



Town of Chatham

Office of the Select Board
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First Reading: April 15, 2025
Second Reading: May 20, 2025
Endorsed by the Select Board: May 20, 2025
Approved by the Town Manager: May 21, 2025

TOWN OF CHATHAM **FACILITY USE POLICY**

The intent of the Facility Use Policy is to establish applicable standards, procedures, requirements and fees for the use of Town-owned facilities by private individuals, non-profit organizations, and for-profit businesses for events, classes, ceremonies, gatherings or other similar uses.

A. Objective

To manage Town-owned assets to ensure the safe, responsible, and equitable use of the properties for a variety of events sponsored by qualified Event Sponsors.

B. Definitions

Event: a municipal, cultural, educational, social, charitable, or other program, occasion or activity including but not limited to free festivals, arts and craft fairs, recreational activities, theatrical productions or concerts, or fundraisers for non-profit organizations.

Class: an educational event in which participants are instructed or led by a qualified Event Sponsor.

Private Individuals: members of the public not representing a non-profit organization or for-profit business who wish to use a Town-owned facility for a private function or ceremony including but not limited to weddings, reunions, parties/functions.

Event Sponsor: the individual or organization responsible for all aspects of an event or class.

C. Applicability

This policy applies to any individuals, businesses, groups or organizations wishing to use Town-owned facilities, with the exception of Community Center rooms and athletic fields/courts, for an Event or Class in accordance with this policy and all other applicable State laws, licenses and certifications, and Town regulations, bylaws, and codes.

Events approved by the Select Board under their authority granted in Section 208-24, D (2) are exempt from this policy.

D. Locations

The listed locations are available for use for events/classes as defined by this policy.

All Town-owned facilities are public properties. At no time may general access to public property be blocked, limited, or restricted by an Event Sponsor. Requests may be denied/restricted by considerations including, but not limited to, day/time of day requested, available parking, neighborhood impact, or potential risk to public health and safety.

Private Events:

Facility	Event	Class	Private Function
Harding’s Beach	Yes	Yes	Up to 50 participants
Ridgevale Beach	Yes	Yes	Up to 25 participants
Cockle Cove Beach	Yes	Yes	Up to 15 participants
Forest Street Beach	Yes	Yes	Up to 10 participants
Pleasant Road Beach	Yes	Yes	Up to 10 participants
Oyster Pond Beach	Yes	Yes	Up to 25 participants
Kate Gould Park	Yes	Yes	Up to 20 participants
Chase Park	Yes	Yes	Up to 20 participants
Community Center Lawn(s)	Yes	Yes	Up to 25 participants

Private Functions that exceed the recommended capacity can seek a waiver from the Selectboard.

Public Events/ Fundraisers: Must seek Selectboard approval.

E. Fees

See Schedule A attached.

F. Non-Exclusive Use

Approval of a facility use application does not grant the applicant exclusive rights to Town facilities. The Town reserves the right to permit multiple individuals or businesses holding similar or identical events/classes/fundraisers within its facilities. Approval is granted solely for the specific date, time, and space requested in the application and does not imply an endorsement or exclusivity for future use.

G. Rules and Regulations

1. The Event Sponsor shall use the facility in a safe and proper manner and only for the purposes for which they presented and were approved by the Town. No unauthorized use of the premise shall be made by the Event Sponsor or any of its representatives, participants, agents, or employees.
2. A representative of the Event Sponsor must be present on site for the duration of the event, class, or site use.
3. Neither the Event Sponsor nor its representatives, participants, agents or employees shall cause, permit, or suffer any damages (except normal wear and tear) to the site and/or surrounding premises, structures, outbuildings, vegetation, or Town signage or equipment. In the event of any breach of the terms of this paragraph, the Event Sponsor shall be responsible for the following:
 - a. Immediately report said damage the Recreation and Beaches Division.
 - b. Reimburse the Town or pay contracted agent for the repair of damage within 15 days of the receipt of bill/invoice from the Town or contracted agent.
 - c. No Event Sponsor shall do or cause to be done any maintenance, repairs, or upgrades on the site.
4. Event Sponsors are responsible for removing all waste/trash/recyclable removal from the site at the conclusion of the event/class. All waste/trash/recyclables must be removed at the conclusion of each day for multi-day events/classes.
5. No Event Sponsor shall allow any other group, individual, or entity not a member or affiliate of the Event Sponsor to utilize the site during the time it is reserved by the Event Sponsor. It is expressly agreed and understood that any rights to the site conferred by

this policy are not assignable by the Event Sponsor without the express written permission of the Town and only upon such terms and conditions acceptable to the Town, including but not limited to the payment of fees and charges.

