



90 Stow Street
 Concord, MA, 01742
 (P) 978-287-1050

Town of Concord Outdoor Field/Court Rental Application

Name of Applicant: _____ Application Date: _____
 Applicant Address: _____ Town: _____ Zip: _____
 Cell Phone: _____ Home Phone: _____
 Email: _____ Date of Birth: _____
 Name of Organization (if applicable): _____
 Organization Address: _____ Town: _____ Zip: _____
 Does the renter carry liability insurance? yes no Is your group a 501 (c)(3)? Yes* No
*If yes, please attach proof/certificate

Type of Activity:

Baseball Softball Soccer Lacrosse Tennis Pickleball
 Frisbee Field Hockey Football Basketball Track and Field Fundraiser
 Other _____

Date(s) requesting: _____
 Time(s) requesting: _____
 Estimated attendance per date: _____

Additional Information about event: _____

Town of Concord Outdoor Field/Court Rental Request List

LOCATION	SPORT	FIELD ID	NOTES	CHECK FOR RENTAL
EMERSON PARK				
	Soccer	Soccer 1 (Thoreau St)		
	Soccer	Soccer 2 (Stow St)		
	Soccer	Soccer 3 (Oval)		
	Baseball	90' Diamond		
	Softball	Field 1		
	Softball	Field 2 (near park entrance)		
	Tennis	Court 1		
	Tennis	Court 2		
	Tennis	Court 3		
	Tennis	Court 4		
	Tennis	Court 5		
	Basketball	Court 1		
	Basketball	Court 2		
	Track			
RIDEOUT PARK				
Soccer	9v9	9v9	Cannot use when baseball field 2 or softball field 3 is in use	

Baseball	Field 1 (near Laws Brook Rd)	70' Diamond		
Baseball	Field 2	70' Diamond	Cannot use when soccer field is in use	
Softball	Field 3			
Tennis	Court 1			
Tennis	Court 2			
Tennis	Court 3			
Pickleball	Court 1		Overlaps with Tennis Court 1	
Pickleball	Court 2		Overlaps with Tennis Court 1	
Pickleball	Court 3		Overlaps with Tennis Court 2	
Pickleball	Court 4		Overlaps with Tennis Court 2	
Pickleball	Court 5		Overlaps with Tennis Court 3	
Pickleball	Court 6		Overlaps with Tennis Court 3	
Basketball	Court 1	84'x50'		
Basketball	Court 2	74'x50'		
RIPLEY SCHOOL				
Soccer	Field 1	9v9 (or two, 7v7 fields)		
Soccer	Field 2	5v5 Left		
Soccer	Field 3	5v5 Back		
Soccer	Field 4	5v5 Right		
Baseball	Baseball Field	90'		
SOUTH MEADOW				
Soccer	Field 1	7v7		
Soccer	Field 2	7v7		
COUSINS FIELD				
Multi Use	NA	NA		
CCHS FIELDS				
Multi Use	Doug White 1	11v11 soccer	Lights available	
Multi Use	Doug White 2	11v11 soccer	Lights available	
Multi Use	Upper Grass			

NOTE:

- Town Pavilions and Playgrounds are not available for rent.
- Concord Recreation does not book fields at Elementary Schools or Middle Schools.
- Concord Recreation does not book Memorial Field.

Town of Concord Outdoor Field/Court Rental Fee Schedule 2022

<i>Fees are based on one-hour reservation unless otherwise noted.</i>	Grass Fields, Baseball/Softball, Track	Synthetic Turf Fields	Tennis, Basketball and Pickleball Courts	Lights Fee
Tier 1 * Concord Recreation Programs, Concord Carlisle Public School and Concord Carlisle High School Programs, Town of Concord Boards or Commissions. Includes Concord-Carlisle Youth Sports Groups (Soccer, Baseball/Softball, Basketball, Lacrosse, Football)	No charge	No charge	No charge	\$40.09/hour
Tier 2* Concord Adult Sports Organizations.	\$35/hour	\$75/hour	\$15/hour	\$40.09/hour
Tier 3* Events of educational, recreational, social or philanthropic purposes by Concord-based non-profit organizations.	\$35/hour	\$75/hour	\$15/hour	\$40.09/hour
Tier 4 Events of educational, recreational, social or philanthropic purposes by non-Concord based organizations including non-profit organizations or for-profit organizations (Concord or non-Concord based) including Concord private schools.	\$55/hour	\$95/hour	\$35/hour	\$40.09/hour
Tier 5* Single or Multiday Tournaments by Concord based Adult Sport Organizations.	\$125/field/day	\$300/field/day	\$50/court/day	\$40.09/hour
Tier 6 Single or Multiday Tournaments by non-Concord based Adult Sport Organizations.	\$200/day/field	\$375/day/field	\$125/court/day	\$40.09/hour

*The person requesting the permit must be a Concord resident. Concord based groups are defined as a group comprised of at least 50% Concord residents; a roster must be submitted with proof of each participants residency.

