraising event, list benefactor: Expected Attendance:
Is this event open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please describe nature of event in detail:	

4. EVENT/PROGRAM SITE PLAN/SKETCH		
At the discretion of the Parks and Recreation Department, a map/sketch showing the layout of your event at the facility requested may be required with this application. If a map/sketch is required, please include the following information:		
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;"> 1. Name of Park facility requested. 2. The overall event area inside the Park. 3. The location of all physical equipment being placed (tents, booths, vendors, etc.) </td> <td style="width: 50%; border: none;"> 4. Location of portable toilets (if applicable) 5. Any other details you think would be helpful </td> </tr> </table>	1. Name of Park facility requested. 2. The overall event area inside the Park. 3. The location of all physical equipment being placed (tents, booths, vendors, etc.)	4. Location of portable toilets (if applicable) 5. Any other details you think would be helpful
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5. AMENITIES REQUESTED <i>(Please check all that apply)</i>
<input type="checkbox"/> Bathrooms <input type="checkbox"/> Athletic Field <input type="checkbox"/> Storage Space <input type="checkbox"/> Concession Area <input type="checkbox"/> Picnic Area <input type="checkbox"/> Electrical Source <input type="checkbox"/> Pavilion <input type="checkbox"/> Athletic Field Lighting <input type="checkbox"/> Other _____

6. VENDORS	Does your event have vendors selling or distributing food, beverages, merchandise or services? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, how many? _____ Please contact the Licensing Dept. at 528-6331.
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7. AMPLIFIED SOUND/MUSIC	Does your event have any amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	What times are you requesting amplified sound? Start: _____ End: _____ Please contact the Licensing Dept. for a loudspeaker permit at 528-6331.	Is electricity requested (if available) <input type="checkbox"/> Yes <input type="checkbox"/> No
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8. INSURANCE

A Certificate of Liability Insurance naming the City of Laconia as an additional insured for the duration of the event in an amount no less than \$1,000,000 must be provided prior to the start of the event.

Please e-mail the document to the Parks & Rec Office at parks@city.laconia.nh.us.

9. USER FEES

User fees may apply. Please see the attached "Facility User Fees" below.

FACILITY USER FEES

Non Resident User Fee Schedule

Type of Use	Fee	
Laconia Parks & Rec Sanctioned Events	No Charge	
Youth Programs/Leagues (19 years old & younger)	\$10 per non-resident participant/season	
Adult Programs/Leagues	\$20 per non-resident participant/season	
Laconia School District Sporting Events and Programs	No Charge	
Non-profit Charity Events (under the discretion of the Commissioners)	\$100.00	
Special Events	\$100 per half day (4 hours or less) \$240 per day (4 hours or more)	No fee if all participants/instructors Laconia residents No fee if all participants/instructors Laconia residents
Tournaments		
Laconia Youth Program League	\$100.00	
Laconia Adult Program League	\$150.00	
Non-Resident Program Tournament	\$300.00	
Sports/Day Camps - For Profit	\$50 per day per facility if one non-resident participant	\$10 surcharge per non-resident participant/instructor per session
Picnics - For Profit	\$100 per day per facility	Fee applicable if group/business not based in Laconia

Facility User Fee Schedule

Facility Type	Fee	
Concession Stands	\$50 per half day (4 hours or less) \$100 per day (4 hours or more) \$240 per season	
Storage Bays	\$20 per bay per month	

Adopted as policy by the Laconia Parks & Recreation Commission on June 2013

10. SIGNATURE

I certify that the information provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. I have read the Rules and Regulations pertaining to facility use and will be present and responsible for their enforcement.

Applicant Signature:	Date	Applicant Printed Name:
Street Address:		
City, State, Zip:		

For Office Use Only:

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> Administrative Approval | <input type="checkbox"/> Field Lighting Fees |
| <input type="checkbox"/> Key deposit | <input type="checkbox"/> Loudspeaker Permit | <input type="checkbox"/> Storage Fees |
| <input type="checkbox"/> User's Fee | <input type="checkbox"/> Vendor Permits | <input type="checkbox"/> Concession Fee |
| <input type="checkbox"/> Special Events Approval | <input type="checkbox"/> Propane Tank Waiver | <input type="checkbox"/> Rain Date |
| <input type="checkbox"/> Licensing Board Approval | <input type="checkbox"/> Other | |
| <input type="checkbox"/> City Council Approval | | |

RULES & REGULATIONS FOR FACILITY USE

All Parks and Recreation Rules and Regulations will be complied with during use of any City of Laconia facility (list attached).

Clean up of the area after the event, is the responsibility of the facility user. (Restrooms, concession stands, and policing of all areas utilized.) Supplies are the responsibility of the user.

