

Facilities Use Policy

The following Facility Use Scheduling Policy will be utilized by the Recreation staff when determining priority usage Town owned recreation facilities. All priority 2, 3, and 4 groups will be required to complete a facility use form.

Priority 1 Group	Town of New Shoreham Recreation Department
Priority 2 Group	Town of New Shoreham School Department
Priority 3 Group	Non-profit organizations Residents
Priority 4 Group	For profit Non-resident use

Facility Use Preference

Facility use preference within a priority group will be given to programs with the highest percentage of residents participating in the activity.

Facility Use Charges

Priority groups 1 and 2 will not be charged for facility use. Priority groups 1, 2, and 3 will not be charged for maintenance of the respective facility(s). Priority group 4 will be charged.

Modifications to Approved Facility Requests

The Director has the authority to modify and/or rescind an approved facility use request if it is determined to be in the best interest of the Town of New Shoreham. However, every effort will be made to locate suitable substitute facilities for the respective group.

Insurance Requirements

New Shoreham Recreation requests \$1,000,000 general liability coverage from facility users. The Town of New Shoreham will be listed as additional insured on all policies. The third party will be required to name the Town of New Shoreham additionally insured by the means of the Tenant User Liability Insurance Policy (aka tulip) or on the third parties homeowners insurance.

Right to Deny Use

New Shoreham Recreation reserves the right to deny the use of a facility(s) if the activity is deemed inappropriate or may cause damage to the facility.

Field Maintenance Fees

A \$20 weekday or \$30 weekend facility preparation charge may be charged to prepare an athletic field for play for Priority Group # 4.

Staff

A staff person may be required to be present at functions. The user group will be responsible for paying the \$12 per hour charge for the maintenance staff member.

Conditions Controlling Recreation Facilities

1. The use of Town of New Shoreham (TNS) Recreation Facilities is available to the general public at a first come first serve basis. No activity shall take place at any time that conflicts with, interrupts, or disturbs any scheduled activity by the Recreation Department. Recreation activities override any schedule events.
2. No one will be allowed to use the facility unless the responsible person in charge is on site. The person responsible as designated in the application will be held accountable for actions taken by their organization before or after their scheduled event. The responsible person of the organization will be the first individual to enter the facility and to leave the facility.
3. All activities must be confined to the portion of the facility granted by the Recreation Director. Any use of Recreation equipment on site must be sited under proposed arrangement and use of Facility.
4. Any problems, damage, or injury must be reported within 24 hours of the incident. A report must be provided describing the situation in detail that took place.
5. No alcoholic beverages will be served or consumed on TNS property.
6. Tobacco products are prohibited.
7. Damage to the facility must be reported and paid by the responsible party.
8. Facilities are to be left the way that they are found. If custodial services are needed once the responsible party has left, the Recreation Director has the right to request such services at the expense of the responsible party.
9. Fees are to be paid prior to the use of the facility.
10. The Recreation Director has the right to approve or deny any request. Any request may be appealed to the Recreation Board. The Recreation's Board decision may than be appealed to the Town Manager.
11. The responsible organization understands that if any of these rules or regulations are broken than the organization could lose future use of Recreation Facilities as directed by the Recreation Director.
12. TNS is waived from any and all liability that comes with the event. The third party must name TNS additional insured up to 1million per occurrence. The party hosting the event is responsible for any and all injuries and claims.

The Recreation Department facilities are available for family outings, sports events, special events, or any other function. Listed below is a list of facilities available with associated costs. To reserve a facility, please print and complete the application form that follows and mail, drop-off, or fax the form to our department. We will contact you within 48 hours with availability and cost information.

FEE SCHEDULE

	Non Profit/Resident	Non Resident/Profit
Heinz Field	\$20/hr	\$30/hr
Baseball Field		
Softball Field		
Soccer Field		
 Fred Benson Town Beach	 See Town Beach	 See Town Beach
Swimming		
Common Room		
Decks		
Bathrooms		
Picnic Area		
 Ball O'Brien Park		
Tennis Court	\$10/hr	\$20/hr
Basketball Court	\$10/hr	\$20/hr
Picnic Area	\$ 5/hr	\$10/hr

Town of New Shoreham Recreation Department

PO Box 220
Block Island, RI 02807
(401) 466-3223

APPLICATION FOR USE OF RECREATION FACILITY

1. Facility to be used _____ Date _____
2. Name of organization _____
Address of Organization _____
Responsible Person _____ Title _____
Phone _____
3. Date(s) of use _____
4. Time of use From _____ To _____
5. Facility Event _____
6. Proposed Arrangement and Use of Facility

7. # of Individuals Attending Event _____

I have read the conditions on the reverse side of this application and accept the responsibilities imposed.

