Town of Berwick

Memorial Park Use Policy

Updated: 2/12/2025

This Agreement is between the Town of Berwick Parks and Recreation and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for use of Memorial Park located at 25 Sweetser St. & 71 Sullivan Street, Berwick, Maine.

1. **Term**

This agreement is from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Town of Berwick reserves the right to host athletic leagues, special events and programs at all public park facilities, including fields. Organizations will be notified in advance of any special events or programs that may conflict with their scheduled use. The town will make every effort to schedule special events during non-use time periods, However, town events take precedence over permitted games, practice, and events by non-town sanctioned groups.

***THE TOWN OF BERWICK MAY DESIGNATE “DOWN-TIME” FOR MAINTENANCE, REGENERATION AND/OR EMERGENCY TIMES.***

1. **Purpose**

The purpose of this Field Use Policy is to ensure the successful implementation of the Town of Berwick Recreation Master Plan and Memorial Field Feasibility Study by utilizing recreation fields and facilities for optimal wellness, health, and enjoyment by the community at large, as well as youth and adult sports organizations, and any other groups based in Berwick.

The Town of Berwick adopts the following policy to govern the use and treatment of Memorial Park and ensure all activities are safe and abide by the Maine Municipal Risk Management.

1. **Conditions for Use**

Organizations will be required to submit an online field reservation through

www.berwickrec.com by the outlined application timetable (Section V.) each season.

Applications should be accompanied by the following:

• A list of the Board of Directors with appropriate addresses and phone numbers

• Proof of $1,000,000 certificate of liability insurance naming the Town of

 Berwick as additionally insured.

• Schedule of dates for season including tryouts, practices, and games

• A security deposit may be required for future use if damages have occurred

 and balances are owed from the previous season.

**Failure to submit requested information CAN lead to the loss of “recognized” status and potential loss of priority user status, which could affect field allocation or cancellation of reservations.**

1. **Point of Contact**

Each organization shall designate one (1) person and one (1) alternate person to act as the “Point of Contact” for the organization and shall submit their names, title, address, home, and work phone numbers, email address.

The Point of Contact will be responsible for:

• Relay all communication from Berwick Parks and Recreation Department.

 • Regularly inspect parks, fields, and facilities and communicate issues and concerns

 with the Parks and Recreation Department.

•Relay information on field and facility closures for inclement weather/renovations.

• Attend or provide a designee to attend Field Summit meetings scheduled by the Parks

 & Recreation Department, prior to permits being issued.

• Ensure their organization complies with the requirements and standards outlined in

 this policy.

• Notifying the Parks and Recreation Department of any changes or updates to the board

 and their contact information.

1. **Field Use Application Deadlines & Expectations:**

To receive consideration, requests to use Memorial Park for any seasonal sports program, including but not limited to organized baseball, cheering, football, lacrosse, or soccer, shall be submitted in writing to the Town per season each year. See the seasonal timetable below. Users must provide the Town with the number and age ranges of users per event, practice or game, and the number of practices and games per week. Requests submitted after this date shall provide at least two weeks’ advance notice and shall be accommodated only as space and scheduling allow. All exclusion times must be observed. This includes, but it is not limited to chemical applications, rain outs, or mandatory rest periods.

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| Seasonal Field Use Application Timetable |
| User fees pay for routine maintenance caused by typical wear and tear. Major damages will be billed to the user group directly.See Memorial Park Fee Schedule for more information. |
| **Season** | **Due Date:** | **Permits Issued By:** |
| Spring | January 15 | April 1 |
| Summer | March 15 | May 15 |
| Fall | June 15 | July 15 |

1. **Field User Fees**

Philosophy and Direction (Tax Revenue vs. User Fees—related to Memorial Park use)

Memorial Park Improvements are ONLY Berwick Residents tax revenue support and has traditionally been recognized to provide a basic level of service towards the acquisition, maintenance and improvement of athletic fields and related facilities. However, there are many athletic teams that utilize our facility that are not Berwick Residents. Historically, athletic field rentals have not been in place to help with the development of the facility or the extensive use.

