



Please Note:

Requests must be received 30 days in advance of use (whenever possible). Requests may need approval from the Emergency Management Working Group and/or Technical Review Committee before final approval from the Board of Selectmen.

Application for Use of Public Lands Town of Raymond, NH

Please submit this completed application to:

ExecutiveAdmin@raymondnh.gov

Date of Application: _____ Date Received (office use only): _____

Organization Requesting Use: _____

Responsible Person's Name: _____

Address: _____

Telephone: (H) _____ (C) _____

Email Address: _____

Public Land to be used: _____

Public Roads to be used: (if applicable): _____

➤ Attach maps with routes marked to show plan for any event on public roads. *(Attach extra sheets to this form, if applicable)*

Are you requesting any public road closures: YES / NO list roads: _____

Detailed Description of use: _____

Description of Raymond Community Impact: _____

Date(s) of proposed use: _____

Starting Time: _____ Ending Time: _____
(make sure to include set-up and clean-up time)

Will an inclement weather date be needed? If yes, what is the proposed date: _____
Maximum (estimated) number of people attending event: _____

YES NO Will sound amplifiers / PA systems / air horns be used? If yes, describe use: _____

YES NO Will the applicant be generating revenue of any kind for the event? If yes, describe: _____

YES NO Will there be fundraising, solicitation, or fees charged while on town property? If yes, describe: _____

YES NO Will food / beverages* / merchandise be sold? If so, describe: _____

**Youth sports field rentals - applicants may not run concessions unless approved by the youth sports organizations.*

YES NO Will portable bathrooms be needed? if so, number of units: _____

YES NO Will the event require field preparation / painting / lining? If so, describe: _____

YES NO Will you require access to electricity? If Yes, describe need: _____

YES NO All trash generated from the event must be removed – Carry In – Carry Out. Or a dumpster may be rented for the event. Will a dumpster rental be necessary? If yes, what is the amount of waste anticipated? _____

YES NO Will police protection / traffic control / parking management be necessary? If yes, you will need to contact the Raymond Police Department (895-4747) to schedule.

YES NO Are there any special provisions / requests that are not addressed? _____

➤ **Proof of Insurance must be provided for all organizations/vendors/businesses prior to event and on file with the Town Office (if not a Town sponsored event)**

- Please note: If you are planning on using the Recreational Rails to Trails for your event, make sure you contact DRED (*Department of Resources and Economic Development*) at 271-2665 to get a permit.

If applicable, you will be asked to meet with the Technical Review Committee and/or Emergency Mgt. Working Group for final approval at a minimum of 14 days prior to event. The organization may be asked to appear before the Board of Selectmen when the request is posted to the meeting agenda. The Town Manager's Assistant will you on the Friday before the meeting.

Disclosure: Raymond Board of Selectmen have the discretion to waive or reduce fees if the event is deemed to directly benefit the residents of Raymond.

Is the Applicant Requesting Fee be Waived: No ___ Yes: ___

Emergency Mgt. Working Group Approval

Technical Review Committee Approval

Signature: _____

Signature: _____

Date: _____

Date: _____

Office Use Only	
Total Fees:	_____
Paid: CASH / Check #	_____
Date:	_____
Total Fines:	_____
Paid: CASH / Check #	_____
Date:	_____

