



## NORTHBOROUGH PARKS AND RECREATION POLICIES

Developed April, 1991, Revised September 2009

### DESCRIPTION OF FACILITIES

1. Ellsworth/McAfee sports field, Rte. 135: soccer fields, jogging track, playground, off street parking, 1 beach volleyball court, pavilion, concession stand, 2 basketball courts, all purpose fields, walking paths, picnic tables, bocce courts, gazebo and skate park.
2. Howard Street Recreation Area, Howard Street: small baseball diamond, play set.
3. Memorial Field, East Main Street: 3 baseball diamonds (Casey field is lit), off street parking, small storage building and concession stand.
4. Assabet Park, South Street: small equipment building, playground, walking trails, one basketball court, splash pad, off street parking.
5. Schools
  - a. Lincoln Street Elementary, Lincoln Street: 2 playgrounds, 2 soccer fields, baseball diamond, basketball nets, 2 playgrounds, 2 soccer fields, baseball diamond, basketball nets and blacktop.
  - b. Proctor Elementary, Jefferson Road: 2 playgrounds, blacktop, 2 baseball diamonds, and one soccer field.
  - c. Peaslee Elementary, Maple Street: upper soccer field, baseball diamond, playground, and basketball courts.
  - d. Zeh Elementary, Howard Street: playground, softball field, and soccer field.
  - e. Middle School, Lincoln Street: softball field, baseball field, basketball court, 6 tennis courts, soccer fields, and football field with lights.
  - f. Algonquin Regional High School, Bartlett Street: track, concession stand, multi-purpose playing fields, tennis courts, basketball courts, off street parking, baseball and softball fields.

A. GENERAL

1. The Recreation Department of the Town of Northborough consists of one full time Director who works a minimum of 40 hours per week. The Town Administrator appoints the Recreation Director for an indefinite term. The Director works under the general policy direction of the Town Administrator and the jurisdiction of the Parks and Recreation Commission. The Assistant to the Recreation Director works a minimum of 40 hours per week and is also appointed by the Town Administrator for an indefinite term. The Assistant to the Recreation Director works under the general policy direction of the Recreation Director, Town Administrator and the jurisdiction of the Parks and Recreation Commission.
2. The Parks and Recreation Commission is composed of five volunteer members appointed by the Board of Selectmen. Each member will serve a three-year term. After completion of the three-year term, the Commissioner may be re-appointed for another term by the Board of Selectmen. Should a vacancy become available on the Parks and Recreation board, proper procedures will occur to advertise for the position. Under specific procedures for filling the vacancy, the Chairman of the Parks and Recreation Commission who is then appointed by the Board of Selectmen will recommend a new commissioner.
3. The Recreation Department shall work under the general policy direction of the Board of Selectmen and the specific policy directives of the Parks and Recreation Commission.
4. The Parks Department will operate, maintain, and develop playgrounds, parks, buildings and facilities for the Town. These obligations, powers and duties are that such many have under the Constitution and laws of the Commonwealth, the Town Charter, town bylaws and the Administrative Code.
5. Parks and Recreation Commission members must attend monthly meetings on a regular basis. If a member misses more than two consecutive meetings, he/she must make a decision to remain with or resign from the Board. If a Commissioner resigns from the Board, the vacancy will be filled as per the provisions outlined in paragraph number 2. Potential candidates will be interviewed, chosen and appointed by the Board of Selectmen.
6. All Parks and Recreation Commission meetings will be open to the public with agenda times submitted to the Recreation Director no later than one week prior to the monthly meeting. Meetings are held on the second Tuesday of every month at 6:30 pm in the Selectman's Meeting Room, unless otherwise noted. Meetings are posted in the Town Clerk's office for public notification. Special meetings will be called by the Recreation Director or the Commission Chairman. Notification of special meetings must be received in the Town Clerks' office no later than forty-eight hours prior to the date and time of the meeting.
7. Attendance at all Parks and Recreation Commission meetings is mandatory for both the Parks Director and the Recreation Director.