There has been a demonstrated increase in youth sports participation and demand for field space, and expectation for field quality and amenity conditions. This heavy demand for use, specialized requirements for fields, facilities and equipment/supplies/electricity and significant amount of increased “indirect” expense associated with these areas--- including the administrative costs of scheduling, use and maintenance, places an incredible need for user/rental fee revenue.

The approach to updating the user/fee policy might be viewed as moving from the “subsidized” or no fee park reservation system to a user fee-based structure. This revenue will be placed in a field maintenance/improvement line and utilized for this purpose only.

The Town of Berwick’s Parks & Recreation Department services all MSAD60 with only Berwick’s taxes. This is necessary because Berwick Parks and Recreation is dedicated to meeting the demand for the use of Memorial Park & for our entire community at large. Please fill out the form including # of participants in your program.

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| **Field User Fees** |
| User fees pay for routine maintenance caused by typical wear and tear. Major damages will be billed to the user group directly.*(See XVI. Additional Expenses & Expectations)* |
| **Sports** | **Field Fee** | **Electrical Fee (lights)** |
| Baseball | $15pp/season | $5pp/season |
| Coastal Riptide | $15pp/camp |  |
| Lacrosse | $10pp/season | $5pp/season |
| Football | $10pp/season | $5pp/season |
| Flag Football(Grade K-2)  | $5pp/season | N/A |
| Cheerleading | $5pp/season | $5pp/season |
| Youth Soccer | $5pp/season | $5pp/season |
| Adult Soccer | $15pp/season | $5pp/season |

1. **Determining Facility Usage**

Use by the public of designated “open play areas” will be on a first come first serve basis. The Town of Berwick reserves the right to schedule facilities during times when the facilities are not being utilized. Schedule use of the facilities will be determined by the Director of Parks and Recreation.

Organizations will be granted priority use of a facility by the Parks & Recreation Department on a per season (season is defined as practices and/or games) basis. Approved field usage permits will be granted to the organizations once the field scheduling is finalized.

Organizations who have been granted the use of the fields cannot legally allow other leagues, teams, or individuals to use the facility in exchange for a fee or other goods or services. The use of the fields is designated only for the organization that has an approved permit. Outside (out of Berwick/MSAD60) leagues, teams or individuals will need to contact Parks and Recreation Department to reserve fields. Organizations who allow outside leagues, teams, or individuals use of the facility during their permitted time will lose “Recognized” status and potential loss of priority user status, which could affect field allocation.

1. **Seasonal League Usage**

Organizations will have two (2) weeks after season registration is complete and prior to the actual beginning of the season to submit:

o Scheduled dates for season with list of tryouts, practices, and games

o Proof of completed background checks for all the coaches and/or team managers

o Team Rosters including the following: Team rosters which should include:

 ▪ Team Name ▪ Manager/Asst. Manager name

 ▪ Division or age group ▪ Participant’s name

***PLEASE NOTE:*** Requests will be filled based on field availability, group priority level, residency status and date submitted. Berwick & MSAD60 programs will take precedence over any outside organization.

Two (2) weeks after the end of the contract term, the organization will be required to pay all balances on the account. All reservations, contracts and changes must be made in person by the point of contact to the Parks and Recreation Department.

***Failure to submit this information within the designated time frame will result in reservations being cancelled and fields locked.***

1. **Tournament Usage**
* Organization requests that field space for tournaments must submit a Town Event Request Application for the fields on which the tournament will be held.
* Requests will be filled based on field availability, group priority level, residency status, date submitted, and demonstrated history of running successful tournaments and past experiences with the Berwick Parks and Recreation Department.
* Reservations are subject to the approval of the Parks and Recreation Department and may be denied at any time.
* All reservation paperwork shall be completed before reservations can be made.
* Tournaments may not exceed more than seven (7) consecutive days.
* Organizations may submit Field Request Applications to the Parks and Recreation Department up to six (6) months in advance and no less than sixty (60) days prior to the beginning of any anticipated tournament. The facility will be reserved as a tentative reservation.
* Cancellation of tournaments must be done within fourteen (14) days of the anticipated tournament date.

