



Field & Facility Use Information

Newport Parks & Recreation

222 Main Street • Newport, VT 05855

Tel. (802) 334-6345 • Fax (802) 334-5632

Info@NewportRecreation.org • www.NewportRecreation.org



Newport Parks & Recreation is responsible for the scheduling, reservation, use and management of the City's athletic and recreational facilities. Most parks and facilities are open to residents and visitors for public use. **To reserve space for exclusive use, please review the following and submit a Field & Facility Use Application with a \$25 reservation deposit at least 14 days in advance.**

REQUIREMENTS FOR ALL APPLICANTS

All applicants must meet the following requirements:

- Submit a **Field & Facility Use Application** to Newport Parks & Recreation including a non-refundable \$25 deposit. Applicants must be 18 years or older. Forms that are illegible, incomplete or do not include a deposit will be returned.
- Indicate *specific* days, dates and times on your application or attach a separate calendar or schedule. Include time needed for set-up and break down as well as **any known date exceptions** in block scheduling (i.e. all Wednesdays in July except July 4th).
- Applications are considered on a first-come, first-serve basis. Field priority will be given to returning sports leagues and existing programs if submitted by the April 1st deadline.
- After processing, applicants will be notified of their reservation status within seven business days and given an invoice with confirmed dates. **Payment is due in full prior to use.** Additional costs incurred for clean-up and damage will be invoiced separately following the rental.
- **Any changes or cancellations must be made 14 days prior to the rental date to be eligible for a refund or credit.** Cancellations due to inclement weather or other uncontrollable circumstance may be credited toward a future reservation.

ADDITIONAL REQUIREMENTS

For Special or Large Events (100+ Attendees)

In addition to the above requirements, Special or Large Event applicants must also:

- Submit a site plan with the **Field & Facility Use Application** describing the layout of event space. Map must indicate placement of restrooms, dumpsters, power supply, vendors, entrances, exits, parking, security, water, tents and other amenities.
- Schedule an appointment with the Parks & Recreation Director to complete a **Special Event Application**. Users are responsible for all required permits including zoning, health, liquor, public assembly, etc.
- Attend a mandatory pre-event meeting at least two weeks prior to the event date. Applicant, Parks & Recreation staff and any other necessary municipal departments must be present.
- A post-event meeting or follow-up to evaluate the event is required.
- The Newport City Council must give approval and has authority over all Special or Large Events.

Field Use Rules & Regulations:

- Glass bottles or containers are not allowed in Newport City parks.
- All facilities must be left clean of refuse. User is responsible for removal of all trash and recycling that exceeds capacity of on-site receptacles. If receptacles are full, litter and debris must be bagged and removed from the park with the user.
- Recycling is required by the State of Vermont. All users are responsible for adhering to the law.
- In accordance with Newport City ordinance, absolutely no smoking is permitted inside any public building or within 30 feet of windows or entrances. This includes dugouts, pavilions, tents, shelters and restrooms.
- Vehicles are restricted to roads or parking areas maintained for vehicular traffic. Parking, loading or unloading is not permitted on grassy areas without prior permission.
- Sports fields may be deemed unplayable at any time by park staff due to weather or surface conditions. Any field with standing water is unplayable, whether or not it has been posted as such. If fields are unplayable, fees will be waived and an attempt will be made to reschedule.
- All requests for field lining must be made at least two weeks in advance. Costs associated with special or additional marking beyond the standard park maintenance schedule will be at the expense of the user.
- Any event involving amplified sound must be approved by Newport Parks & Recreation and must adhere to the city's noise ordinance policy. Sound must be at a reasonable volume for park boundaries and not amplified outside the hours of 6AM-10PM.
- Events exceeding 100 people in attendance must provide portable restrooms at the ratio of one restroom for each 150 people in attendance. Some parks provide complimentary sanitary facilities seasonally.
- Fires on open ground or in containers are strictly prohibited without written permission from the Newport City Fire Chief.
- Bounce houses, concession stands or other temporary features that require power must be approved in advance and may include additional charges.
- Expenses associated with clean-up and repair will be invoiced separately if needed.
- The City of Newport is not responsible for loss or theft of personal property.
- The tenant is responsible for informing all participants, caterers or contractors of field use rules and regulations.
- Failure to adhere to these rules and regulations will result in additional costs for clean-up and suspension of future rentals.

