



### **PARKS & RECREATION POLICY/AGENDA:**

1. The Laconia Parks & Recreation Commission meets the third Monday of each month (or Tuesday in the case of a holiday). **All requests for items to be placed on the agenda must be received no later than 12:00 noon on the Tuesday IMMEDIATELY PRIOR TO the monthly meeting.** Items received late will be placed on the agenda of the next regularly scheduled Parks & Recreation Commission meeting.
2. Attendance at the Monthly Commission Meetings by a representative of the request is required for request approval.
3. All requests must be delivered to the Parks & Recreation Department office (306 Union Avenue Laconia, NH), e-mailed to [parks@laconianh.gov](mailto:parks@laconianh.gov), or faxed to the Parks & Recreation Department at 603-524-4129.
4. The Commission reserves the right to request rosters and proof of residency with this application.
5. The user will provide liability coverage for the event, in the amount of \$1,000,000.00 and provide this department with proof of coverage before acceptance. The City of Laconia must be listed as certificate holder.
6. If you or your organization are requesting use of a School Facility, you will need to get proper approval from the School Department. Please visit [laconiaschools.org](http://laconiaschools.org) for more information.

Adopted as policy by the Laconia Parks & Recreation Commission in Sept 2020.



## Application for Facility Use Laconia Parks & Recreation

306 Union Avenue, Laconia, NH 03246  
Phone 603-524-5046, Fax 603-524-4129  
[parks@laconianh.gov](mailto:parks@laconianh.gov)

Office Use Only:

Date of next Parks & Recreation Commission meeting:

Date of Parks & Recreation Commission approval:

To be accepted, your application must be completed in full and signed. Please type or print the information clearly and legibly and attach maps, layouts and any other additional information. Please mail, fax, email or drop off your application using the contact information shown above.

### 1. APPLICANT INFORMATION

Sponsoring Organization Name:			
Mailing Address, City, State, Zip	Street Address:		
	City, State, Zip:		
Applicant Contact	Name:	Secondary Contact	Name:
	Title:		Title:
Phone:	Cell:	Phone:	Cell:
Email:		Email:	
Organization/Event Website (if applicable):		Is Organization a Non-Profit Entity?	Non-Profit ID #
		<input type="checkbox"/> Yes <input type="checkbox"/> No	-----

### 2. EVENT/PROGRAM INFORMATION

Event/Program Name:			
Facilities Requested:	Describe which facility you are requesting in detail (all, a portion of, etc.) and attach a sketch/map if required and describe what you need from the Department:		
Event/Program Dates: Indicate Dates/Times facility is requested including rain dates if applicable		Day(s) of the Week	Time of Day
Start Date	End Date		

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3. EVENT/PROGRAM DETAILS		
Has this event occurred before? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this an annual event? Yes <input type="checkbox"/> No <input type="checkbox"/>	How many years has this event been occurring?
Are there any changes from previous years? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please describe changes from previous years:	
Event Type:	<input type="checkbox"/> Community Festival/Fair <input type="checkbox"/> Sporting Event <input type="checkbox"/> Wedding <input type="checkbox"/> Picnic <input type="checkbox"/> Run/Walk: <input type="checkbox"/> Performance Run/Walk Start Time: <input type="checkbox"/> Other:	Is admission charged? Yes <input type="checkbox"/> No <input type="checkbox"/> If a fundraising event, list benefactor: Expected Attendance:
Is this event open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please describe nature of event in detail:	
If a fundraising event, list anticipated revenues:		

4. EVENT/PROGRAM SITE PLAN/SKETCH						
At the discretion of the Parks and Recreation Department, a map/sketch showing the layout of your event at the facility requested may be required with this application. If a map/sketch is required, please include the following information:						
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;">1. Name of Park facility requested.</td> <td style="width: 50%; border: none;">2. Location of portable toilets (if applicable)</td> </tr> <tr> <td style="border: none;">3. The overall event area inside the Park.</td> <td style="border: none;">4. Any other details you think would be helpful</td> </tr> <tr> <td style="border: none;">5. The location of all physical equipment being placed (tents, booths, vendors, etc.)</td> <td style="border: none;"></td> </tr> </table>	1. Name of Park facility requested.	2. Location of portable toilets (if applicable)	3. The overall event area inside the Park.	4. Any other details you think would be helpful	5. The location of all physical equipment being placed (tents, booths, vendors, etc.)	
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3. The overall event area inside the Park.	4. Any other details you think would be helpful					
5. The location of all physical equipment being placed (tents, booths, vendors, etc.)						