Signed _____
(Position) (Date)
Address _____

Do Not Write Below This Line

Approved () Denied () Reason _____

Recreation Directors Comments _____

Fee assigned: Rental Fee _____ + Custodial Fee _____ = Total Fee _____



What is a TULIP Policy and Why do I Need One?

A TULIP (Tenant Users Liability Insurance Policy) is a fast and easy way to provide us with liability insurance coverage on most types of private events and activities that are held on our property.

Why do I need TULIP?

Public requests, such as yours, to use property or facilities owned by cities, towns, schools, and special purpose districts for "special events" have become common. However, when our property is used by outside groups for events such as meetings, receptions, festivals, concerts, and other occasions, our exposure to liability is increased. Also, did you know that you, as the third-party using or leasing our property, are, in most cases, liable for any losses that occur during your function?

As a responsible Rhode Island public entity, it is our goal to protect both of us from liability when you use our property for events. As such, we require that you carry proper liability insurance protection (\$1 million limit of liability per occurrence) on the day(s) of your function. If you currently have a business or homeowner's insurance policy in place, your policy may be able to provide this protection for you if they name us as an "Additional Insured" on your policy. This proof of insurance must be presented to us prior to your event. Ask your insurer for more information on this.

If you don't have an insurance policy in place, we can provide you with assistance in obtaining a policy specifically for your event. This policy is referred to as TULIP (Tenant User Liability Insurance Policy). We are a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Entertainment Brokers International. TULIP is a low-cost insurance policy that protects both you, the "Tenant User" and us, the owner of the property from bodily injury or property damage arising during the event. With a TULIP policy in place, should a lawsuit arise from your event, your TULIP policy will be the primary source of insurance.

What Kind of Special Events Does TULIP Cover?

Events may range from low-risk activities such as meetings, seminars, weddings, and receptions to higher-risk events including sports, festivals, or concerts.

How Much Does it Cost?

It depends. The premium for a TULIP policy is based upon the risk associated with the particular event or activity, the number of days needed to be covered, and the number of participants attending the event. Also taken into consideration are special requirements of the event such as alcohol liability, food service, etc.

Coverage and Limits

Coverage limits of \$1 million are available for products/operations, including liability for bodily injury and property damage. The policy will pay those sums that you (The Tenant User) become legally obligated to pay as damages because of bodily injury or property damage to which this insurance applies. There is no deductible requirement.

How to Obtain A TULIP Policy for Your Event

The TULIP program is autonomous. Coverage can be quoted and purchased online directly by you. Here's how it works:

Log on to the Web site: www.ebi-ins.com/tulip

Step 1:

Enter our ID Code: then press enter.

Step 2:

- Select the "Type of Event" or "Activity" you are planning from the drop-down menu, e.g., meeting festival, etc.
- Answer the Yes/No questions that follow.

Step 3:

- Select the event date or dates on the calendar by clicking on the day of the event (if the event occurs multiple times on a regular basis, select all of the dates).
- Write in the name of the event using the names written on your lease agreement.
- For "Average Daily Attendance" list the amount of guests that are expected.

At this point you are able to receive a quick price quote by clicking on the "[Get your premium now with Quick Quote.](#)"

- If you would like to proceed and purchase the coverage, please complete the requested "Contact and Credit Card Information" sections and your coverage is automatically bound.
- A "Certificate of Insurance" is issued and sent via e-mail in your name or organization's name to both of us for our records.

If you have any questions about the eligibility or classification of your event, please contact Carole Stapleton at HUB International N.E. at (800) 370-2106. If you experience technical difficulties with the Web site, please contact Entertainment Brokers International at (800) 507-8414 between the hours of 8:30 A.M. - 5:00 P.M. PST.