

# **Warren Parks and Recreation Department Facility Policy**

April 2016

Approved by Warren Town Council April 12, 2016

## **Warren Parks and Recreation Department**

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## **Warren Recreation Facilities – Policy and Purpose**

The Warren Recreation Facilities are provided by the taxpayers of the Town of Warren to meet the recreational and social needs of the community. It is the policy of the Town of Warren that access to and use of its recreational facilities shall be available to its residents and others without any limitation or special treatment that violates Federal, State or local laws or regulations. It is the policy of the Town of Warren that its recreational facilities be shared, but also that residents and resident organizations shall have preference when applying for use of fields and other facilities, to the extent demand for such use exceeds availability. The Town wants to ensure that people and organizations who desire to use its facilities can do so as much as is reasonably possible, in a manner that allows for proper protection and maintenance of the facilities, and that promotes the safety of, and enjoyment by, all users. Rules, permit requirements, fees, schedules and preferences for facility use are used by the Parks and Recreation Department to achieve these goals. The Department maintains the right to act in the event of an unsafe situation, in the best interest of all individuals, spectators, and players, and in the best interest of facilities, including the fields.

This document sets forth the rules and regulations adopted by the Town, through its Parks and Recreation Department (“Department”) and with advice from the Parks and Recreation Board (“Board”), for the purpose of properly managing the Town’s recreational fields and facilities in accordance with the above policy. This document may be updated from time to time by the Department, with advice from the Board. Changes will be posted for public review and comment prior to formal adoption.

Please make sure that you have the current version of the policy. Copies of the current policy and related documents, such as forms and schedules, are available on the Town web site, [www.townofwarren-RI.gov](http://www.townofwarren-RI.gov), and also at the Department’s office in the Warren Community Center (Mary V. Quirk building), 790 Main Street, Warren.

**Recreational Areas and Facilities in the Town of Warren currently include:**

**Burr's Hill Park:**

Two tennis courts, two basketball courts, baseball field, band shell, small picnic pavilion, restrooms, and open field space.

**Jamiel's Park:**

A hockey rink, softball field, playground, concession stand, 2 tennis courts, 2 basketball courts, restrooms, and open field space.

**Homestead Park:**

A playground and basketball court

**Warren Recreation Park and Pete Sepe Pavilion:**

A playground, basketball court, beach volleyball court, bocce court, BBQ pit, clambake pad, baseball fields, softball field, covered picnic area, concession stand, restrooms, and open field space.

**Child Street Park:**

A playground, baseball field and open field space

**Veteran's Field:**

Official game field (soccer and football) with lights and bleachers, soccer fields, track, concession stand, field shed, baseball field, multi-use field space, open field space, and restrooms.

**Warren Town Beach:**

Playground, picnic area and town beach

**Wujcik's Farm (Heritage Park):**

Open space, nature walk, and picnic area.

**Baker Street Park:**

Tiny tot area and picnic area

**Baltimore Avenue Park:**

Playground, picnic area and basketball net

**Warren Community Center (Mary V. Quirk School):**

Gymnasium, kitchen facilities, classroom/meeting rooms, Adult/Youth recreational programming

## **FACILITY USE PREFERENCE**

1. First preference is the Warren Parks and Recreation Summer Program. From the end of June until the middle of August, playgrounds and other facilities where the Summer Program offers supervised activities will be reserved for such activities and programs.
2. The Kickemuit Middle School (KMS) has first preference for Veteran's Field and first preference for Hugh Cole upper softball field. The Recreation Board acknowledges that physical education and school athletic events are an important part of the overall education of our youth. Therefore, preference is given to KMS during school hours. Permits are required after normal school hours and permits must be on file prior to the start of the season.
3. Permits are issued to Warren Youth Organizations before other requests are accommodated. This recognizes the significant contributions of parents and other supporters for athletic organizations in town and their assistance in the task of maintaining the fields.
4. Preference is next given to Warren residents, then to organizations/groups that have used the facilities previously.
5. Except as stated above, permits are issued on a first come-first serve basis, depending on open times and dates.

## **FACILITY USE APPROVAL PROCEDURE - GENERAL**

Any person or organization/group that would like to use the fields or facilities must obtain a permit from the Parks and Recreation Department, as follows:

1. Prior to the Spring/Summer/Fall and the Winter seasons, the Department will post the permit application period and application deadlines in its office and on the Town web site at [www.townofwarren-RI.gov](http://www.townofwarren-RI.gov). Fill out a permit application at the Department in the Warren Community Center at 790 Main Street, Warren. Applications may also be downloaded from the Town web site. Applicants must certify they have read the rules and regulations pertaining to the facilities, understand their obligations under the rules and regulations, and agree to be bound by them.
2. All organizations/groups must have approval from the Department Director before using the facilities. The Director issues permits with the advice of the Parks and Recreation Board; applicants may be required to attend a Board meeting prior to approval being granted. Diagrams of field layouts must be approved by the Director prior to the lining of fields.
3. Organizations/groups using fields for Carnivals, Fairs, Festivals and other events approved by the Director or the Town Council, with advice from the Board, will be required to repair the field(s) immediately, at their expense, if damage is determined by the Warren Department of Public Works

(DPW). A landscaping retainer is also required for the above events, unless deemed unnecessary by the Department, with advice from the Board and DPW.

