



KITTERY **RULES AND REGULATIONS FOR FIELD USE**

A. STATEMENT OF PURPOSE

Memorial, Shapleigh, Emery, and Frisbee Fields are athletic, recreational facilities which have been established for the use of resident athletic leagues and organized groups from the Town of Kittery. These fields may be used by such groups for sports or other activities as may be supported by the available facilities. As of 1998 the usage of Kittery's athletic fields exceeded the ability of the turf grass to regenerate itself under the present intensity and scheduling of programs. Soccer, football, baseball, and field hockey programs may not be expanded until adequate facilities become available.

Use of the fields for activities not athletic in nature, or by mixed/resident or non-resident groups shall be at the discretion of and permission from the Town Manager or Town Council depending on the size of the gathering.

B. SCHEDULING

1. All Town athletic fields will be scheduled through the Kittery Community Center.
2. Town resident athletic leagues or groups such as the School Department, Little League and others approved by the Town Manager shall have scheduling priority.
3. Mixed resident/non-resident or non-resident athletic associations or leagues may not use Kittery fields until adequate facilities become available.
4. One time use of a field to an organized group, 100 people or less, may be granted by the Town Manager provided all terms of Section D "Group or Team Use of Athletic Fields" are satisfied.

C. GENERAL RULES

1. No vehicles, horses or dogs are permitted on any town field.
2. Alcoholic beverages are not allowed on any town field.
3. The group or team representative must assure that all trash is removed when an event is completed.
4. Gates must be locked upon leaving all facilities.
5. Key must be returned after your scheduled activity is completed.
6. Practicing of golf on the field areas is not permitted at any time.
7. Operation of mini-bikes, trail bikes, snowmobile or similar vehicles is prohibited within field areas. Registered vehicles may be parked in parking areas, but not operated within the field expect for entering and exiting.
8. Speed limit within the field area shall not exceed 5 miles per hour.
9. Parking of automobiles is to be confined to parking lots only.
10. Practice sessions for any sport or open play will not be allowed to interfere with a previously scheduled activity.
11. Use of all fields must stop at sunset.

12. Football, soccer, and field hockey practice sessions are to be kept at a minimum on fields used for competition. Games take precedence over practice.
13. Soccer goals must be moved out of the lined game field for practices.
14. A maintenance service contract must be implemented for portable toilets with a copy of the agreement submitted to the Kittery Community Center.
15. Baseball use at Shapleigh Field is restricted to girl's softball, t-ball, or little league ages.
16. Any injuries requiring professional medical attention shall be reported to the Community Center Director including a written account of the incident.
17. Problems or concerns for field maintenance shall be reported to the Commissioner of Public Works.
18. The Department of Public Works may cancel a reservation of any field up to six hours prior to a scheduled activity if for any reason the area is not in a playable condition.

D. GROUP OR TEAM USE OF ATHLETIC FIELDS

1. A permit application must be completed and submitted to the Kittery Community Center for their review and approval.
2. The group representative must retain a signed copy of the approved permit as proof of reservation.
3. Field reservations:
 - a. Town sponsored or resident affiliated groups under 100 people.
 - (1.) Must include the field location, day and time schedule;
 - (2.) The name, address, and telephone number for the group representative as well as an alternate representative contact; and
 - b. Mixed resident/non-residents or non-resident groups.
 - (1.) A certificate of insurance with a minimum \$300,000 coverage must accompany the request;
 - (2.) Must include the field location, day and time schedule;
 - (3.) A list of participants with their name, address, and telephone number;
 - (4.) The name, address, and telephone number for the group representative as well as an alternate representative contact;
 - (5.) Group fees.
 - (a.) 0-25 people for 3 hours or less at \$150.00 and \$50.00/hour for any additional time;
 - (b.) 26-50 people for 3 hours or less at \$225.00 and \$75.00/hour for any additional time;
 - (c.) 51 to a maximum of 100 people for 3 hours or less at \$300.00 and \$100./hour for any additional time;
 - (d.) A group of 100 or less people must provide a very specific description of the activity or use and shall require review and approval by the Town Manager;

- (e.) Groups or gatherings, over 101 people require Town Council approval;
- (6.) All fees are due at least ten (10) days prior to an event and will not be refunded unless the activity is canceled six (6) hours in advance by the Department of Public Works; and
- (7.) A security deposit for damages may be required by and in amount thereof as determined by the Kittery Community Center Director.

E. MISCELLANEOUS RULES

1. The Maintenance of all Town Fields shall be done by the Parks Department.
2. The field house at Memorial Field will be used and maintained by the School Department. The Kittery Community Center and Little League will be issued the keys for restroom use.
3. The garage at Memorial Field is for the use of the Parks Department for the storage of vehicles, equipment and other materials.
4. The Little League fields are maintained by the Kittery Little League and are the exclusive responsibility of said League. All upkeep, maintenance or other activities shall be taken care of by that League.