TOWN OF AMHERST, MASSACHUSETTS
APPLICATION FOR RESERVATION OF SWEETSER PARK

Fee – No Charge

Name of Sponsoring Organization:

_____

Address of Sponsoring Organization:

_____

_____

Phone # _____

Reservation Requested by:

_____

Title: _____

Address _____

_____

Phone # _____

Description of Activity: _____

_____

_____

_____

_____

_____

OFFICE USE ONLY:

DATE RECEIVED: _____

TIME RECEIVED: _____

RESERVATION # _____

DATE RESERVATION CONFIRMED : _____

APPROVED: _____
TOWN MANAGER

_____
CHIEF OF POLICE

Please return completed application to the Select Board's Office.

Setup Date & Time: _____

Activity Begins: _____
Date Time

Activity Ends: _____
Date Time

Clean up Time & Date: _____

List of Responsible Individuals and Times they will be in charge:

_____

_____

_____

What is your plan for clean up of area immediately upon conclusion of event?

_____

_____

Number of people anticipated in connection with the event: _____

Do you intend to erect a tent or shelter?

Yes No (please circle one)

The Select Board's policy for use of the Park is attached. *Please sign this form after you have read the policy.*

In addition, the applicant agrees that the use of sound equipment will be reduced or eliminated upon the request of the Amherst Police Department.

6 _____
Applicant Signature

Confirmation ltr.: _____

cc: BD _____
APD _____
DPW _____
Health _____

Revised: 5/97

RULES AND ORDERS REGULATING THE USE OF SWEETSER PARK

Sweetser Park is a small historical open space, originally granted to the Town to serve as an "ornamental park." This has been interpreted by the Town to mean that Sweetser Park is primarily a public garden, both in terms of its potential uses and its future restoration. An ornamental garden should be used for some low impact public activities, but it cannot absorb the regular, intensive community uses of the Town Common without damage to the plantings and the character.

Section 1 ***General Policies***

Permission for use of Sweetser Park may be granted to groups or private individuals. Approval of a display or event does not imply endorsement by the Select Board or the Town. Requests for displays or events will be considered individually, and permission will depend upon the impact of the display on the Park itself and on abutters.

Wires, equipment, signs, tents or other structures, or any other miscellaneous items, etc., will not be hung from trees.

Sweetser Park falls within an Urban Renewal Area and is therefore under the jurisdiction of the Amherst Redevelopment Authority. Temporary displays or structures shall require approval of the Amherst Redevelopment Authority prior to Select Board Approval.

Temporary displays or structures shall also require review by the Building Commissioner. Food sales shall require obtaining a permit from the Town's Board of Health.

Section 2 ***General Usage Policy***

The Park is primarily an "ornamental park" but may be made available for use by the public. A permit to reserve the Park does not allow the permit holder to prevent anyone from entering onto the Park space. A fee shall not be required for anyone to enter the Park. Individuals or for-profit businesses or organizations may not hold events which are for the purpose of profit. The Town shall require an organization to present a copy of their non-profit status as approved by the Federal Government or the Commonwealth.

An application for usage does not constitute approval. Individual applications will be reviewed by the Select Board on a case-to-case basis in keeping with the original intent of the character of Sweetser Park.

Section 3 ***Application for Use of the Park***

3.1 Applications will be available from the Select Board office and may include, but not necessarily limited to, the following information:

- Name of group or individual;
- Contact person(s) and phone number(s);
- **For events only**: The applicant must designate a person or persons responsible for the event who will be at the Park during the entire event. If several people will take shifts, these people and their times must be noted on the application form.
- Nature and purpose of display or event;
- Date(s) desired;
- Time(s) of operation;

- Clean-up plan;
- Copy of non-profit statement as evidence

Section 4 ***General Prohibited Practices*** (**This listing may not be inclusive of all prohibitions**.)

4.1 In accordance with Town By-laws, absolutely no alcoholic beverages will be allowed to be served or consumed in the Park.

4.2 Use of the Park by private groups or private individuals for private gain is not allowed.

4.3 Charging of admission is not allowed. Access to any and all parts of the Park cannot be denied to any citizen.

4.4 The Park is to be used for passive recreation only (sitting, reading, casual eating). No organized active sports or formal picnicking will be permitted.

4.5 Live entertainment will be considered on an individual basis. The number of instruments, amplification, time of day, and other impacts on neighbors and other citizens will be among issues to be considered.

Section 5 ***Clean-up Fee***

If the Town's Public Works Department is needed to restore any portion of the reserved area to the condition prior to usage, including grass replanting, the individual or organization responsible will be billed for these services.

Section 6 ***Indemnification***

The Town will be held harmless from any and all claims, suits, causes of action, judgments and demands of any nature made or obtained by third parties which result from activities or actions of the Town of Amherst, its agents or servants under this permit and if judgment is entered against the Town of Amherst, said judgment will be paid by said applicant together with all interest thereon.

The Town reserves the right to review and approve/disapprove each application on a case-by-case basis and to disallow any activity that it may deem as inappropriate with the intended use and purpose of the Town Park, or which may cause harm to the inhabitants of the Town.

Section 7 ***Effective Date***

These rules and orders shall become effective January 10, 1995.

A map of Sweetser Park with the right of way area designated is located in the Select Board's office.

VOTED approval by the Select Board on January 9, 1995.