4. Permits will be sent by email to organizations/groups approximately one (1) month before the start of the season or function, confirming practice and game schedules and applicable rules and conditions.
5. The Department reserves the right to update and modify this procedure as needed, subject to the posting and review requirements set forth in the Policy and Purpose section above.

## **RULES & REGULATIONS FOR RESERVATION AND USE OF FACILITIES**

Organizations wishing to use the facilities must follow these rules:

1. Fill out the Warren Recreation "Facility Use Permit" application and submit it to the Warren Recreation Department, Warren Community Center, 790 Main Street, Warren, RI 02885
2. The application must identify a responsible adult as the designated Point of Contact (POC) for any facility usage. This person will be responsible for picking up and returning all necessary keys and overseeing the use of the facility. S/he is responsible for making sure that the rules are enforced.
3. To reserve a date for an event, a deposit of \$50 is required.
4. Balances **MUST** be paid 2 weeks into the season or 1 month before an event.
5. An up-to-date copy of the charter/bylaws, rulebook governing a league must be on file with the Parks and Recreation Department. Specific Game and Practice Schedules are required. Leagues will not be guaranteed facility use without it. The Department Director must approve **any changes** made to schedules in order to avoid scheduling conflicts.
6. **PARKING** – is allowed **ONLY IN DESIGNATED AREAS**. Parking is **NOT** permitted inside the Warren Recreation Park (past the chain). Parking on fields, grass, or other non-designated areas, without permission from the Department, is not allowed at any time. Cleanup fees will not be returned and organizations will lose keys if this rule is not followed.
7. **NO SMOKING** is allowed at any time. This applies to e-cigarettes and vapor cigarettes also.
8. **NO ALCOHOLIC BEVERAGES** are allowed unless properly licensed by the Warren Town Council.
9. **NO OPEN FIRES** or bonfires are allowed except in the Pavilion fire pit for clambakes or with a permit.
10. **NO ANIMALS**, except for service animals, are allowed at any athletic events or at the MVQ Community Center Building.

11. Use fields/rooms that have been approved by your permit only for the purpose for which the use was approved. The main field at Veteran's Park (with track surrounding it) shall only be used for games.
12. Leagues are responsible for lining fields.
13. Leagues are responsible for cleaning up after their practices/games. Organizations are responsible for cleaning up facilities after use. All trash should be disposed of in designated areas and all materials should be returned to their original position. **TRASH MUST BE DISPOSED OF IN THE APPROPRIATE RECEPTACLES.**
14. Organizations will be financially responsible for any damage done to a facility while they are using the facility.
15. A **CERTIFICATE OF INSURANCE** is required for Leagues using the fields and/or the Warren Community Center, and for events at which alcohol will be served (with Town Council approval). The certificate must name the Town of Warren as additionally insured.
16. Depending on the size and scope of an event, the Department may require a police officer or DPW personnel. The League or other organization using the facility will be billed by the Town for the police officer's and/or DPW personnel time.
17. The Director may close or cancel an event/activity for the protection of field conditions. In the event of inclement weather forecast or standing water on the field, the POC should contact the Director as to the status of games.
18. Keys for the Fields/Facilities will be handed out at the beginning of the season and must be returned to the Department after the season. No copies are to be made of any keys. A security deposit may be required. For events, keys may be picked up the day of the event at the Warren Police Station. You must present a permit issued by the Department. Keys must be returned to the Warren Police Station by the end of the day.
19. Port-a-john rentals are required for events with over 250 people, at renter's expense.

## **WARREN TOWN BEACH**

1. Warren Town Beach (including the adjacent waterfront park) is generally not available for uses that displace, or restrict use by, the general public. It is not available for organized sports or recreational events other than those organized and supervised by the Recreation Department; or for other events. An exception may be made by the Town Council only, in the form of a special use permit for a special event.
2. Applications for a Special Use Permit may be obtained at the Recreation Department in the Warren Community Center at 790 Main Street in Warren, or can be downloaded from the Town web site. The application form includes general requirements, conditions and limitations.