Organizations that request field space for tournaments for the financial profit of individual teams within their program will be required to reserve the facility per the Towns field rental policy. Field rental agreement must be submitted by the Organizations Point of Contact to the Department before a permit will be issued. The Organization that completes the rental agreement will be responsible for the actions of all tournament participants.

1. **Special Use of Facilities**

The Parks and Recreation Department must be informed before any Organization enters into an agreement with other organizations for use of the public facilities. Anyone wanting to show Memorial Park to another organization for future usage MUST contact the Parks and Recreation Department to schedule an appointment.

Organizations wishing to host clinics, workshops, etc. outside of seasonal practices and games are required to schedule such programs with the Parks and Recreation Department at least thirty (30) days prior to the beginning of the program. Organizations that wish to conduct camps, clinics, or workshops that are open to the public and/or require a fee in addition to the league fee for a season of play, must rent the fields or facilities on which the camp will be held. All fees associated with each rental will be due prior to the first day of the program. The Organization will be required to name the agency as an additional insured on their insurance policy.

Personal Trainers will be required to apply to the Berwick Parks and Recreation Department, submit to a background check, possess a nationally recognized certification, carry a $1 million liability insurance policy listing the Town of Berwick as additionally insured before they may train/coach.

1. **Background Checks**

It is the responsibility of the League and coaches to police and ensure that all coaches, managers, team staff, and employees have passed through the appropriate background check. No person, including a player’s parent or sibling, without passing the proper background check may be on the field or in the dugout.

1. **Building**

The building located at Memorial Park is intended to house the Parks & Recreation Departments equipment and supplies. The primary building’s large & small bay doors are not for anyone to use or enter, without the permission of the Parks & Recreation Director. These doors shall remain securely closed. The lights and the irrigation system **shall not be** altered.

For concession use, organizations must fill out a concession/building permit. Organizations MUST hold the appropriate liability coverage. An MOU will need to be signed by the organization as part of the permit. Only one Organization per season will be granted priority use of a specific area. If another organization requests use of that building during the same time frame that an organization is permitted, that organization may choose to share use, contingent upon the Town’s approval. The Town may use concession and storage areas during town sponsored activities. The organization is required to furnish whatever equipment and supplies are necessary to operate their league. All equipment stored at a storage facilities and concession stand must be removed at the end of the organization’s season, unless otherwise approved by the Parks and Recreation Director. ***The organization agrees to abide by all health code requirements for food service including all appropriate permits.***

Storage of flammable, hazardous, or toxic substances or materials, on Town property, is not permitted. The Director/Town official will inspect facilities at least once a quarter to determine if flammable, hazardous, or toxic substances/materials are being stored and handled properly.

Parks and Recreation shall be responsible for repairs and upkeep of the storage buildings that are the result of normal wear and tear and aging. Organizations will be responsible for repairs stemming from damages incurred by the facility due to their negligent or irresponsible use.

Berwick Parks and Recreation will not be held liable and will be held harmless for any contents owned and stored by any organization in any building, but not limited to, rentals, theft, vandalism, storm damage or any act causing damage or destruction of their owned contents.

When facilities are rented to non-community groups the organization who has “priority use” of concession stand will have first choice of selling concessions during tournament rentals to raise funds for their leagues. If the priority organization chooses not to sell concessions the Parks and Recreation Department reserves the right to enter into contracts with private companies or the non-community group for concession operation services. The non-community group shall then be responsible for all damages to the concession stand and its equipment. The group must agree to abide by all health code requirements for food service including all appropriate permits. These groups will not be given access to, nor shall they access storage buildings. The group is required to furnish whatever equipment and supplies are necessary to operate their tournament.

1. **Maintenance**

The Town of Berwick Parks and Recreation will provide a level of maintenance service to all parks and recreation facilities that ensures the safety and playability requirements required by the sports associations and the general public usage. The Town of Berwick will reserve the right to cancel or postpone any activity on any sports field, which is not safe condition due to vandalism, overuse, or weather.

