

Proposal for Town Recreation Facilities

- Decide on a name: Town Recreational Facilities or Town Parks & Recreational Facilities or other
- On Town's website:
 - Remove listing for Recreation Committee under Boards
 - Under Departments – remove listing for Sheffield Town Park; list name decided upon
- Under Departments – new name listed
- What facilities need a reservation?

Town (name)

Sheffield has a variety of recreational facilities (or Parks) including ---- intro and description to parks and facilities – whatever needs to be said.

Here put maybe a photo or activated link for: [Town Park](#) [Covered Bridge Park](#) [Barnard Park](#)

When clicked one any of the above, goes to information on each, with 1-2 photos; and link to reservation form:

Town Park:

Town Park, off Frederick Lane, is the Town's main park. It provides for a range of events and activities, including 2 baseball fields – reserved for Little League in April, May and June; a large lit covered pavilion with a barbeque pit; restrooms; running water; children's playground; large lawn areas; nearby woods with hiking trails; and plenty of parking. The Pavilion and Bathrooms are HC accessible and an accessible port-a-potty is also available from May through September. Add Link to reservation form.

Barnard Park:

Barnard Park is a memorial park honoring Sheffield service men and women who gave their lives in defense of their country. It is the site of Sheffield's Annual Memorial Parade and Remembrance. Events using Barnard Park center on remembrance of veterans and first responders and days of prayer. Parking at Barnard Park is along Route 7 or in the nearby Town Hall parking lot. Add Link to reservation form.

Covered Bridge Park:

Covered Bridge Park is the Town's largest public area on the Housatonic River and includes a replica of the last covered bridge in Sheffield, the history of which is detailed in the park. The park features a well maintained canoe launch, lawn areas, picnic area and parking. There are no rest room facilities. Many come here to enjoy the river and stroll across the bridge to Covered Bridge Lane, a dirt road leading to Boardman Street. Due to its idyllic setting, it is a frequent choice for wedding ceremonies. The surrounding area is mostly farm land. Add Link to reservation form.

REST OF PAGE CONTINUES BELOW:

Normal family usage does not require a reservation. If you are planning a large party or a special event and want to reserve the use of facilities, such as the Pavilion and barbeque pit at Town Park, please make a reservation. There is no charge to make a reservation or use any of the Town's recreational facilities.

To Make a Reservation for a private party or special event: complete a **Town of Sheffield Recreational Facility Reservation (have this as a link to 3 page form)** and submit it to the Town Administrator's office for approval and calendaring. You will receive a return Approved / Not Approved email/mail from the Town Administrator's office.

At least one month in advance of your approved event, you are responsible to submit your application for a **ONE DAY ALCOHOL PERMIT** if you plan to serve beer/wine; and a **FOOD CATERING/FOOD TRUCK PERMIT** if you are having your event catered. Fees and liability insurance riders are required.

Contact Info

Town Administrator's Office

What email address?

(413) 229-7000 x 152

TTY (Relay Service): (800) 439-2370

Fax: (413) 229-7010

Address:

Town Hall

21 Depot Street

Sheffield, MA 01257

DRAFT

Town of Sheffield Recreational Facility Reservation

21 Depot Square, Sheffield, MA 01257 ♦ 413-229-7000 x 157 or just FAX; **What email address?**

Required for Barnard Park and Private Events at Town Park or Covered Bridge Park

Please submit your reservation a minimum of 30 days before your event. No reservation is final until you receive an approval email from the Town. Sheffield residents are given priority.

Facility: ___ Barnard Park ___ Town Park Pavilion ___ Covered Bridge Park

Date of Event: _____ Time: From _____ to _____ Number of People Expected: _____

Name of applicant: _____

Street address of applicant: _____ City: _____

Contact Info: Phone/Cell: _____ email: _____

If organization; website address: _____

TYPE OF USAGE

Event Description: _____

Equipment Rented	Yes	No	Fundraiser	Yes	No	Fee charged to attend	Yes	No
Alcohol to be Served	Yes	No	Food for Sale	Yes	No	Non-Profit	Yes	No

Additional Comments: _____

Please submit at least 1 month before your event:

- Certificate of Liability Insurance for you or your organization, which must list the Town of Sheffield as an additional insured party for a minimum of **\$1,000,000 general liability coverage** where food will be catered or provided through food vendors or alcohol will be served. **(Other towns require current/valid proof of insurance certificate – specifically waiving the Town from any incurred liability.)**
- One-day alcohol permit application; download from: **give url for form on Town's website**
- Letter from Sheffield Board of Health/Food Inspector indicating all food vendors/caterers are in compliance with Board of Health licensing and special event regulations;
https://www.sheffieldma.gov/sites/sheffieldma/files/uploads/special_event_temporary_food_establishment_application.pdf and
https://www.sheffieldma.gov/sites/sheffieldma/files/uploads/annual_food_establishment_license_application_1.pdf

By submitting this form, you agree to follow the policies for Use of Town of Sheffield Recreational Facilities listed on the back of this application.

For Town use only: Approved/ Not-Approved date _____ By: _____

Use of Town of Sheffield Recreational Facilities

The Town of Sheffield is committed to enhancing the quality of life in Sheffield by providing recreational opportunities in Town and ensuring such resources are well-maintained, clean and available for use by Sheffield residents, others and non-profit organizations.

Please adhere to these policies:

- Hours of use are from dawn to dusk every day. Events may run from 10am – 8pm ???
- Only walk-ins may be allowed when an entrance is closed due to weather.
- Facilities are available for private and non-profit's usage only.
- Users are expected to keep facilities free of litter and dog waste. Everything you bring in and use – take out with you.
- Inflatable equipment (bouncy house, etc.) is NOT allowed
- 10 mph speed limit due to the presence of children and older residents.
- Respect the rights of others using these facilities, as well as surrounding neighbors, by keeping music and other sounds to a minimum.
- Any signage or decorations put up must be temporary, cause no damage to Town land or structures, not impede cars, people or visibility, and be removed entirely removed when you leave.
- Only dogs on leashes and under the constant control of their handler are allowed.
- If you bring a dog, you are responsible for cleaning up after your dog and properly disposing of the waste. You are also liable for your dog's actions, including injuries to people and other animals.
- Do not walk your dog in either of the baseball diamonds at Town Park.
- All Town facilities are smoke, vape, and drug free zones; this includes recreational and medical marijuana.
- All persons using any Town facility does so at their own risk and the Town is not responsible for any lost or stolen items.
- Given the strong current in the Housatonic River in the vicinity of Covered Bridge Park, swimming and wading in the vicinity of the Covered Bridge Park is prohibited. Climbing on, jumping from, or hanging from any part or appurtenance of the Covered Bridge is also prohibited for public safety reasons.
- No person or organization may use any of the Town's facilities for a profit-making event without advanced written permission from the Sheffield Board of Selectmen, which has sole authority.
- If you bring outside equipment to your private event, please consider obtaining insurance to cover your potential liability.
- If you plan to rent tents or other equipment for your event, they should be removed upon the conclusion of your event or at the earliest date by the rental company.

Who to Call:

- If any facility requires attention, contact the Town Administrator's office, (229-7000 x 152).
- If you observe an act of vandalism or are concerned about your or your family's safety, contact the Police Department (229-8522) or call 911.
- Any incident involving an animal's safety or aggressive behavior may be reported to the Police Department (229-8522) or if you feel you are in danger, call 911.