3. Applications must be submitted to the Department at least three months prior to the event, and will be placed on the agenda for the next monthly meeting of the Parks and Recreation Board, which will review the application and forward recommendations to the Town Council, to be discussed and acted on at the next regularly scheduled Town Council meeting.
4. The Board may recommend to the Town Council that it deny the application if it determines the event is not consistent with this policy or otherwise could be detrimental to the Town beach and park, or to the public use and enjoyment thereof.
5. The Board may forward a draft Special Use Permit to the Town Council for consideration and action at its next regularly scheduled meeting, and recommend conditions, limitations and a fee as it deems necessary and appropriate, provided the recommended fee shall not exceed \$500 (not including expenses that may be associated with other permit conditions)..
6. The Town Council may impose additional conditions, raise the fee, reduce the fee or waive the fee (if the event is organized by one or more nonprofit organizations that, in the Council's judgment, significantly benefit the Town and its citizens).
7. Under no circumstances are cars or trucks allowed on the beach or the park area.
8. Rules 7 through 10 and 13 through 16 in the previous section will apply.
9. Additional approvals may be, and often are, required from the Police and Fire Departments, which must review the draft Special Use Permit prior to the Town Council meeting at which the draft Permit will be reviewed.

## **FACILITY FEES**

Warren youth organizations will not be assessed a fee for field usage but will pay a minimum fee for use of the Pete Sepe Pavilion and Warren Community Center.

For the current chart of facility use fees, see Attachment B or the Town web site at [www.townofwarren-ri.gov](http://www.townofwarren-ri.gov).

Fees must be paid in full no later than 2 weeks into the start of the season. Fees for one-time use/events must be paid no later than one (1) month prior to the event. Failure to make timely payment will result in the permit for use of the facility being denied or revoked.

Non-profit organizations whose activities significantly benefit the Town and its citizens, and organizations which can provide in-kind services, may have their fees reduced. Requests must be submitted in writing to the Parks and Recreation Department and will be reviewed at the next monthly meeting of the Parks and Recreation Board. These organizations/groups will still need to provide a landscaping binder and a Certificate of Insurance naming the Town of Warren as additionally insured, and will be financially responsible for any damages.

All leagues/organizations/groups are responsible for cleaning up facilities after each use (i.e. picking up trash, water bottles etc.) If facilities are not cleaned leagues/organizations who last used the facility will be assessed a one hundred dollar (\$100.00) cleanup fee per incident. Repeat incidents may lead to the termination of league/organizations permit for use of the field

## **FAILURE TO FOLLOW FIELD PROCEDURE AND POLICY**

An explanation of field procedure and policy will be given to the POC of each organization/group at an assigned Parks and Recreation Board meeting prior to the start of the season calendar. This meeting will serve as a verbal warning for each organization/group.

- **First Offense:** The Department Director will send a written warning to the Point of Contact for the organization/group. The issue will be placed on the agenda for discussion at the next Board meeting.
- **Second Offense:** The Department Director will suspend the organization/group's facility use permit until the next the next Board meeting, at which the permit will be reviewed. The organization/group must present a plan to the Department and the Board which addresses the issue and how the organization/group will better comply with the rules and regulations as required.
- **Third Offense:** The Department Director will suspend the organization/group's facility use permit until the next Board meeting. The plan presented for the second offense will be reviewed as to why it has failed. In addition the Department and Board will consider termination of the permit in its entirety.

*Copies of this policy are available from the Warren Park and Recreation Department Director at the Warren Community Center, 790 Main Street, Warren RI 02885, and on the Town web site at [www.townofwarren-ri.gov](http://www.townofwarren-ri.gov).*

*The Warren Parks and Recreation Board generally meets at 7:00 pm on the third Tuesday of every month from September until May, and at 7:30 pm on the third Tuesday of every month from June through August. Meeting times may vary; check the town web site for the most up to date schedule. These meetings are held at the Warren Community Center, 790 Main Street, Warren, R.I. 02885.*

*Any questions or comments about this policy can be addressed to the Chairperson of The Parks and Recreation Board and/or the Director of the Parks and Recreation Department, at 790 Main Street, Warren RI 02885. Warren, RI 02885.*

**ATTACHMENT A**

**Town of Warren Facility Use Permit**

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NUMBER OF PEOPLE \_\_\_\_\_ DATE OF FILING: \_\_\_\_\_

Organization: _____	Contact Person: _____
Mailing Address: _____	Email Address: _____
Phone #: _____	Purpose of Use: _____
Date of Use: _____	Time: _____