The Town will follow the determined park maintenance standards for each park and provide general maintenance. As long as ground and environmental conditions allow, weekly mowing, trimming and edging of the complex and fields will be done so that it may be used safely and efficiently. The Town will not provide maintenance or upkeep to property or facilities that are not owned by the by the Town but retain the right to remove the property.

The Parks and Recreation Department shall be responsible for any chemical applications, including insecticide and herbicide applications and the town will notify the permitted organization prior to the application of any chemical. Prior to application of any chemical, the town also reserves the right to redirect the application due to weather.

All organizations will be responsible for and bear all costs associated with the operation and maintenance of any and all league, season, or sport specific upkeep to the facility (examples may include items such as chalking/boundary lines, dragging infields, screening bases, soccer goals, public address systems, nets, etc.). The Town will provide an initial infield training workshop on maintenance in order to ensure that the fields are being cared for properly.

The Organizations are responsible for reporting and correcting hazardous conditions related to the association’s activities. Failure to address these hazardous conditions within 24 hours could result in the suspension of having recognized league status.

The Parks and Recreation Department has established a standard that sufficient lighting is operable to provide for the safety of the user group. Every effort will be made to ensure this standard is maintained.

The department has a work order system. The purpose of the system is to provide park maintenance personnel with documentation in order to better serve and track facility repairs, maintenance activities, and service requests. Its intent is to provide a better means of communication between persons requesting service and park maintenance personnel concerning park facilities. Material or work request shall be called or emailed to the Parks and Recreation Department and ample notice should be given to order materials or schedule repairs.

The fields shall be mowed, aerated and maintained by the Parks & Recreation Department. User groups are not authorized to apply any product to the fields, infield turf areas, or infield skins. Operating the sprinkler system from the ground boxes is prohibited. Youth organizations such as soccer and baseball may use paint to line the fields when appropriate.

**Maintenance requests should be submitted to the Parks & Recreation Director.**

1. **Facility Keys**

Keys to parks facilities will be issued to the Organizations’ Point of Contact. A limit of three (3) sets of keys will be provided at no charge. A set is defined as a full complement of keys to open all gates/doors. The Point of Contact may disburse them to the board members as necessary. A $50 fee will be assessed for each key that is lost or not returned. Parks facilities are typically re-keyed on a two-year rotation. Any key request within this two-year time period will be $25 per key, $35 per core, and $75 per padlock replace fee. Facility or field access is the responsibility of the organization. If Berwick’s Parks and Recreation staff is required to unlock the gates/doors outside of operating hours, after 3:00 pm Monday through Friday or anytime Saturday, Sunday, or holidays, a $75 fee will be charged to the organization.

1. **Signage**

Sponsorship signs may offer the opportunity for advertising sponsors, Berwick Parks and Recreation signage guidelines.

* + Written request must be submitted to the Parks and Recreation Director at least sixty (60) days prior to the desired date of installation and should include the types of materials and hardware will be required for sign installation, sign size, time frames for installation and removal, etc.
	+ Sponsorship signs must only have writing/graphics on one side (they cannot be double sided).
	+ Sponsorship signs and/or advertising may only be placed on inside of baseball field fences.
	+ Signs/advertising MAY NOT be attached to the outside of concession stands, field houses, storage facilities, lights poles, open areas around the athletic complex or fences except as described above.
	+ Sponsorship signs may be placed on donated scoreboards with prior approval from the from the Parks and Recreation Director before scoreboards may be purchased/donated.
	+ Sponsorship signs and/or advertising must be well maintained. All sponsorship signs and/or advertising that are damaged from weather, vandalism, or normal wear and tear must be removed or repaired by the organization. If the repair is not done within a timely manner the signs will be removed at the Parks and Recreation Department’s discretion.
	+ Sponsorship signs and/or advertisings put up without prior approval from the Parks and Recreation Director or placed in non-designated areas will be removed.
	+ Sponsorship signs and/or advertising should be consistent in size, material and placement.
	+ Exceptions to the policy may be made with the approval of the Parks and Recreation and/Parks and Recreation Board. Request must be submitted in writing to the Parks and Recreation Director at least sixty (60) days prior to the desired date of installation and should include what they are requesting to install and where; what types of materials and hardware will be required for the installation, size, time frames for installation and removal, etc.

