



# Hingham Recreation Department Indoor Recreational Facilities Permit

210 Central Street, Hingham MA 02043 • 781-741-1464 • www.hinghamrec.com

## HINGHAM RECREATION DEPARTMENT INDOOR FACILITIES POLICIES

The Town of Hingham Recreation Department coordinates and schedules the use of Indoor Recreational Facilities under the jurisdiction of the Hingham Recreation Commission. The purpose of this policy is to establish an orderly and fair procedure for the reserving of Town of Hingham Recreation Department's Indoor Recreational Facilities for the purposes of practices, games, birthday parties and other activities. It is the intent of this policy to balance the increase in demand for such organized uses with the maintenance and upkeep necessary to ensure participant safety. All Indoor Recreational Facilities participants are expected to adhere to the following guidelines to help keep our Indoor Recreational Facilities in an acceptable condition for public use. Violation of these guidelines may result in fines, revocation of permits or the loss of future permitting or use privileges: Permit holders are required to see that players and spectators adhere to all following policies.

### POLICIES

#### General Policies

- The allocation of Indoor Recreational Facilities will be managed by the Director of Recreation and will be based on priority and maintenance schedules.
- Any organized activity held at Hingham Recreation Department's Indoor Recreational Facilities shall require a permit. This includes any type of practice, game, clinic or any other activity clearly being lead by a coach or adult organizer.
- No selling of food, beverages or merchandise on Hingham Recreation Department's Indoor Recreational Facilities will be allowed without an approved concession permit.
- The individual/organization who signs the permit application assumes the responsibility for any accidents, injuries or damages that may occur at the Hingham Recreation Department's Indoor Recreational Facilities or to equipment. The applicant will be held responsible for the cost of repairs as a result of any damage.
- Accidents, injuries or damages **MUST** be reported to Hingham Recreation Department Staff.
- A permit may not be assigned to a different individual/organization.
- Town equipment and materials are not for public use unless permission was granted by the Director of Recreation.
- The use of tobacco and the possession or use of alcohol, narcotics or controlled substances in Hingham Recreation Department's Indoor Recreational Facilities is prohibited.

#### Maintenance / Trash Policies

- No unauthorized maintenance work may be done on any Hingham Recreation Department's Indoor Recreational Facility.
- No littering. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal. All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal.
- Individuals/Organizations using Hingham Recreation Department's Indoor Recreational Facilities are responsible for supervising the participants during use of the Indoor Recreational Facilities and making sure the area is clean after completion of activities. If clean up must be undertaken by Recreation Department Staff, a custodial charge will be issued to the permit holder. At the completion of each function all Hingham Recreation Department's Indoor Recreational Facilities must be left as they were found.

### PERMITTING PROCEDURES

- Submit a completed Indoor Recreational Facilities Application along with payment via check made payable to: "Hingham Recreation" or pay by credit card at the Hingham Recreation office, 210 Central Street.
- Include a copy of the organization's insurance certificate. It must be for a minimum of \$1,000,000 general liability coverage and the Town of Hingham must be named as an additional insured.
- Any organization that uses employees, volunteers, vendors or contractors and provides activities or programs to children 18 years of age or younger must sign the section of the permit acknowledging that their organization CORI checks all employees, volunteers, vendors or contractors, as required by Massachusetts General Laws (M.G.L. c. 6, § 172H).

Please fill out one (1) application for EACH request

#### CONTACT INFORMATION

RESPONSIBLE PERSON _____	TELEPHONE (HOME) _____
INDIVIDUAL / ORGANIZATION (APPLICANT) _____	TELEPHONE (CELL) _____
ADDRESS _____	EMAIL _____

#### INDOOR RECREATIONAL FACILITIES REQUEST INFORMATION

1. Indoor Recreation Facility Requested: \_\_\_\_\_

2. Date(s): \_\_\_\_\_ 3. Time(s): \_\_\_\_\_

Will you charge an admission fee?  Yes  No

1-time activity # expected to attend: \_\_\_\_\_

Recurring activity Type of Event: \_\_\_\_\_

#### RELEASE / INDEMNITY AGREEMENT – MANDATORY (PLEASE INITIAL)

\_\_\_\_\_ I have read and agree to comply with Indoor Recreational Facilities use policies of the Town of Hingham Recreation Department. I will assume responsibility for the payment of any fees associated with this permit. The Hingham Recreation Department may revoke this permit for failure to comply with the policies governing Town of Hingham Indoor Recreational Facilities.

