



Medford Recreation Hormel (Non-Stadium) Rental Application

Drane Fields | Street Hockey Rink | Field behind Andrews School

CONTACT:

All Hormel rentals should be directed to...

John Curley

jcurley@medford-ma.gov

(781) 808-7129

FEES

All rentals must be paid in full prior to the rental. Payment can be completed online at MedfordRecreation.org or via check. Please make checks out to "City of Medford".

RATE CATEGORIES

Medford Public Schools & City of Medford Events: Free

Medford Youth Leagues: \$200 per leagues for the season.

All others: \$100 for up to 3 hours. \$50 for each additional hour.

One Time Non-Profit Events: \$25 per hour plus additional costs for staff.

Please return completed applications, fees, and other required/supporting documentation to John Curley. Documents can be emailed to John at jcurley@medford-ma.gov or be dropped off at the hockey rink Monday-Thursday from 3pm-9pm.

Supporting Documents:

Teams, leagues, or other sports organizations need to submit the following supporting documents:

- **Fee:** Full payment of permit fee is required. Make checks payable to City of Medford or pay the balance online at MedfordRecreation.org
- **Proof of Insurance:** All applicants must submit a certificate of insurance prior to the first day of the rental. The applicant must submit proof of property damage and bodily injury insurance which shall be in the form of a Certificate of Insurance issued by your insurance agent naming the City of Medford as an additional insured. For permits issued to individuals or families, proof of Homeowners Insurance or Special Event Insurance may be sufficient. Permits issued to Medford Public School or the City of Medford do not require proof of insurance. If a policy has an expiration date during the permit period, the permit will expire automatically on that date unless proof of insurance is provided showing coverage beyond that date.

Receiving Permits:

Once the application is approved, your schedule will be put into the computer and the reservation will be automatically sent to the email address submitted on your application. The email from the computer will be from noreply@receipts.myrecdepartment.com. If you do not receive your permit within a week of approving your schedule, please check your SPAM box.

If you need to make changes to your schedule, please email John Curley immediately. You can view your organizations' reservations at medfordrecreation.org and click on the calendar icon (highlighted image below). **If your organization is not on the calendar, you do not have the facility reserved.**

Cancellation / Refunds:



Once a schedule is submitted and permits issued, refunds will not be given. In the event fields are closed by the City due to inclement weather, you must email John Curley with a make up date. If a make up date cannot be scheduled, a credit will be applied to your organization for a future rental.

FACILITY RENTAL RULES:

- Organizers are not permitted on the premises until the beginning of the permit. Everyone must leave the facility at the end of the permit time. If you need additional time for set up, breakdown, etc.. you must request the additional time.
- All equipment, banners, and supplies must be removed at the end of the reservation unless given permission by the Recreation Director and must be in writing.
- Organizations must comply with all city ordinances at state laws. If requested by the police department or Recreation staff to lower the volume of amplified sound, it must be followed.
- This permit is NOT transferable. If permit is no longer needed, please email the Recreation Department.
- Any damage done by ball playing during the time of the permit will be paid promptly by the club to which permit is given.
- Park is open from dawn to dusk when lights are out.
- No motor vehicles
- No golfing



Hormel (Non-Stadium) Rental Application

CONTACT INFORMATION

Name of Organization: _____ Web Address: _____
Contact Name: _____ Contact Title: _____
Address: _____
Phone: _____ Cell: _____ Email: _____
Facility: _____ Sport, Activity or Event: _____

Dates: From: _____ To: _____

Days: _____ **Time:** _____

Monday: _____ to _____

Tuesday: _____ to _____

Wednesday: _____ to _____

Thursday: _____ to _____

Friday: _____ to _____

Saturday: _____ to _____

Sunday: _____ to _____

If you have specific reservation times, please fill out the spreadsheet on the last page of this document

All new organizations or events must have their application reviewed by the Hormel Commission. Meetings are conducted each month on Wednesdays at 5:00pm. Applicants should attend the meeting to answer any questions commissioners might have when reviewing the application.

By submitting this application, I hereby confirm on behalf of the applicant that I will agree to comply with all applicable state and City of Medford COVID-19 protocols currently in effect, including but not limited to sports protocols, gatherings limitations and COVID-19 travel orders/advisories, copies of which have been provided to me by the Board of Health. I understand that any license granted to me for use of City fields/facilities may be revoked at any time for any reason, including, but not limited to for the organization's failure to comply with applicable COVID-19 requirements.

CITY OF MEDFORD
RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

I, _____, the authorized representative of the Applicant identified on this form hereby agree to forever release the City of Medford, the Medford Public Schools and its employees, officials, agents, volunteers and any and all individuals assisting with use of the City of Medford's recreation spaces (the "Releasees") from any and all claims, right of action, causes of action, damages, costs, compensation and attorney's fees, that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to program participants resulting from any participation in a program of any kind using the City's recreational facilities and fields.

On behalf of said Applicant, I _____, also promise to indemnify, defend and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries or damage to any City property resulting from any participation in a program using the City's recreational facilities or fields. I also promise to fully reimburse the City for any property loss or damage to any City property or field.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that participation in a program using a City facility or field is voluntary and that I am free to choose not to use such property. By signing this form, on behalf of the Applicant, I authorize participation in a recreational program using a City of Medford Public School facility or field with full knowledge that the Releasees will not be liable for any damage or injuries resulting from the use of City's facilities or fields, including but not limited to any risk from COVID-19.

The below individual hereby personally warrants and guarantees that he or she has the authority to bind the Applicant, each of the members of the Applicant's organization, and all participants in the use licensed, jointly and severally to the terms of this permit.

Applicant: _____

Signature: _____

Date: _____

Please Print Name: _____

EVENT INFORMATION



In addition to the standard permit application, if you are hosting an event including music festivals, tournaments, ceremonies, etc. please fill out this form to help the Recreation Department and Commission better understand your request.

CONTACT INFORMATION

First Name: _____ Last Name: _____
Organization: _____ Phone: _____

EVENT INFORMATION

Date: _____ Time: _____ Number of People: _____
Event Name: _____ Website: _____

QUESTIONS

- | | |
|--|-----|
| Will you need use of electricity for this event? | Yes |
| Will you need lighting? | Yes |
| Will their be amplified sound including music of P.A system? | Yes |
| Will you set up staging or podiums for the event? | Yes |
| Will you be serving food? | Yes |
| Do you plan to have food trucks? | Yes |
| Will you be serving alcohol? | Yes |
| Will the event require streets to be closed? | Yes |
| Do you need access to bathrooms? | Yes |
| Will you need DPW or the City to set up for the event? | Yes |
| Do you need additional time to set up or break down for the event? | Yes |
| Will you be charging an entrance fee for the event? | Yes |

PLEASE PROVIDE ANY ADDITIONAL NEEDS OR INFORMATION ABOUT THE EVENT