**X. Enhancements**

The organizations will not install, build or perform any type of facility or property improvements without the express written consent of the Parks and Recreation Department. These enhancements include but are not limited to enlarging ball fields, establishing new fields, cutting trees, extra landscaping, modifying irrigation systems, and constructing buildings. All enhancements become the property of the Town. All requests require the approval of the Director of Parks and Recreation Department. The Parks and Recreation Department will not provide maintenance or upkeep to property or facilities that are not provided by the Town. The Parks and Recreation Department retains the right to remove such property or enhancements. All permanent improvements to the fields shall become the property of the Town of Berwick. Permanent improvements include, but are not limited to, scoreboards, soccer goals, bleachers, buildings, and batting cages. Temporary equipment may be installed by the organization with prior approval by the Parks and Recreation Director*. (Ex. 70ft diamond fence)*

1. ***Ownership***

***Nothing in this Agreement shall be construed as a grant of ownership rights to the organization. All ownership and property rights remain with the Town of Berwick.***

1. **Vandalism**

The Town will share in the responsibility of deterrence by providing sufficient lighting, frequent security patrols, overall security assessment, and other measures upon the review and permission of the Parks and Recreation Department. Repairs to Town facilities caused by vandalism will be the responsibility of the Town. They will repair or replace as necessary, the following equipment: electrical and lighting systems, plumbing systems, or others upon review and permission of the Parks and Recreation Director.

1. **Litter Control**

The permit holder is responsible for the actions of the individuals participating in the permitted activity and should provide reasonable clean-up of the facilities and parking lots. All associations and individuals should make every effort to police the facilities, buildings, dugouts, concession stands, playing fields, parking areas and common areas related to the association’s activities. All trash, debris and litter can be deposited in the trash dumpsters in each of the parking lots. If trash is not cleaned up, the deposit will be kept. **TRASH CANS HAVE BEEN REMOVED.** Organizations MUST carry in and carry out their trash. It shall be the responsibility of users to ensure trash is taken to the dumpster daily. Organizations that are using the playing fields and dugouts MUST make sure the areas always remain clean. Dumpster trash pickup shall be provided for by the Town’s Park & Recreation Department weekly.

1. **Emergency Response & Accidents**

At no time shall the front gate of the field or the large soccer gate be blocked by vehicles or equipment or other obstruction of any sort. **“No Parking”** signs shall be adhered to strictly.

For emergency vehicle access, each emergency department in Berwick has their own set of keys to each gate and to the building. There are also a set of keys in the Knox box for emergency personnel. No copies of the keys shall be made by another other than the Parks & Recreation Director or his or her designee may change any key to any lock at the field.

Organizations and individuals are required to report all accidents/incidents that require medical attention by health care professionals. Accidents/incidents should be reported in writing and delivered to the Parks and Recreation Department office at the beginning of the first business day following the accident/incident.

1. **Port-A-Toilets**

The Town’s Recreation Department shall provide two units in appropriate locations for public use between the months of April and October. Each unit shall be serviced weekly. Any additional units needed for a sports program or special events shall be at that program or event’s own expense.

**Baseball rents 2 additional port-a-toilets for their season.**

1. **Parking**

Parking in front of the gate at the end of Sweetser Street shall not be allowed, as that area is designated for emergency vehicle access only. Location of applicable gate keys, if needed, shall be discussed with the Town’s Parks & Recreation Director in advance of field use. Utilization of the Sweetser Street gate entrance for concession or other unloading purposes is permitted on a temporary basis only and is not to exceed 15 minutes. Parking within the Field shall not be permitted. It shall be the responsibility of Field users to ensure spectators and others involved in their activities understand these rules according to the below parking map.

***Reminder:*** ***Memorial Park is a public park. Anyone is allowed to be at the park and facility.***

***No organization should be collecting money for parking at events/games.***



1. **Tobacco & Alcohol-Free Fields**

Berwick Parks and Recreation Department strives to provide everyone with a safe and healthy environment at all of Berwick’s recreational area properties. The Berwick Parks and Recreation Department recognizes that smoking and the use of tobacco products at our recreational area properties is detrimental to the health and safety of everyone.