5. AMENITIES REQUESTED <span style="float: right;"><i>(Please check all that apply)</i></span>												
<table style="width:100%; border: none;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Bathrooms</td> <td style="width: 25%;"><input type="checkbox"/> Banner</td> <td style="width: 25%;"><input type="checkbox"/> Athletic Field</td> <td style="width: 25%;"><input type="checkbox"/> Storage Space</td> </tr> <tr> <td><input type="checkbox"/> Concession Area</td> <td><input type="checkbox"/> Picnic Area</td> <td><input type="checkbox"/> Athletic Field Lighting</td> <td><input type="checkbox"/> Electrical Source</td> </tr> <tr> <td><input type="checkbox"/> Pavilion</td> <td colspan="3"><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Banner	<input type="checkbox"/> Athletic Field	<input type="checkbox"/> Storage Space	<input type="checkbox"/> Concession Area	<input type="checkbox"/> Picnic Area	<input type="checkbox"/> Athletic Field Lighting	<input type="checkbox"/> Electrical Source	<input type="checkbox"/> Pavilion	<input type="checkbox"/> Other _____		
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<input type="checkbox"/> Concession Area	<input type="checkbox"/> Picnic Area	<input type="checkbox"/> Athletic Field Lighting	<input type="checkbox"/> Electrical Source									
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Other _____											

<b>6. VENDORS</b>	Does your event have vendors selling or distributing food, beverages, merchandise or services? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, how many? _____ Please contact the Licensing Dept. at 528-6331.
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<b>7. AMPLIFIED SOUND/MUSIC</b>	Does your event have any amplified sound? Yes <input type="checkbox"/> No <input type="checkbox"/>	What times are you requesting amplified sound? Start: _____ End: _____ Please contact the Licensing Dept. for a loudspeaker permit at 528-6331.	Is electricity requested (if available) Yes <input type="checkbox"/> No <input type="checkbox"/>
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## 8. INSURANCE

A Certificate of Liability Insurance naming the City of Laconia as an additional insured for the duration of the event in an amount no less than \$1,000,000 must be provided prior to the start of the event.

Please e-mail the document to the Parks & Rec Office at parks@laconianh.gov

## 9. USER FEE – *User Fees may apply. Please see the USER FEE SCHEDULE below.*

<u>Type of Event</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Laconia Parks & Rec Sanctioned Event	No Fee	No Fee
Youth Programs / Leagues (17yo & younger)	No Fee	\$10 per person
Adult Programs / Leagues	No Fee	\$20 per person
Laconia School District Sports Events/Programs	No Fee	N/A
Non-Profit Charity Event	\$100*	\$100*
Special Events	No Fee* (if all participants are Residents)	\$100 / half day (4 hrs or less) \$240 / full day (4 hrs or more)
Large Events	\$300 - \$500*	\$300 - \$500*
Tournament – Youth Program League	\$100	\$300
Tournament – Adult Program League	\$150	\$300
Sports / Day Camps	\$50 / day per facility	\$100 / day per facility \$10 surcharge per each add'l non-resident participant
Picnics	\$50 / day per facility	\$100 / day per facility
Concession Stands	\$50 / Half Day (4 hrs or less) \$100 / Full Day (4 hrs or more) \$240 per season	\$50 / Half Day (4 hrs or less) \$100 / Full Day (4 hrs or more) \$240 per season
Storage Bays ( <i>Sports Leagues Only</i> )	\$20 per bay per month	\$20 per bay per month

*\*- Can be altered by the Parks and Recreation Commission depending on the size and impact of the request  
Adopted as policy by the Parks and Recreation Commission September of 2019*

## 10. SIGNATURE

I certify that the information provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. I have read the Rules and Regulations pertaining to facility use and will be present and responsible for their enforcement.

Applicant Signature:

Date:

Applicant Printed Name:

Street Address:

City, State, Zip:

### For Office Use Only:

- |                                                           |                                                      |                                                 |
|-----------------------------------------------------------|------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Certificate of Insurance         | <input type="checkbox"/> Administrative Approval     | <input type="checkbox"/> Field Lighting Fees    |
| <input type="checkbox"/> Key Deposit                      | <input type="checkbox"/> Loudspeaker Permit          | <input type="checkbox"/> Storage Fees           |
| <input type="checkbox"/> User's Fee (Type/Amount: _____ ) | <input type="checkbox"/> Vendor Permits              | <input type="checkbox"/> Concession Fee         |
| <input type="checkbox"/> Special Event Approval           | <input type="checkbox"/> Propane Tank Waiver         | <input type="checkbox"/> Rain Date              |
| <input type="checkbox"/> Licensing Board Approval         | <input type="checkbox"/> Outstanding Balance         | <input type="checkbox"/> Any issues in the past |
| <input type="checkbox"/> City Council Approval            | <input type="checkbox"/> Previously Waived User Fees | <input type="checkbox"/> Other                  |