Board of Selectmen Approval

Chairperson

Vice Chair

Date: _____



Town of Raymond, New Hampshire Fee Schedule for Facilities/Events

Location/Event	Non-Profit Organizations		For-Profit Organizations	
	Hour	Game Block	Hour	Game Block
Town Common	\$50		\$200	
Riverside Park	\$50		\$200	
- Disc Golf Course (Tournament)	\$6 per player		\$10 per player	
Cammett Rec Area	Hour	Game Block	Hour	Game Block
- CRA Baseball 1	\$25	\$50	\$50	\$100
- CRA Baseball 2	\$25	\$50	\$50	\$100
- CRA Baseball 3	\$25	\$50	\$50	\$100
- CRA Soccer U14	\$75	\$125	\$125	\$225
- CRA Soccer U12	\$50	\$75	\$75	\$125
- CRA Soccer U10	\$40	\$50	\$75	\$100
107 Fields	Hour	Game Block	Hour	Game Block
- 107 Football Field	\$75	\$150	\$125	\$250
- 107 Babe Ruth Field	\$75	\$125	\$125	\$225
- 107 Softball 1	\$25	\$50	\$50	\$100
- 107 Softball 2	\$25	\$50	\$50	\$100
- 107 T-ball Field	\$25	\$50	\$50	\$100
Road Race Permit	\$100		\$250	

- Fees are list per hour and by a one game block unless noted.
- Painting / Lining Fees per field (\$50 discount for additional fields on same date)
- Football Field \$250
- Soccer/Lacrosse/Field Hockey \$150
- Baseball/Softball \$100

Set-up / Clean-up / Maintenance charge is \$50 per employee per hour. To be billed following the event. Any organization who does not make payment will be prohibited from future use.

There may be additional costs associated with Port-a-Johns, Dumpster Use/Waste Disposal, Electrical Use, and Road Closures/Police Details based on the type of event. These will be charged on an actual cost for each activity if required.

Disclosure: Raymond Board of Selectmen have the discretion to waive or reduce fees if the event is deemed to directly benefit the residents of Raymond.

Facility Use Guidelines

The Town of Raymond reserves the right to implement policies, rules and regulations for the use of Town facilities in order to promote the overall safety of patrons, as well as to safeguard and protect these parks & facilities. The Town of Raymond reserves the right to suspend usage and scheduling privileges if any applicant/organization fails to comply with Town policies, and site-specific rules and regulations, and all legal requirements.

- The applicant/organization will be held responsible for all actions, behavior and conduct of all patrons, guests, and members associated with the event.
- In addition, the applicant/organization will be responsible for any property damages incurred directly as the result of use and agree to reimburse the Town of Raymond for any loss or damage to property.
- Full payment must be received at least one week (7 days) prior to the scheduled use of the facility.
- Youth leagues are not authorized to reallocate any unused and previously scheduled field/facility times to another league or organization.

Additionally, all RSA & Town Ordinances apply (see Town of Raymond website for additional information).

Requirements from applicants

- Facility Request Form must be completely filled out.
- Current liability insurance naming the Town of Raymond as certificate holder and as an additional insured on the policy.
- Payment of all fees (Cash or Check only)
- Police Detail (if necessary) must be scheduled through the Raymond Police Department 895-4747. *Detail to be paid by organization renting/hosting the location/event*
- Parks Employee may need to be scheduled over the weekend for field prep and/or maintenance. *The Employee to be paid by organization renting/hosting the location/event.*
- All trash generated from the event must be removed – Carry In – Carry Out. Or a dumpster may be rented for the event. *Trash barrels may be scheduled for use and emptied by the organization renting/hosting the location/event.*

The following items are prohibited:

- No field prep or maintenance of fields. All work on fields to be done by Parks employees or Raymond Youth League Administrators.
- No alcoholic beverages on any town property at any time.
- No smoking inside any buildings, on the town common, at Riverside Park or at any ball fields
- All vehicles must be parked in legal parking spaces. Absolutely no vehicles on field areas.

Priorities for usage

- 1 Town of Raymond Events
- 2 Raymond Youth Sports Associations
Raymond School District
- 3 Raymond Organizations [Scouts/Rotary/etc] / Churches / Etc...
- 4 Non-Resident Youth Sports / Businesses / Private Camps /

Facility Reservation Process

- Application completed minimum of 30 days prior to event.
- Application turned in to Town of Raymond or Raymond Recreation.
- Based on need gather additional info and / or invite applicant to meeting.
- Large events and/or road closures will need Emergency Management Working Group and may need selectmen approval.
- Following the application review, the applicant will be notified of approval or disapproval and any additional conditions.