

Town of New Gloucester



Facilities Use Agreement and Policy

Approved April 7, 2025

TOWN OF NEW GLOUCESTER FACILITIES USE AGREEMENT AND POLICY

The Town of New Gloucester takes pride in its buildings and recreational facilities, which include the Community Building, Fairgrounds, and Rowe Station ("Town facilities"), and recognizes the value in making these Town facilities accessible to community members. Although maintained primarily for Town use, the Town facilities can be reserved for organizations, community group, or individual rental when available. This Facilities Use Agreement and Policy ("Policy") governs such use. The Select Board reserves the right to change this Policy at any time. The use of Town facilities does not constitute an endorsement by the Town of an organization's policies or beliefs.

Reserving one of the Town's facilities for organized or private use of public facilities requires advance approval. To apply, submit a completed application to the Director of Parks & Recreation at least 2 weeks before your event. The application form can be found in the Appendix at the end of this Policy and online at gngrec.com. Applications to use Town facilities are required for each event/season. Previous usage does not guarantee future availability or use. Applications must be submitted by an adult who shall personally be responsible for the conduct of the meeting or event, adherence to these regulations, and for any damages. The Town facility use fee is determined by the User Classification System and Fee Schedule approved by the Select Board. These documents can be found in the Appendix and online at gngrec.com. In addition to facility-use fees, the User Classification System is used to determine booking priority of Town facilities.

Prior to taking possession of a Town facility, any applicant that is not part of the Town of New Gloucester government who reserves Town facilities must be covered by and provide to the Town a certificate of liability insurance showing the Town that it has at least \$1,000,000 of liability insurance for the period listed on the Town Facilities Use Agreement. However, Town Facility users who fall within the Green and Yellow classes on the User Classification System do not need to obtain insurance for outdoor facilities if they agree to sign a liability waiver.

The Director of Parks & Recreation and Town Manager reserves the right to cancel any Town facility reservation and may reschedule the reserved date or issue a refund. Concerns about any cancellation issued by the Director may be raised with the Town Manager.

The applicant agrees to comply with all federal, state, and Town statutes, rules, regulations, and ordinances at all times. The applicant agrees that the Town has not made any representations or warranties regarding the suitability of the Town facility for its intended use, and the applicant agrees that it is taking possession on an "as is," "where is," and "with no recourse" basis. The applicant agrees that the Town is not responsible for any loss or injury resulting from the use of Town facilities used by a person or entity under this Policy, including any personal property brought onto Town property during the use period. The applicant agrees to hold the Town harmless from any and all claims arising out of its use of the Town Facilities, and the applicant hereby indemnifies the Town from all related claims and expenses, including, but not limited to, reasonable attorneys' fees related to any such claim.

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In addition to any other applicable rules, the applicant agrees to comply with the following Facility Use rules and agrees to be responsible for ensuring the compliance of all attendees during their reserved use of Town facilities. Non-compliance with the rules written in this policy may impact future Town facility use requests.

Facility Use Rules

General

- All announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is not sponsored by Town of New Gloucester. The Town's address may not be used by any non-Town-related group to retrieve mail, etc.
- Youth meetings must have at least one adult in attendance for the duration of the use period. The adult who submitted the application for Town facilities use is personally responsible for conduct at the meeting, adherence to these rules, and any damages.
- Smoking, vaping, use of controlled substances, and alcoholic beverages are not allowed.
- Metal detecting is prohibited on the grounds of all Town facilities.
- Field/pavilion use is limited to daylight hours, which are considered 8:00am to sunset.
- Any additional rules posted at the Town facility or given by the Director of Parks & Recreation and/or Town Manager must be followed at all times.

Pets

- Pets other than verified service animals needed as an accommodation, are not allowed in any Town buildings (Community Building or Meetinghouse) or around the Fairgrounds playground area.
- Pets are allowed at other Town facilities subject to the following restrictions:
 - All pets must be on a leash, cord, or chain that is not longer than 10 feet and held by a person physically able to control the pet. Pets may not disturb, harass, or interfere with anyone using Town facilities, or damage any personal property.
 - The owner of any pet that injures anyone or that damages or destroys anything at the Town facility, including any structures or plants, will be responsible for the damage caused by the pet.
 - Pet custodians must pick up their pet's waste (feces) and dispose of it in a sanitary manner. Pet waste disposal stations are available at the Fairgrounds and Rowe Station. This provision does not apply to a service dog or an assistance animal accompanying a person who, by reason of his/her disability, is unable to remove and properly dispose of the waste.

