

**TOWN OF MANCHESTER**  
**Facilities Use Guidelines**  
**Approved by Manchester Board of Selectmen - 07/10/07**

The following Facilities Use Scheduling Guidelines will be utilized by the Board of Selectmen, through its Town Manger, when determining priority usage of the Town owned recreational facilities. All priority 3, 4 and 5 groups will be required to complete a facilities use form (attached) and inform the Town of intended use. These guidelines may only be modified by the approval of the Board of Selectmen.

Priority 1 - **Manchester Elementary School**

Priority 2 - **Manchester Summer Recreation Program**

Priority 3 - **(First Priority) Town endorsed youth sport leagues, open tryouts  
and (Second Priority) CSD youth sport leagues**

Priority 4 - **Residents of Town**

Priority 5 - **Other public uses as determined at the discretion of the Town Manager**

**Facilities Use Charges**

Priority groups 1, 2 and 3 will not be charged for facility use or maintenance of respective facilities. Priority groups 4 and 5 may be charged for supplies needed for maintenance or repair as deemed appropriate by the Board of Selectmen.

**Modifications to Approved Facilities Requests**

The Town Manager has the authority to modify and/or rescind an approved facility use request if it is determined to be in the best interest of the Town of Manchester. However, every effort will be made to locate suitable substitute facilities for the respective group.

**Insurance Requirements**

The Town of Manchester may request general liability coverage from facilities users as necessary and deemed appropriate by the Town Manager and/or Board of Selectmen. The Town of Manchester will be listed as additional insured on all policies.

**Right to Deny Use**

The Town of Manchester reserves the right to deny the use of facilities if the activity is deemed inappropriate or may cause damage to the facilities.

**Waiver of Fees for Towns**

Facility and equipment use fees will be waived for other CSD towns provided that the respective town(s) reciprocate by waiving all use fees when Manchester may have to use their town's facilities.

# TOWN OF MANCHESTER

## Request for Use of Manchester Facilities Approved by Board of Selectmen - 07/10/07

Date of Request: \_\_\_\_\_

From: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Person Assuming Responsibility)

Address: \_\_\_\_\_  
\_\_\_\_\_

Representing: \_\_\_\_\_ (organization, club, etc.)

I request use of the \_\_\_\_\_ (ball fields, tennis court) on  
\_\_\_\_\_ (date) from \_\_\_\_\_ to \_\_\_\_\_ (time).

I understand the facilities used will be left in the same condition as found, and further understand that I, or the organization that I am representing, will be billed for any damages that may occur while in use. I also understand that I will monitor the following rules established by the Town of Manchester:

- **No Pets**
- **No Smoking**
- **Parking in designated areas only (no vehicles on fields)**
- **All equipment used or moved put back in proper place**
- **Adult supervision of young people at all times**
- **Portable toilets checked before and after use (large groups may need additional toilets)**
- **Removal of debris and garbage created by use (carry in/carry out policy)**
- **Tennis courts are for tennis only**

In addition to the above, I agree to follow the regulations established by the Town in the facilities use guidelines attached and realize that at anytime the privilege of using these facilities may be revoked by the Town if these guidelines are not adhered to. All applicants for the use of the facilities shall hold the Selectmen of the Town of Manchester, its committee members, employees and agents free and without harm from any loss, damage, liability, or expense that may arise during or be caused in any way by such use of the Manchester facilities.

\_\_\_\_\_  
Signature of Responsible Person

### Do Not Write Below This Line

\_\_\_\_ approved  
\_\_\_\_ denied

Date: \_\_\_\_\_

\_\_\_\_\_  
Town Manager for the Town of Manchester