## **RULES & REGULATIONS FOR FACILITY USE**

1. All Parks and Recreation Rules and Regulations will be complied with during use of any City of Laconia facility (list attached).
2. **Clean up of the area after the event**, is the responsibility of the facility user. (Restrooms, concession stands, and policing of all areas utilized.) Supplies are the responsibility of the user.
3. Any damage repair or extra maintenance required after the use of the facility will be charged to the user (\$ amount to be determined by the Parks & Rec. Dept., \$100.00 minimum)
4. Any outstanding charges must be addressed prior to the issuance of any further facility use agreements.
5. The City of Laconia is not responsible for any non-city owned equipment used or left in or on Parks and Recreation facilities.
6. All keys issued to individuals and leagues will be subject to the submission of a security deposit of \$25.00 per key. All issued keys must be returned within 14 day of the completion of the season or event, or the security deposit will be forfeited. If keys are not returned or are lost, the responsible party or leagues will be held responsible for the cost of re-keying the corresponding facilities. Long term key issuance may occur with the approval of the Parks and Recreation Director and/or the Parks Commission.
7. All scheduled activities close at 10:00 p.m. except Saturdays, Sundays and holidays, by special permission from the Laconia Parks and Recreation Department.
8. Organized leagues must enclose a list of current officers complete with phone numbers, email addresses and addresses.
9. **THE LACONIA PARKS AND RECREATION COMMISSION RESERVES THE RIGHT TO CHANGE DATES AND LOCATIONS OF THIS AGREEMENT IF SCHEDULING CONFLICTS ARISE.**

Adopted as policy by the Laconia Parks & Recreation Commission in September, 2019.



## LACONIA PARKS AND RECREATION RULES AND REGULATIONS

IN ACCORDANCE with the provisions of RSA Chapter 31, Chapter 44 and Chapter 216 of the City of Laconia Public Ordinances, the Laconia Parks and Recreation Commission (“Commission”) hereby adopts the following rules and regulations for the care, protection, preservation and use of the City parks:

**HOURS:** All parks and beaches shall open at 7:00am and close at 10:00 pm with the exception of Weirs Beach which shall close at midnight. Extended park hours for scheduled events may be available with prior approval from the Commission or City Council.

Please note that **Endicott Rock Park** has limited capacity of no more than 2200 people. Endicott Rock Park will be closed when capacity is reached until such time as space becomes available.

### GENERAL PARK RULES

1. No fires are permitted in the parks without prior approval by the Commission.
2. Enclosed tents are prohibited in any City recreation area and facility. Shade canopies with open sides are allowed if properly secured and NOT obstructing the view of the Lifeguard.
3. Overnight camping or parking is prohibited except with prior approval permitted by the Commission.
4. Damage to any structure, plant or natural feature within the City’s park areas is prohibited.
5. All waste, charcoal and trash must be placed in the containers provided by the City.
6. Animals walked on park property shall be leashed, & owners are responsible to remove all animal feces. (*City Ord. Chapter 113*). Animals are not allowed in the water, on the beach or on athletic fields.
7. Solicitation and or vending is prohibited in parks, playgrounds or on beaches without special permit from the Commission. (*City Ord. Chapter 161*)
8. No person shall engage in any indecent language, or loud noise which would be offensive to any reasonable person or engage in any disorderly conduct or behavior tending to breach the public peace. This provision will be enforced as per *City Ord. Chapter 227*.
9. Ball playing, horseshoes, and other similar games are allowed only in designated areas.
10. Please monitor your children while using the Parks. Park personnel are not responsible for children/minors left unattended by their parents or guardians.
11. Motor vehicles are restricted to designated roads and parking areas. Expanded parking is available only by special permit from the Commission. (*City Ord. Chapter 221*)
12. Parks, including beaches, may only be accessed through designated entrances.
13. The use of tobacco, vaping, electronic cigarette products is prohibited in any City recreation area and facility. (*City Ord. Chapter 216*) Hookahs are prohibited from Parks & Beaches.
14. Alcohol is prohibited in all City Parks without special use permit from the Commission for scheduled events.
15. Hammocks and inflatables (bouncy houses etc.) are prohibited in any City recreation area and facility.
16. Metal detecting in City recreation areas & facilities is allowed by permit only. Digging is allowed in beach sand areas only.
17. Golf practice (driving, chipping, putting) is prohibited in any City recreation area & facility not specifically designated as a Golf Course.
18. The use of any electrical source at Parks & Recreation facilities is prohibited except by written permission.
19. No cooking with heating sources (grills – gas or charcoal, smokers, etc) except by written permission.
20. Parking lots will not be used for fundraisers during Black-Out Dates (Memorial Day to Columbus Day), except for Motorcycle Week.
  - *Permit Applications for Special Events seeking an exception from these Rules may be obtained by contacting the Commission at Laconia Parks and Recreation (603) 524-5046.*



**SWIM RULES/ BEACH RULES:**

21. Lifeguards are on duty for limited hours only. Use of beaches is at your own risk.
22. Children 12 and under must be supervised.
23. Inflatables, life jackets, swim fins, snorkels, and tubes are not permitted in the water.
24. As time is of the essence please immediately notify lifeguards of any safety concerns or missing persons.
25. Persons giving false information or false alarms about swimming, help, and other emergency situations will be subject to prosecution. (*RSA 644:3*)
26. Public swimming is prohibited during swim lesson instruction, except in designated areas.
27. Swimming is only to be allowed in designated areas.
28. Watercraft, including but not limited to powerboats, sailboats, jet skis, kayaks, canoes, may only be launched from designated areas.
29. Beach balls and other soft rubber balls may be used on the beach at the discretion of the park personnel in charge of the area.

Approved by the Laconia Parks & Recreation Commission in November, 2020