

City of Concord  
Parks & Recreation Department  
**OUTDOOR FACILITIES RULES AND REGULATIONS**

**Use of City Parks and Athletic Fields**

The permit holder is responsible for ensuring the safety of all persons participating in their league/event, etc. as well as the protection of City property. The Permit holder is financially responsible for any damages. All City parks open at 6 a.m. and close at 11 p.m.

1. Recreation Department programs and Concord School District athletics have precedence over all others in reserving City athletic fields, parks, plazas, outdoor enclosure/gazebo or any specified area within a City park.
2. All reservations require adult supervision. The Parks & Recreation Department will determine if it is necessary for the permit holder to hire an attendant or police officer for their event. Permit holders are responsible for the observance of City and State fire regulations.
3. Permit holders are restricted to the dates and times specified on their permit. The City reserves the right to cancel any permit.
4. Organized groups/leagues requesting a permit shall provide a certificate of liability insurance endorsed to the City as an additional insured. Individuals requesting a permit that are not part of an organized league or group for profit or non-profit shall sign a **Facility Rental Agreement/Indemnification** to insure their use of City facilities.
5. In situations where a mutual exchange of facilities is possible between the School District, City and the event sponsor, rental fees may be modified or eliminated by the City Manager. In situations where there is extended use of a City facility, fees may be set at a contract price.
6. **The Permit holder is required to supply trash bags and remove all trash and debris at the completion of their reservation. Trash bags are not to be left in a park, plaza, or reserved area but removed and properly disposed of by the user. Users that do not comply will be assessed a clean-up charge.**
7. Permits will not be issued to anyone under the age of 18. Permits are issued on a first come first serve basis. Payment is due in full prior to using a facility unless prior arrangements are made. A permit limits users to the athletic field or specified area/location listed on the permit.
8. **Smoking in any City park is prohibited except in designated smoking areas. Alcoholic beverages are prohibited.**
9. The City is not responsible for any lost, stolen or damaged property.
10. Users may be required to rent and pay for additional port-a-johns and arrange for pick-up and delivery if attendance exceeds 75+. Users will be charged for special clean up, use of City equipment, and use of City personnel (beyond normal working hours). The Department may require a security deposit and police coverage.

11. Prior approval to set up a tent or to move picnic tables is required. Depending on the size of the tent, the Fire Dept. may have to inspect and give their approval. The user is required to contact “Dig Safe” to insure tent stakes do not interfere with gas or electrical lines. There is no charge for this service.
12. Users are not to perform field maintenance without prior approval from the City’s Grounds Maintenance Superintendent. Athletic Fields that have standing water are not playable. Do not sweep or attempt to drain water from a field. Any user that causes damage to a field is financially responsible for the cost of materials and staff time to return the field to playable condition.
13. SOUND SYSTEM VOLUME LEVEL: The City’s Code of Ordinances, Article 13-6, prohibits the generation of noise that exceeds a specified level when measured at the property line of the lot upon which the noise is generated, or which creates a nuisance to reasonable persons at any location.
14. The City **does not** provide softball or baseball bases on any City maintained athletic field, with the exception of Memorial Field. At Memorial Field bases are provided on Doane Diamond (baseball field), and Softball Fields A & B.
15. Payment of a facility permit or rental fee acknowledges receipt of these rules and regulations on behalf of the assigned group.

*Questions - contact John Andersch, 225-8690, [jandersch@concordnh.gov](mailto:jandersch@concordnh.gov)*

*Word/s/recreation/Facility/2014/ facility rules. outdoor*