6. Entities conducting classes in/on Town-owned facilities are required to enter License to Use Agreements with the Town, subject to Select Board approval.

7. The Town of Chatham assumes no liability for any injuries to persons or damage to property resulting from the use of the site, facilities or equipment by any group individual, entity, or Event Sponsor. Appropriate releases, indemnification agreements or insurance protections may be required.

8. Event Sponsors shall be responsible for staffing and equipment necessary to safely conduct an event/class at the site including but not limited to generators, lighting, sanitary facilities, Police/Fire details or personnel, safety equipment and first aid station(s).

9. Event Sponsors may be charged for the use of Town utilities needed to conduct the event, including but not limited to electricity and water.

10. The Event Sponsor or their representative(s) shall be responsible to inspect the facility prior to use to insure it is in safe condition. Concerns about safety conditions should be promptly reported to the Recreation and Beaches Division.

11. No person shall possess, serve, or consume alcoholic beverages as defined by MGL Chapter 138, as amended, in/on a Town-owned facility without first obtaining proper licensing and required permissions from the Select Board in advance of the event.

12. In emergency situations, the use of the facility may be suspended without notice, including but not limited to emergency maintenance by the Town, its contractors, agents, or employees. The Town has discretionary authority to postpone or cancel all events/classes under such circumstances to ensure the safety of the general public, including participants.

13. If applicable, parking shall be in approved, designated spaces and shall not impact entrance/egress to the site or impede emergency personnel.

14. Permission to use a facility may be revoked if an Event Sponsor does not abide by this policy or allows the facility to be damaged through its actions or lack of actions. Event Sponsors with revoked permits or whose failure to comply with this policy has been documented and transmitted to them may be denied future use of Town-owned facilities.

15. The person signing the Facility Use Application on behalf of the Event Sponsor represents and warrants that they have the authority to do so on behalf of the Event Sponsor.

H. Procedure & Permits

1. Applications may require multiple departmental approvals/permits. To ensure complete processing, Event Sponsors are required to complete the Facility Use Application, pay all applicable fees, and submit said Facility Use Application to the Town Manager's office at least sixty (60) days but no fewer than forty-five (45) days prior to the date of the event/class. Applications may be denied if full processing cannot be completed within the available time frame.
2. Applications will be reviewed by staff and, if necessary, an event review meeting to solicit input from various Town Departments/Divisions and to identify local permit/licensing requirements will be scheduled. Staff review meetings shall be coordinated by the Town Manager's office.
3. Facility Use Applications shall be reviewed by the Town Manager's office on a first come, first served basis.
4. Event Sponsors shall acquire at their own expense all necessary permits and licenses for the event/class including but not limited to permits/licenses from the Health Department, Police Department, Fire Department, Community Development Department, Department of Public Works, Department of Natural Resources, and/or Select Board.
5. The Town at its sole discretion may impose conditions on the use of any facility as may be determined to be reasonably necessary and in the best interests of the Town.

I. Indemnification

As a condition of Facility Use Application approval, the Event Sponsor agrees to indemnify, defend, and hold harmless the Town of Chatham and all of its officials, officers and employees, agents and contractors against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the event/class, or any activity constituting a part of the event/class, or any act, omission or misconduct of the Event Sponsor or their agents, representatives, contractors, employees, volunteers, or clients. The Event Sponsor agrees to discharge any and all judgements that may be rendered against the Town of Chatham or its officers and employees in connection with any suit, cause of action, or claim after the judgement becomes final and unappealable. A separate agreement addressing these requirements may be required.