Facility Rules & Regulations:

- Decorations can be hung using painters tape, tacks or other methods that won't impact paint or finish on the walls. The use of duct tape, nails and screws is prohibited. Confetti is prohibited. All decorations must be removed before departure. Expenses associated with clean-up and repair will be invoiced separately if needed.
- Please leave the rented area as you found it. After use, all floors must be left free of debris, vacuumed and mopped if necessary. Tables and chairs should be stacked and put back as found. Please remove food from refrigerators wash all dishes. Turn off lights, flush toilets, reset thermostat and lock doors when applicable.
- All facilities must be left clean of refuse. Recycling is required by the State of Vermont. User is responsible for removal of all trash and recycling.
- Vehicles are restricted to roads or parking areas maintained for vehicular traffic. Parking, loading or unloading is not permitted on grassy areas without prior permission.
- Additional rental items must be returned in the same condition as issued. Cost associated with broken or missing items will be invoiced separately if needed.
- The City of Newport is not responsible for loss or theft of personal property.
- In accordance with Newport City ordinance, absolutely no smoking is permitted inside any public building or within 30 feet of windows or entrances. This includes dugouts, pavilions, tents, shelters and restrooms.
- The tenant is responsible for informing all guests, caterers, entertainers or contractors of facility use rules and regulations.
- Failure to adhere to these rules and regulations will result in additional costs for clean-up and suspension of future rentals.

Cancellation Policy:

- \$25 reservation deposits are non-refundable.
- All other fees are fully refundable up to 14 days of the reservation date. Without at least 14 days notice, refunds will only be issued if the unit is rented to another party.
- Field cancellations due to inclement weather or other uncontrollable circumstance may be credited toward a future reservation.



Field & Facility Use Application

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Organization: ☐ Resident ☐ Non-Resident | ☐ Non-Profit ☐ Profit

Name of Event:

Contact Person:

Email:

Phone:

Phone:

Billing Address:

FIELD/FACILITY INFORMATION

Facility Requested:

Gardner Memorial Park

- ☐ Softball Field 1
- ☐ Softball Field 2
- ☐ Softball Field 3
- ☐ Little League Field
- ☐ Babe Ruth Baseball Field
- ☐ Hockey Rink/Basketball/Pickleball Court
- ☐ Soccer/Football Field
- ☐ Playground Pavilion
- ☐ Bandstand/Causeway Area
- ☐ Other:

Prouty Beach

- ☐ Football/ Upper Multi-Purpose Field
- ☐ Tennis Courts
- ☐ Basketball Court
- ☐ T-Ball Field
- ☐ Softball Field
- ☐ Waterfront Pavilion
- ☐ Upper Tent Shelter
- ☐ Other:

Other

- ☐ Municipal Building Community Center
- ☐ Municipal Gymnasium
- ☐ Other:

Description of Use:

Anticipated number of people in attendance:

Will you have music or amplified sound?

RESERVATION

☐ Calendar or schedule attached -OR- ☐ List specific dates and times:

Day(s) of the week	Date(s) (month and day, including set-up and break-down dates)	Time(s) (including time for set-up and break-down)	Use(s) (i.e. game, practice, set-up, break-down, main event etc.)

List any date exceptions to block reservations:

Additional services or amenities needed:

I have read and understand Newport Parks & Recreation Field and Facility Rules and Regulations and understand my responsibilities as outlined. I understand that payment for use must be made **in advance** and that I will be invoiced separately for additional clean-up and repair costs related to any damage to the facility during my reservation. I also understand that this application is not approved until I have received a reservation confirmation in return.