Therefore, Berwick Parks and Recreation Department has adopted a 100% tobacco-free recreational area property policy, that exceeds state law (22 M.R.S.A. § 1580-A). This policy prohibits all smoking and the use of all tobacco 24 hours a day, 365 days a year in all Berwick Parks and Recreation Department owned, leased, and affiliated buildings, on all department owned or leased properties, at all department permitted or sanctioned events both indoors and outdoors when on recreational property, and in all department owned, leased or rented vehicles.

This smoke and tobacco-free policy applies to all people utilizing Berwick Parks and Recreation Department space, including organizers of, and attendees at, public events using town owned, leased, and affiliated property.

DEFINITIONS

A. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs are also included in this policy.

B. “Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

PROCEDURES

This policy will be communicated through tobacco-free signs posted at all property entrances and throughout the facility, through employee education, including being written into training manuals and new employee orientation. Everyone is required to comply with Berwick Parks and Recreation Department’s tobacco-free policy. Non-compliance may result in corrective action and is under the discretion of the serving department director.

1. **Dogs**

Dog walking/exercise is ***only*** permitted at Memorial Park during the following times:

* After Labor Day- End of the 2nd week of June- 6am-2pm
* 3rd Week of June – Labor Day- 6am-8am
* Dogs are **NOT** allowed in the enclosed baseball field areas.
* Dogs **MUST** be leashed or on voice command during this time.

 Sporting Events:

* Dog may come to sporting events; however, dogs ***MUST*** be ALWAYS leashedand on good behavior. If this becomes an issue, the organization that is using the facility may ask the owner and the dog to leave the area.

**OWNERS MUST PICK UP AFTER THEIR DOGS**. If this becomes an issue, we will reinstate NO DOGS allowed again.

1. **Additional Expenses, Penalties & Expectations**

The Town shall seek expenses related to damage and/or neglect on behalf of users, from the involved users directly. Payment of such expenses shall be made prior to granting future use requests.

Any sponsoring association, group, or person violating any provisions of the Athletic Facility Use Policy may be penalized in the following manner:

* Any sponsoring association, group, or person may be notified of the violation in written notice from the Parks and Recreation Department.
* Any sponsoring association, group, or person, upon written notification, may be provided the opportunity to resolve the violation determined by the Director of Parks and Recreation or designee.
* Any sponsoring association, group or person violating any of the Policies and Procedures may be refused the schedule usage of athletic facilities if such action is deemed necessary by the Director of Parks and Recreation upon review and disposition of the violation.
1. **Termination**

Involuntary termination shall constitute any organization, sponsor association, group or person who fails to perform the expectations outlined in the Field Usage Agreement. As such, the association shall be subject to loss of facility usage privileges up to and including termination and forfeiture of any refundable deposit paid by the organization. In the event of involuntary termination, the Parks and Recreation Department shall provide written notice to the organization listing any/all violations and allowing the organization reasonable time to bring all violations into acceptable and sustained compliance. The town retains the right to cancel this agreement if any provision of this Agreement is violated by the League. The Town shall give the League written notice and a ten-day chance to cure such violation before canceling the Agreement.

***The Town is not responsible for theft or unauthorized use of Memorial Park.***

 **XXVVIII. Key Return**

Facility keys will be issued on an as needed basis and signed in and out with the Parks & Recreation Director. The organization is prohibited from sharing any keys***. The organization is prohibited from installing locks of any kind***. This will result in immediate expulsion & use of the facility. Facility keys must be returned within 1-month of program end. If keys are not returned, user will be held responsible for the cost of lock replacements.

By signing this, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization), acknowledge the receipt of this Memorial Park Use

Policy and hereby agree to all policies and directives outlined. I understand that failure to adhere

to the above policies could result in suspension of field use permit, and other consequences as

determined by the Town.

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Signature of Authorized Organization Representative Date

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Signature of Berwick Parks & Recreation Director Date