

**HARWICH RECREATION AND YOUTH COMMISSION  
RULES FOR USE OF BALL FIELDS & PARKS**

1. The fields & parks are under the jurisdiction of the Recreation and Youth Commission. All field use requests must be submitted by February 1<sup>st</sup>, final decisions on field bookings will be made by February 20<sup>th</sup>. Applicants will be notified of their approved dates no later than February 28<sup>th</sup>. Any requests received after February 1<sup>st</sup> are dependant upon open field dates. November 1<sup>st</sup> is the deadline for play.
2. Board of Selectman's Town-wide Facilities Use Policy: Use of all Town of Harwich property and facilities are restricted to Town entities and **Not-for-Profit/Charitable** organizations. A letter, IRS 501c 3 certificate of tax-exempt status or articles of organization, shall be provided by the organization to verify **Not-for-Profit/Charitable** status. Insurance certificates will also be requested unless otherwise covered under the jurisdiction's use policy. *Exception to this rule may apply when the use of property is requested, and that property falls under the jurisdiction of the Harwich Recreation and Youth Commission. A use of facility fee may also apply.*
3. **ALL TEAMS USING THE WHITEHOUSE FIELD MUST SIGN IN AND SIGN OUT UPON EACH USE, BEFORE GAME TIME** regardless of whether using the lights or not. The book is located in the shed on third base line
4. It is the responsibility of the team or organization using the field to canvas the entire field including dugouts, bleachers, and the entrance to the field. Trash is to be neatly deposited in **LINED** trash cans. **TRASH LINERS ARE TO BE PROVIDED AND USED BY FIELD USERS.** Fields are to be left clean. Anyone not adhering may be subject to denial of field use by the Commission.
5. Whitehouse Field is reserved for **GAMES ONLY** there will be no practices or scrimmages with the only exceptions being the Harwich High School Varsity Baseball Team and the Harwich Mariners.
6. There will be **NO** batting practice against **ANY** fence.
7. No person shall cut, break, remove, deface, defile or ill-use any building, structure, fence, or sign belonging to the Town, or have any part thereof.
8. No person shall post, paint, affix or display any sign, notice, placard or advertising device without express written permission of this Commission. All proposed physical changes to the existing fields and parks must be submitted in writing to this Commission for approval.
9. No person shall engage in business, sell, or expose for sale, goods, wares or circulars without express written permission of this Commission.
10. No fires and/or outdoor cooking are allowed except by permit from this Commission.
11. The use of alcoholic beverages is strictly prohibited on all Town property, with the exception of Cranberry Valley Golf Course.
12. No dogs, horses, or other animals are allowed on the fields or parks at any time.
13. Tents, campers, or trailers are not permitted and no sleeping is allowed in vehicles or on the fields or parks.
14. All vehicles must park in school parking lot at White House Field. Parking is allowed only in strictly designated areas at other fields. See signs.
15. FIELD MAINTENANCE: The Harwich Highway's and Maintenance Division are responsible for ball field and park maintenance. They wish teams and organizations using fields and parks to help their small staff in any way possible, dragging the fields after games, etc. Teams using Whitehouse Field may obtain keys to the supply storage building. **THE DECISION WHETHER OR NOT THE FIELD MAY BE PLAYED ON AFTER INCLEMENT WEATHER WILL BE MADE BY THE RECREATION DIRECTOR OR MR. RICHARD (BOO) BARUBE OF THE HIGHWAYS AND MAINTENANCE DEPARTMENT APPROVED BY THE RECREATION AND YOUTH COMMISSION.**
16. All rules will be enforced by the Harwich Police Department, the Harwich Recreation Department, and the Harwich Maintenance Department Foreman.
17. This Commission reserves the right to change these rules at any time.
18. A \$50 Key Deposit shall be charged for use of facility keys. All keys must be returned to Recreation by November 15<sup>th</sup> of each year. Organizations not returning all keys by 11/15 will lose their deposit and will not be eligible for field use for the following season.
19. This Commission reserves the right to deny use of parks or fields to any organization that does not adhere to these rules.

# TOWN OF HARWICH

## BOARD OF HEALTH

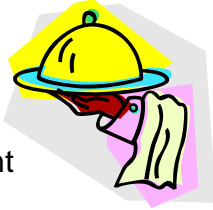
732 Main Street Harwich, MA 02645

508-430-7509 - Fax 508-430-7531

E-mail: [health@town.harwich.ma.us](mailto:health@town.harwich.ma.us)

1/1/2009

From: the Harwich Health Department



## Fairs, Festivals, Community Events and Food

ARE YOU PLANNING A SPECIAL EVENT?

DO YOU KNOW WHAT YOU NEED TO KNOW?

- ◆ SAFE FOOD HANDLING?
- ◆ DO YOU NEED A PERMIT?
- ◆ WHO TO SEE AT TOWN HALL?



PLANNING?

- ◆ DID YOU SAVE TIME FOR THE HEALTH DEPARTMENT CONSULTATION &/ OR REVIEW OF YOUR FOOD HANDLING PROCEDURES?
- ◆ HAVE YOU DISCUSSED MENUS, FOOD STORAGE & TRANSPORT, ON-SITE FACILITIES?
- ◆ PROVISIONS FOR HAND WASHING, TRASH REMOVAL, CHECKING WITH OTHER TOWN DEPARTMENTS?

YOU HAVE QUESTIONS?....

- ◆ Why call several weeks in advance?
- ◆ Is there a permit of fee required?
- ◆ What about a rain date?
- ◆ Why are some food service activities restricted at fairs?
- ◆ Must I use a licensed kitchen for food preparation? Or can I make it at home?
- ◆ What about a bake sale?
- ◆ No electricity? Tents? Sanitary Facilities?



WE HAVE ANSWERS!

CALL OR COME IN

Ph 508-430-7509 - Fax 508-430-7531

**Licensed Food Establishments please contact the Health Department before serving food out doors or at an off site location!**