J. Insurance

The Event Sponsor may be required to provide the Town a Certificate of Insurance identifying the Town as an additional insured (except Workers Compensation and Professional Liability) under general liability policy with limits not less than \$1,000,000 per occurrence. The Event Sponsor may be required to provide the Town with proof of liquor liability insurance.

Town of Chatham—Facility Use Application

To ensure complete processing, Facility Use Application should be submitted at least sixty (60) days but no fewer than forty-five (45) days prior to the date of the event/class. Applications may be denied if full processing cannot be completed within the available time frame.

Applications must be submitted to the Office of the Town Manager, 549 Main Street, Chatham, MA.

Event Sponsor: _____ Contact, if different: _____

Local Address: _____

Mailing Address, if different: _____

E-Mail: _____ Phone: _____

Location Requested:

Harding's Beach

Ridgevale Beach

Cockle Cove Beach

Forest Road Beach

Pleasant Street Beach

Oyster Pond Beach

Kate Gould Park

Chase Park

Community Center Lawn(s)

Purpose:

Art/Craft Show

Ceremony

Class/Instruction

Concert

Performance/Theatrical

Fundraiser (name)

Other

Date(s) Requested (include rain date):

(attach schedule if applicable)

Hours Requested:
(include set-up/clean-up)

From: _____ AM/PM

To: _____ AM/PM

(attach schedule if applicable)

of participants _____

Event/Class Details (Additional approvals may be required.)

Is the Event Sponsor a registered non-profit (501C3)?	Yes _____	No _____
Will a fee be charged or funds solicited?	Yes _____	No _____
Will food be offered/provided at the event/class?	Yes _____	No _____
Will alcoholic beverages be offered/served at the event/class?	Yes _____	No _____
Will entertainment be provided at the event (amplified/live)?	Yes _____	No _____
Will goods be sold or raffled? Sold Raffled (circle)	Yes _____	No _____
Will electricity or water be required? Electric Water (circle)	Yes _____	No _____
Will any temporary structures be erected (tents, platforms)?	Yes _____	No _____
Is signage being requested? On-Site Off-Site (circle)	Yes _____	No _____

Provide a drawing of the facility showing proposed locations of all event components (stage, vendors, food service, alcoholic beverage service tents, registration areas, tables, etc.).

Attach proof of non-profit/not-for-profit status, if applicable.

I have read the Town of Chatham Facility Use Policy regarding the use of this Town facility and agree that I/our business/our organization shall abide by them.

Applicant Signature: _____ Title: _____

Organization: _____ Date: _____

FOR USE BY TOWN STAFF ONLY

Received by: _____ Date of Receipt: _____

NOTES/COMMENTS:

Approved by: _____ Date of Receipt: _____

Town of Chatham– Facility Use Fee Structure

Use Category	Time Frame	Resident	Non-Profit	Non-Resident / Business
Arts & Crafts Fair / Farmers Market	4 hours	\$250	\$250	\$500
Small Event 40 people or less	4 hrs	\$200	\$250	\$350
Large Event 41+ people	4 hrs	\$300	\$375	\$450
Utility Fee (electric/water)		\$25	No Charge	\$25
Business / Class / Program		License w/ town 20% of revenue	License w/ town 20% of revenue	License w/ town 20% of revenue

Town of Chatham– Community Center Room Fee Structure

Use Category	Time Frame	Resident (Chatham Non-Profit)	Non-Profit	Non-Resident / Business
Small Conference	2 hours	No Charge	\$20	\$30
Multi Purpose (Club, serving, Teen, Arts & Crafts)	2 hrs	No Charge	\$20	\$30
Game Room Large Meeting Room	4 hrs	\$50	\$75	\$100
Gymnasium	2 hrs	\$50	\$75	\$250
Business / Class / Program		License w/ town 20% of revenue	License w/ town 20% of revenue	License w/ town 20% of revenue

Town of Chatham– Athletic Facilities

	Time Frame	Local Youth Sports League	Resident Use / Non-Profit League	For Profit League / Non-Resident
Daily Fields/Courts	4 hr block	No Charge	\$40	\$60
Veterans Field Lights	1 hr	\$40 per hour	\$40 per hour	\$40 per hour