

TOWN OF BURLINGTON
Use of Burlington Town Common
And Sculpture Park

Use of the Town Common and Sculpture Park areas (together referred to herein as “Town Common”) are subject to the following policies and procedures, and prior approval by the Town Administrator or the Select Board.

Policy & Procedure

All requests for use of the Town Common must be approved in advance by the Town Administrator. Certain requests may require further approval by the Select Board.

REQUEST FOR USE PROCEDURE

Requests shall be submitted in writing to the Town Administrator at least 30 days prior to the event, and provide the following information:

Individual, group, or organization making request along with a description of the organization including any local, national, or international affiliation, a brief history of the organization, the organization’ website address, its nonprofit status, and any other relevant information.

Person in charge – name, address, phone numbers.

Description of activity or event

Date of event – Rain Date (within the same week of proposed date)

Time of event, including start and end time

The need for vehicles to be used and type of vehicles.

The request will be reviewed by the Town Administrator for compliance with the Policy below. Additional information will be requested if necessary. The Town may consider requests made less than 30 days’ prior to the proposed event in its sole discretion.

A letter of approval or disapproval will be sent by United States mail or via electronic mail to the person making the request.

Policy

Use of the Town Common may be restricted to individuals and non-profit groups and organizations that are registered with the Massachusetts Secretary of State and Attorney General’s Office, as well as Town-sponsored events. The purpose of this policy is to promote public safety and good order and protect Town property and resources. The Town will not allow for events that are deemed a threat to public safety, as determined by the Town, in its sole discretion. Multiple events may be allowed on the same day/time if it is determined that they may occur simultaneously without conflict.

All activities and events scheduled on the Town Common must be approved in advance by the Town Administrator. Overnight events are prohibited.

While the reservation for the initial date shall be honored on a "first-come, first-served" basis, reservations for the subsequent dates may not be granted if the Town deems that doing so unduly restricts the use of the Town Common and/or Gazebo by other individuals and organizations.

One portable toilet will be made available for events at no charge. Additional toilets may be made available upon request and upon receipt of payment of associated fees for use.

No vehicles may drive or park upon the Town Common unless authorized by the Town Administrator. The town reserves the right to restrict any vehicular activity for any reason and upon the recommendation of the Burlington Parks and Recreation Director.

An executed liability waiver will be required for all events. Depending on the size and nature of the activity or event, the Town Administrator may require the following additional information:

- Certificates of insurance naming the Town as additional insured.
- Bond
- Deposit
- Police detail
- Custodial coverage
- DPW or Rec. Dept. detail

Care must be taken to prevent damage to the Gazebo, all monuments and stones, trees, shrubs, flower beds, benches, walkways, grass and all other structures and natural features.

The following are PROHIBITED on Town Common property:

- Controlled substances, including tobacco and marijuana
- Alcohol (unless a license has been granted by the Select Board)
- Glass containers
- Open flames, campfires, candlelight vigils (controlled cooking permitted)
- Digging or earth removal

Notwithstanding the foregoing, alcohol may be permitted where the proper one day license is obtained from the licensing authorities and all proper insurance and indemnification related to serving alcohol is obtained and provided to the Town.

All food products and by-products, like water from melted ice that was used for keeping raw fish or meats cold, must be removed from the town common, and not dumped onto

the grass. If there is a question that policing this will be difficult or impossible, the activity will be denied.

Individuals and organizations are responsible for obtaining all necessary permits, including but not limited to, a permit from the Building Inspector for temporary displays or structures, or a permit from the Board of Health for the sale of foods.

Applicant will need to coordinate electricity needs with the Director of Parks and Recreation at least one week prior to the scheduled event.

Dumpsters and/or portable toilets used for events shall be restricted to a specific location near Dearborn and Cambridge Street, as designated and directed by the Town. After the event, the sponsoring group must clean up the Town Common to pre-event condition within 24 hours after the close of the event. Individuals and organizations using the Town Common shall be responsible for any damage incurred by or as a result of their use and are responsible for ensuring that all refuse generated by their use is collected and disposed of properly. If the Town's Recreation Department is needed to restore any portion of the area to its condition prior to usage, the individual or organization responsible will be billed for these services which may be deducted from any deposit at the Town's sole determination.

All situations not defined in this policy, or requests for exceptions to this policy, must be ruled upon by the Select Board.

- Violations of these regulations will be grounds for immediate suspension of the approved use and/or denial of future use of the common. *

Permitted users of the Town Common may decorate the gazebo but only for the duration of the permitted event and further no such decorations shall be affixed in such a manner that will cause damage to any property or the Town.

Application for Use of Town Common

1.) Name of individual or non-profit entity/organization:

2.) Contact information (email, phone number, and address):

3.) Description of proposed use:

4.) If the applicant is an organization, please provide a description of the organization including any local, national, or international affiliation, a brief history of the organization, the organization' website address (in any), its nonprofit status, and any other relevant information:

5.) Date, time, and duration of event/use:

6.) Explain need for temporary structures, portable toilets, vehicular requirements, etc., if any, and estimated number of people in attendance:

7.) By submitting this application, I hereby acknowledge that I am in receipt of and that I have read and understand the attached Policy for Use of Town Common/Sculpture Park and agree to abide by all the strictures set forth therein.

Signature

Date

Print Name & Title (if applicable)