

**Town of Nahant**

# **TOWN LAND AND FACILITY USE POLICY**

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Use of publicly held parks, open space, Town-owned land, and facilities are permitted as authorized by the September 17, 2015 Nahant Board of Selectmen vote and administered by the Town Administrator, under M.G.L. Chapter 40, Section 3.

**Uses Requiring Permit:** All gatherings within Town-owned buildings and any outdoor events of **greater than 20 participants**, either formal or informal, under the following terms:

- a. One event per month is permitted at any sanctioned Town-owned, outdoor facility;
- b. One event per week is permitted in any sanctioned Town-owned, indoor facility;
- c. Bookings are limited to 60 days in advance of the function date;
- d. Required to complete a Request Form which must be signed off by the following (or their designee):
  - Town Administrator
  - Board of Selectmen
  - Fire Chief
  - Police Chief
  - DPW Director
- e. **Fee:** \$100 per event – Residents of Nahant  
\$500 per event – Non-resident  
\$500 security deposit – refundable if no damage or cleanup required  
**Note:**
  - i. **Waiver of fees requires approval of Board of Selectmen**
  - ii. *All custodial, Police Detail, and EMT or Fire costs, as required by the Town Administrator, Police Chief, or Fire Chief, are borne by applicant (see Request Form for specific costs). Waiver of custodial fees requires separate authorization.*
- f. **Event Duration:** Limited to 2 hours for all outdoor events & 4 hours for indoor events.
  - : Extended time limits require pre-approval from Town Administrator.
  - : Lessee responsible for all cleanup and removal of trash – Failure to do so will result in the DPW performing the work and deducting the cost from the retained deposit.
- g. Rehearsals require pre-authorization.
- h. **Insurance and Liability Releases:**
  - Executed Indemnification Agreement
  - Provide an insurance certification with \$1,000,000/\$3,000,000 coverage.
- i. **Detail police officer required for:**
  - Events over 50 people
  - Events when alcohol is allowed to be served ( **liquor license required** )
  - Events that may disrupt traffic flow
  - Events that may cause parking issues
  - Chief of Police may require a police detail for unusual events not listed
- j. **Detail fire officer required for:**
  - Events/large gatherings where there is concern that emergency medical services might exceed normal demand ( i.e. road races/large scale athletic events)
  - Events that are beach or ocean-based may require fire detail
- i. **Miscellaneous:**
  - Number of attendees in excess of 50, furnishings, & amplification – all subject to pre-approval by Town Administrator.
  - No alcohol or pyrotechnics. Food and Tent usage may require additional special permits.
  - **Public access at outdoor events must be ensured at all times. Exclusive use of a park or open space area is expressly prohibited.**