Any damage repair or extra maintenance required after the use of the facility will be charged to the user (\$ amount to be determined by the Parks & Rec. Dept., \$100.00 minimum).

Any outstanding charges must be addressed prior to the issuance of any further facility use agreements.

The City of Laconia is not responsible for any non-city owned equipment used or left in or on Parks and Recreation facilities.

All keys issued to individuals and leagues will be subject to the submission of a security deposit of \$25.00 per key. All issued keys must be returned within 7 day of the completion of the season or event, or the security deposit will be forfeited. If keys are not returned or are lost, the responsible party or leagues will be held responsible for the cost of re-keying the corresponding facilities. Long term key issuance may occur with the approval of the Parks and Recreation Director and/or the Parks Commission.

All scheduled activities close at 10:00 p.m. except Saturdays, Sundays and holidays, by special permission from the Laconia Parks and Recreation Department.

Organized leagues must enclose a list of current officers complete with phone numbers, email addresses and addresses.

THE LACONIA PARKS AND RECREATION COMMISSION RESERVES THE RIGHT TO CHANGE DATES AND LOCATIONS OF THIS AGREEMENT IF SCHEDULING CONFLICTS ARISE.

Adopted as policy by the Laconia Parks & Recreation Commission on April 19, 2011.

LACONIA PARKS AND RECREATION RULES AND REGULATIONS

IN ACCORDANCE with the provisions of RSA Chapter 31, Chapter 44 and Chapter 216 of the City of Laconia Public Ordinances, the Laconia Parks and Recreation Commission hereby adopts the following rules and regulations for the care, protection, preservation and use of the City parks:

1. Inflatables, life jackets, swim fin, snorkels and tubes are not permitted in the water.
2. Permits are required for fires, except in park grills or portable grills. For facilities under the jurisdiction of the Parks and Recreation Commission, propane tanks in excess of 5lbs. are prohibited, unless a waiver is granted by the Parks and Recreation Commission.
3. Removal of or damage to any structure, plant, turf or natural feature within the City's park areas is prohibited.
4. Changing clothes is permitted only in buildings approved for that purpose.
5. All waste, charcoal and trash must be placed in the containers provided by the City.
6. Animals are not allowed in the water or on the beach. Animals walked on park property shall be leashed, and owners are responsible to remove all animal feces.
7. Ball playing, horseshoes, and other similar games are not allowed except in designated areas. Beach balls and other soft rubber balls may be used on the beach at the discretion of the park personnel in charge of the area.
8. In matters of safety and orderliness, persons shall obey all reasonable requests made by park personnel.
9. Persons giving false information or false alarms about swimming, help, and other emergency situations will be subject to prosecution.
10. Missing persons shall be immediately reported to the lifeguard or other park personnel on duty.
11. Park personnel will not assume responsibility of children under 13 left unattended by their parents or guardians.
12. Employees are not permitted to receive tips or gifts.
13. Automobiles, mini bikes, RV's and all types of motor vehicles are restricted to designated roads and parking areas except by written permit from Parks and Recreation.
14. State regulations for boats, water skiing and any propelled water craft (150 ft. from all land or swimming ropes) will be enforced in all waters.
15. There will be no overnight camping or parking in any park except by special permit.
16. Hockey shall be played only at specified times and places.
17. All parks and beaches shall open at 7:00a.m. and close at 10:00p.m. with the exception of Weirs Beach (midnight), Courts from 8am to 8pm and scheduled events approved by the Commission or City Council.
18. Vending and soliciting in the parks, playgrounds or on beaches without a special permit from the Parks and Recreation Commission is prohibited.
19. Only authorized parks personnel are permitted under the "boardwalk" at Weirs Beach.
20. The use or possession of a chemical substance is prohibited except where authorized by permit.
21. Public swimming is prohibited during swim lesson instruction.
22. There is absolutely no launching of boats, jet skis, or any other water apparatus from a City beach or park except in designated areas.
23. Swimming will only be allowed in designated areas.
24. Admittance to any City beach or park can only be made through a public roadway or walkway.
25. Endicott Rock Park Capacity: At no time shall there be more than 2200 people in the park.
26. Offensive behavior: No person shall act to endanger others, be intoxicated or engage in any indecent act/language or loud noise which would be offensive to any reasonable person or engage in any disorderly conduct or behavior tending to breach the public peace. Such behavior can result in expulsion.
27. The use of Tobacco products is prohibited in any City recreation area and facility.
28. Enclosed tents are prohibited in any City recreation area and facility. Shades canopies with open sides are allowed if properly secured.
29. Hammocks are prohibited in any City recreation area and facility.

Approved by the Laconia Parks & Recreation Commissions February 16, 2016.