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Trash and Clean-Up

- All Town facilities must be restored by the applicant to the orderly condition they were in at the beginning of the reserved use period.
- Any and all debris generated by reserved use should be carried out of the facility. Applicants should plan to provide and remove garbage bags from the facility at the end of the rental period.
- The Town may impose cleaning and/or damage repair fees or may elect to keep an applicant's deposit if the Director of Parks & Recreation, in their sole discretion, determines that any of these rules were not met.

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Town Facility To Be Reserved For Use:

MUNICIPAL COMPLEX
 COMMUNITY BUILDING

FAIRGROUNDS
 PAVILION
 INFIELD Field #1 INFIELD Field #2 INFIELD Field #3

ROWE STATION FACILITY
 BASEBALL Field #1 BASEBALL Field #2
 TENNIS COURT #1 TENNIS COURT #2 BASKETBALL COURT

ORGANIZATION/NAME: _____

CONTACT PERSON: _____ PHONE: _____

ADDRESS: _____

PURPOSE: _____

DATE(S) NEEDED: _____

TIME(S) NEEDED: from _____ to _____ NUMBER OF ATTENDEES: _____
(Includes set-up and clean-up)

WILL APPLICANT HAVE POLICE OR OTHER SECURITY? YES NO

IF SO, WHY? _____

I have read the Town Policy and I agree to comply with the Town Policy and all rules set forth therein and I further agree to be responsible for the compliance of those in my party:

SIGNATURE: _____ DATE: _____

EMAIL: _____

APPLICATION APPROVED BY: _____


GROUP CLASSIFICATION: _____

**TOWN OF NEW GLOUCESTER
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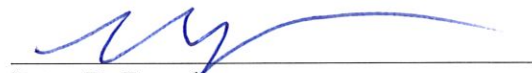
Signed and approved by the Select Board on April 7, 2025



Dustin R. Ward, Chair



Stephen J. Hathorne, Vice-Chair



Peter R. Bragdon



Tammy L. Donovan



Colleen D. Strickler

Appendix A

Town of New Gloucester Town Facilities Reserved Use Fee Schedule

All Town Facility rentals are subject to a 2-hour minimum reserved use period.

Facility Fee Schedule

Facility	Yellow Class*	Orange Class	Red Class	Deposit Requirement
Community Building	\$25/hr	\$35/hr	\$50/hr	\$50
Fairgrounds Pavilion**	\$15/hr	\$25/hr	\$40/hr	\$50
Fairgrounds Infield – per field	\$20/hr	\$30/hr	\$50/hr	\$100
Rowe Station Baseball Fields	\$20/hr	\$30/hr	\$50/hr	\$100
Basketball/Tennis Court	\$20/hr	\$30/hr	\$50/hr	\$100

The above fees are for residents of New Gloucester/Gray. Add 25% for applicants that are not local to New Gloucester or Gray.

* No deposit is required for rentals by members of the Yellow Class.

** Renters of the Fairgrounds Pavilion may choose to waive the insurance requirement by signing the additional liability waiver**

** Long-term rentals can be established for a flat fee that is agreed upon by the Parks & Recreation Department and approved by the Town Manager. In lieu of monetary payment, in-kind gestures and voluntarism will be considered for long-term rental fee.

Appendix A (cont'd)

Town Facility User Classification System

Green Class: No-Fee Users

- Town of New Gloucester government-sponsored programs and activities
- Official town committees, boards, and departments
- Recognized municipal partners (e.g., town emergency services, elections, or public meetings)
- MSAD 15

Yellow Class: Low-Fee Users

- Gray-New Gloucester (GNG) Support Organizations hosting free programs or activities for the local community
- Local civic groups and nonprofit organizations (e.g., Lions Club, local scout troops)
- Educational or recreational groups offering free/low-cost programs for community members
- Small private gatherings of 25 or fewer guests (e.g., birthday parties, baby showers, reunions)

Orange Class: Standard Fee Users

- Non-GNG nonprofit organizations
- GNG Support Organizations hosting fundraisers, large events, or ticketed activities
- For-profit instructors, small businesses, or private groups conducting revenue-generating activities (e.g., fitness classes, personal training, coaching)
- Any group charging participants a fee beyond facility rental costs

Red Class: Commercial & High-Impact Use

- For-profit businesses hosting public or private events
- Concerts, fairs, or large-scale public events (over 500 attendees)
- Nonprofits conducting fundraising events with high revenue potential
- Any group selling tickets or charging high-entry fees

The Director of Parks and Recreation, in consultation with the Town Manager, will determine which user classification applies to any given user and rental activity.