Signature: _____ **Print:** _____ **Date:** _____

OFFICE USE ONLY

	Date	By	Notes
Deposit Received			Amt: <input type="checkbox"/> Cash <input type="checkbox"/> Check#
Reviewed & Booked in Calendar			
Confirmed & Invoiced			<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Other:
Copied to Staff			<input type="checkbox"/> MM <input type="checkbox"/> AC <input type="checkbox"/> JB <input type="checkbox"/> Other:
Payment			Amt: <input type="checkbox"/> Cash <input type="checkbox"/> Check#
Payment			Amt: <input type="checkbox"/> Cash <input type="checkbox"/> Check#
Payment			Amt: <input type="checkbox"/> Cash <input type="checkbox"/> Check#

P&R Partnerships:

- ☐ % Commission:
 ☐ Commission Per Person:
 ☐ Benefit:
- ☐ Other:

NOTES:



2018 Field & Facility Rates

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2018 Rental Rates

GARDNER MEMORIAL PARK

Baseball/Softball Fields	\$39	Game
	\$5	Practice
Baseball/Softball Tournaments	\$217	One Day
	\$348	Two Day
	\$456	Three Day
Soccer/Football Field	\$47	Game
	\$5	Practice
Hockey Rink/Basketball/Pickleball Courts	\$26	Hour
Lights	\$19	Occurrence
Causeway/Bandstand/Green Spaces	\$39	Hour
	\$124	Four Hours
	\$216	Full Day
Playground Pavilion Rental	\$29	Hour
	\$93	Four Hours
	\$162	Full Day

PROUTY BEACH

Baseball/Softball Fields	\$39	Game
	\$5	Practice
Upper Multi-Purpose/Football Field	\$47	Game
	\$5	Practice
Basketball Court	\$26	Hour
Tennis Courts	\$5	Hour (One Court)
	\$15	Hour (All Courts)
Waterfront/Green Spaces	\$39	Hour
	\$124	Four Hours
	\$216	Full Day
Upper Tent Shelter	\$29	Hour
	\$93	Four Hours
	\$162	Full Day
Waterfront Pavilion	\$39	Hour
	\$126	Four Hours
	\$219	Full Day

MUNICIPAL BUILDING

Municipal Gymnasium	\$32	Hour
	\$102	Four Hours
	\$181	Full Day
Community Center	\$21	Hour
	\$67	Four Hours
	\$119	Full Day

TENTS (Includes Delivery & Set-up)

10'x10'	\$25	Day
20' X 20'	\$305	Day
20' X 30'	\$329	Day
20' X 50'	\$390	Day
Tent Sides	\$61	Day

OTHER RENTALS (Delivery Not Included)

Tables	\$8	Each
Chairs	\$2	Each

FREQUENTLY ASKED QUESTIONS:

Do I need to reserve the field or facility?

Newport City parks and facilities are open daily for public use by the community. You should plan to schedule your visit with our office if:

- The amount of people attending exceeds 20.
- You would like exclusive (private) use of a park space or facility for a specific date and time.
- If your use of a park space or facility will be ongoing on a scheduled basis.

Large or Special Events: Any event expecting 100+ attendees or requiring traffic or other assistance may require a pre-event meeting and additional permitting through our office.

Definition of Terms:

Game – Up to two hours exclusive use, includes initial field prep and lining.

Practice - Up to two hours exclusive use, no field prep or lining.

Full Day - During normal facility hours.

Season – Typically the first week in May through mid-October when facilities are open (weather dependent).

Amenities: Many park areas have amenities readily available for public use and events including playgrounds, bathrooms, picnic tables, grills, and trash cans. If you have specific questions about specific park or facility features, please inquire with our office.

To Make a Reservation: Applications are considered on a first-come, first-serve basis. To book a space, submit a *Field & Facility Use Application* to Newport Parks & Recreation at least two weeks prior to the rental date. A \$25 non-refundable deposit is due with *all* applications, and the remaining rental balance is due in full prior to use. Application is not approved until reservation confirmation has been received from our office.

Changes/Cancellations: Must be made 14 days prior to the event date to be eligible for a refund or credit. Last minute cancellations due to inclement weather or other uncontrollable circumstances may be credited toward a future reservation.

Damages: Additional costs incurred for clean-up, repair or damage to the field or facility will be invoiced separately after the rental.