#### CERTIFICATE OF INSURANCE

\_\_\_\_\_ I have attached a certificate of insurance showing general liability coverage and naming the Town of Hingham as an "additional insured".

#### FOR ALL YOUTH ORGANIZATIONS

\_\_\_\_\_ I certify that our organization is C.O.R.I. certified and that all employees, volunteers, vendors or contractors have been CORI checked as required by MA state laws (M.G.L. c. 6, § 172H).

#### FOR ALL APPLICANTS

\_\_\_\_\_ I certify that the permit holder shall comply with all laws applicable to the use of the Indoor Recreational Facilities (including, but not limited to, the Massachusetts Anti-Hazing Law (MGL 269, Sections 17-19) and the Massachusetts Anti-Bullying Law (MGL Chapter 71, Section 37O) to the extent applicable). The Hingham Recreation Department staff and Recreation Commission shall not be responsible for any personal injuries or property damage. The permit holder does hereby release, indemnify and hold harmless the Town of Hingham and its employees, officers, boards, commissions, departments, agents and/or volunteers from and against any and all claims, actions, rights of action and causes of action, damages, costs, expenses, and attorney's fees arising from the organization's use of the Hingham Recreation Department's Indoor Recreational Facilities hereunder.

AUTHORIZED SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME AND TITLE HERE \_\_\_\_\_

#### BASKETBALL GYM FEE SCHEDULE

CHOOSE YOUR ORGANIZATION'S CATEGORY

- |  |                    |
|--|--------------------|
| <input type="checkbox"/> TIER 1:   | <b>No Fee</b>      |
| Hingham Public Schools, Hingham Recreation Program   |                    |
| <input type="checkbox"/> TIER 2:   | <b>\$35 / hour</b> |
| Hingham Youth Sport Organizations (501(c)(3))  |                    |
| <input type="checkbox"/> TIER 3:   | <b>\$45 / hour</b> |
| Adult Leagues, Private Individuals, Hingham Private Schools, Hingham-based Clubs, AAU Teams under \$500 per registration |                    |
| <input type="checkbox"/> TIER 4:   | <b>\$55 / hour</b> |
| For-Profit Organizations, AAU Teams over \$500 per registration  |                    |

#### BIRTHDAY PARTY FEE SCHEDULE

FOR AGES 0-12

- |                                      |             |              |
|--------------------------------------|-------------|--------------|
| <input type="checkbox"/> BASIC PARTY | 1 1/2 hours | <b>\$175</b> |
|--------------------------------------|-------------|--------------|
- "Design it yourself" birthday package. Rec Center game room and basketball gymnasium for organized activities or open play. Bring pizza, cake, balloons, whatever you want! Interactive games include Wii and Playstation games, Air Hockey, ping pong and free-standing arcade style games. A Rec staff member will be present.

- |  |             |              |
|--|-------------|--------------|
| <input type="checkbox"/> SUPREME PARTY | 1 1/2 hours | <b>\$275</b> |
|--|-------------|--------------|
- All the amenities of a great birthday party without the stress. Bring the cake and food and we'll do the rest. The game room will be decorated with balloons and a party coordinator will be available to conduct games and activities. Bring the kids and the cake and you're ready to go! No party guest limit.

**FACILITY AVAILABLE ON SELECT FRIDAYS AND WEEKEND DAYS.**

#### PAYMENTS FOR PERMITS MUST BE MADE AT THE TIME OF APPROVAL

- FEE PAID Date: \_\_\_\_\_
- Credit Card
- Check # \_\_\_\_\_

Payable to: Hingham Recreation

#### FOR OFFICE USE ONLY

MARK THORELL, DIRECTOR OF HINGHAM RECREATION  
OR HIS DESIGNEE

DATE REC'D \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

**Questions? Contact the Rec Department: 781-741-1464 or info@hinghamrec.com**