Priority for facility usage is as follows:

1. Concord Recreation Programs
2. Concord Public Schools and Concord Carlisle High School Programs
3. Town Youth Sport Organizations
4. Town Adult Sport Organizations
5. Other

Town of Concord Outdoor Field/Court Rental Rules

Please enjoy the benefits of using the athletic facilities by following the rules for the safety of the users and protection of athletic surfaces.

General Rules and Regulations

- Fields and courts are open from dawn to dusk unless specifically permitted or reserved for use with outdoor lighting;
- The placement of storage containers or other objects, including portable bathrooms, is prohibited without prior, written approval of the Town;
- The use of drones or similar electronic and/or remote-controlled devices is prohibited without prior, written approval by the Town;
- Permitted events will take precedence over general public use;
- Dogs and other pets are prohibited on Town athletic fields, courts, and parks. Service animals are welcome;
- The use of alcohol, tobacco, and/or controlled substances on fields and courts and in their immediate vicinity is prohibited;
- There is no grilling allowed on Town property;
- Serving food to the public on Town property is prohibited without a food permit through the Concord Board of Health;
- Guns, weapons, and gambling are prohibited on Town property;
- The hanging of signs, banners, etc. is prohibited without prior, written approval from the Recreation Committee and the Department;
- The driving or parking of vehicles on fields or courts is prohibited;
- All functions must begin and end on time. If an event runs later than scheduled an addition fee will be charged by the hour.
- Use of special equipment requires prior approval (music equipment, tents, food, vendors, etc.)
- Discriminatory acts and/or language toward anyone on the basis of race, ethnicity, religion, or gender is prohibited;
- Reallocation or “subletting” of a permitted or reserved field or court by the permit/reservation holder for any reason is prohibited. Permitted or reserved fields or courts that will go unused by the permit/reservation holder should be yielded back to the Department;
- A certificate of insurance must be submitted from the organization/applicant. The general liability coverage must be for a minimum of \$1,000,000 and the Town must be named as additionally insured;
- An associated roster from the organization or league must be submitted to authenticate the residency requirement for their proper tier. A copy of participant’s driver’s license or other form of identification may be required;
- The permit/reservation holder is responsible for ensuring that the field or court is clean and there is no litter or garbage left after use;
- The permit/reservation holder is responsible for any damage to the field or court or the immediate vicinity that occurs during their permitted day/time;
- The permit/reservation holder will honor any field or court closures as made by the Department, DPW, the Department of Health, or any other Department or Board of the Town of Concord;
- Applicant and other participants will be using the facilities at their own risk;
- Applicant understands that the Town makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application;



- Applicant understand that it is against the law to make a profit on Town property. Fundraisers need prior approval.
- Any amusement equipment, including bouncy houses, must be rented through a licensed inflatable business. A copy of the business certificate must be given to the Recreation Department.

Cancellation Policy

- Renters are asked to inform the Recreation Department of any cancellations 48 business hours prior in order to receive a refund.
- The Recreation Department will contact renters ahead of time if fields are closed.

Supervision

- All applicants must be at least 18 years of age and must be present through the entire rental period.
- A police detail may be required for any events expecting more than 50 participants, or at the discretion of the Recreation Department. The cost of such detail will be paid by the renter.
- Any events that are held for school age children grades K-12 must provide a ratio of 1:15 (chaperone to participants).
- Police should be called during an event if renter or facility safety is in jeopardy.

If any issues arise, renters are asked to call the Hunt Recreation Center, Monday through Friday 7:30am-6:00pm at 978-287-1050 and the Beede Swim and Fitness Center on Saturday and Sunday 7:00 a.m-6:00 pm at 978-287-1000.

Town of Concord Outdoor Field/Court Rental Use Agreement

Applicant agrees to be bound by the Concord Recreation Facility Rental Use Agreement regulations and policies. Violation of any of these regulations and policies may result in: immediate termination of the event, legal responsibility for damages, and forfeit of future use of the facility. Applicant agrees to indemnify and hold the Town of Concord, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or related to the activities of applicant and participants during the use of the facility under the terms of this application. Applicant understands that the Town of Concord and Concord Recreation are not sponsors of this activity nor will they provide any supervision of the activity. Applicant understands that the Town makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk.

All applicants must provide proof of insurance issued by insurance companies eligible to issue policies in the Commonwealth of Massachusetts and acceptable to the Town in the amount of at least \$1,000,000 for Comprehensive General Liability. The Town of Concord must be named as additionally insured on all policies with the address of 22 Monument Square Concord, MA 01742.

Signature: _____ **Date:** _____