8. It is also the policy of the Recreation Director to work closely and cooperatively with the School Department to coordinate schedules for the activities sponsored by the Recreation Department held on school properties.
9. The Recreation Director will work closely and cooperatively with any local sports associates (i.e. baseball, basketball, soccer, hockey, softball). Practice schedules, game schedules, filed requests (or indoor facilities), and other events will be submitted to the Recreation Director. A copy of association bylaws and proof of insurance will be kept on file in the Recreation Office.

**B. PROGRAMS AND REGISTRATIONS**

1. Town residents may register for all recreation programs either in person, on-line with a credit card at [www.northboroughrecreation.com](http://www.northboroughrecreation.com), or through mail-in registration procedures. Payment should be made by cash, check or money order or credit card to the “Town of Northborough”. A refund will be granted when a program did not meet minimum enrollment, forcing the cancellation of such a class or program. At this time all money paid for the program should be refunded. For no other reason is the money refunded.
2. Programs are open to both Northborough residents and non-residents. No priority is given to Northborough residents over non-residents.
3. Registration fees are due at the time of registration, are non-transferable, and non-refundable except for program cancellation.
4. Fees may vary from season to season and adjustments in these fees will be based on budget limitations in converting the expense of the programs.

**C. PROCEEDURES FOR FIELD, COURT, PAVILION OR GYM PERMITS AND CONTRACTS**

All sports fields and facilities are available for reservation by town residents ONLY. No outside groups will be permitted to use any of the playing fields in town. Companies with businesses in town may be allowed to use the field facilities with special written permission by the Recreation Director. Request will be consider on a first-come, first-served basis.

To reserve a town facility, a resident must request in writing to the Recreation Director, their choice of field, pavilion, or other park facility. Information in the request should include the organizer’s name, address and phone number, number of people attending, time of the event, and whether barbeque grills will be used. A permit will be issued by the Recreation Department. The reservation request will be kept on file in the Recreation office.

A liability waiver is included on the permit form and must be signed by the requester and returned to the Recreation Office.

**TOWN HALL GYMNASIUM**

The Town Hall Gymnasium is available to residents or businesses in the Town of Northborough who wish to reserve time or sign contracts for an extended period of time. A written request is made to the Recreation Director and procedures for a

permit are followed; however, contract time is in great demand and only a first-come, first-served basis is followed. Rental fee for use of the gym is \$35/hour. Non-residents may not rent the gym.

Rental of the Town Hall Gym limits the group to use only the gym itself, the area on the stage and the bathroom near the stage. **ALL OTHER AREAS ARE RESTRICTED.** Town-sponsored recreation programs will have first priority over contract time for private groups.

Once a contract is written for a specific time slot, a copy is sent to the responsible party and the original contract is kept on file in the Recreation Office at Town Hall.

#### FIELD PERMITS

All field permits are restricted to Town residents only. Any town resident may obtain a written permit from the Recreation Office. Two types of field permits may be obtained: a one-time special permit for no charge or a seasonal permit with a \$50 scheduling fee. In order to request a field permit one must complete either request form in order for the department to have all the necessary information as outlined in the “Procedures” paragraph of this document. Fields included those at Memorial Field, Ellsworth-McAfee fields, Howard Street Recreation area, and Lincoln Street/Peaslee/Proctor school fields. Request forms will be kept on file in the Recreation Office with permits sent out to the contact person reserving the field.

#### VOLLEYBALL COURT

The outdoor volleyball court at Ellsworth-McAfee is used for town sponsored recreation programs and by town residents. The Recreation Department does not schedule use of the volleyball court. Use is by a first-come, first-served basis.

#### PAVILION

The Pavilion and picnic areas at the Ellsworth-McAfee Park are available to town residents only. The resident cost to reserve the pavilion is \$30/ hour. Businesses may reserve the pavilion as well as long as a Town resident is the primary contact for the event; the rate for Groups for profit is \$45/hour. Follow procedures for reserving the pavilion as for all permits.

#### SPLASH PAD

1. The Splash Pad at Assabet Park opens on or about the last week in June each summer.
2. The Splash Pad hours of operation are Monday—Friday, 12:30-6pm.
3. All children 10 years or younger must be accompanied by a responsible parent, guardian, or another adult.
4. Parking is restricted to the upper and lower parking lots off Gale Street. Cars and other vehicles (except for Town vehicles and Town personnel-owned vehicles) are not permitted in the parking area off South Street.