<b>PETE SEPE PAVILION</b> <input type="checkbox"/> Cookout <input type="checkbox"/> Clambake  <b>JAMIEL'S PARK</b> <input type="checkbox"/> Skating Rink <input type="checkbox"/> Basketball Court <input type="checkbox"/> Tennis Court <input type="checkbox"/> Softball Field <input type="checkbox"/> Lights <input type="checkbox"/> Bathrooms  <b>WARREN TOWN BEACH</b> <input type="checkbox"/> Picnic area (Southside) <input type="checkbox"/> Peninsula (Northend)	<b>WARREN RECREATION PARK</b> <input type="checkbox"/> Lower Field <input type="checkbox"/> Upper Field <input type="checkbox"/> Beach Volleyball Court <input type="checkbox"/> Basketball Court <input type="checkbox"/> Bocce Court <input type="checkbox"/> Volleyball Lights <input type="checkbox"/> Concession Stand <input type="checkbox"/> Bathrooms  <b>MARY V QUIRK</b> <input type="checkbox"/> Gym <input type="checkbox"/> Meeting Room <input type="checkbox"/> Cafeteria	<b>VETERAN'S FIELD</b> <input type="checkbox"/> Gate Field <input type="checkbox"/> Main Field <input type="checkbox"/> Back Field <input type="checkbox"/> Concession Stand <input type="checkbox"/> Bathrooms <input type="checkbox"/> Press Box <input type="checkbox"/> Field Lights <input type="checkbox"/> Baseball Field  <b>OTHER RECREATION PARKS</b> Park _____ Use _____	<b>BURR'S HILL PARK</b> <input type="checkbox"/> Tennis Court <input type="checkbox"/> Basketball Court <input type="checkbox"/> Open Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Bathrooms <input type="checkbox"/> Band Shell
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PRIOR TO USE	AFTER USE	FEES	Check #
<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Keys returned	Deposit \$ _50_____	_____
<input type="checkbox"/> Practice Schedule	<input type="checkbox"/> Facility Cleaned	Dumpster Fee \$ _25_____	_____
<input type="checkbox"/> Game Schedule	<input type="checkbox"/> Deposit returned	Clambake Fee \$ _200_____	_____
<input type="checkbox"/> Approved Liquor License		Rental Fee \$ _____	_____
<input type="checkbox"/> Keys needed		<b>Total</b> \$ _____	<b>DATE</b> _____
<input type="checkbox"/> Approved Entertainment License			
<input type="checkbox"/> Landscaper binder			

I, the undersigned have read the rules and regulations regarding the use of facilities in the Town of Warren. I shall be present and assume personal responsibility. I also understand that no alcohol is allowed unless a liquor license is on file and that parking is only allowed in designated areas. Furthermore, the above organization agrees to indemnify and hold the Town of Warren harmless from any and all claims arising from the organization's use of the Warren Recreation Facilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

# Town of Warren Facility Use Permit

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NUMBER OF PEOPLE \_\_\_\_\_

DATE OF FILING: \_\_\_\_\_

## RULES AND REGULATIONS

- Fill out the Warren Recreation Facility Use Permit and submit it to the Warren Recreation Director. Mary V Quirk Community Center, 790 Main Street, Warren RI 02885 attn: Warren Recreation Director. To reserve a date a deposit of \$50 is required.
- Balances MUST be paid 1 month prior to the event.
- There must be a responsible adult designated as a Point of contact (POC) for any facility usage. This person will be responsible for picking up and returning all necessary keys and overseeing the use of the facility. They are responsible for making sure that the rules are enforced.
- A Certificate of Insurance is REQUIRED for Organizations/Groups using the fields, MVQ Community Center, and Pete Sepe Pavilion where Alcohol will be served. The Town of Warren MUST be listed on the binder.
- Use fields/rooms, that have been approved for your permit only.
- No ANIMALS, except for service animals, are allowed at any athletic events or the MVQ Community Center Building.
- Depending on the size and scope of the event, the Warren Recreation Board may require a police officer or DPW Personnel; the Warren Police Officer will be paid for by the organization/group using the facility. The DPW personnel would be billed to the organization by the Town of Warren.
- Groups/Organizations will be financially responsible for any damage done while they are using the facility.
- No SMOKING allowed at any time.
- No ALCOHOLIC BEVERAGES allowed unless properly licensed by the Warren Town Council.
- No OPEN FIRES or bonfires at Warren Recreation Facilities EXCEPT in the Pavilion fire pit for Clambakes or with a permit.
- Keys for the Facilities may be picked up the day of the event at the Warren Police Station. You must present a receipt or acknowledgement issued by the Warren Recreation Director. Keys must be returned to the Warren Police Station by the end of the day.
- PARKING – is allowed ONLY in designated areas. Parking is NOT permitted inside the Warren Recreation Park Site (past the chain). Parking on fields, grass, or other non-parking spaces , without permission is NOT ALLOWED AT ANY TIME. Clean up fees WILL NOT be returned/organizations will lose keys, if this rule is not followed.
- Groups/Organizations are responsible for cleaning up after their event. All trash should be disposed of in designated areas and all materials should be returned to their original position.
- The Warren Recreation Director reserves the right to Close or cancel an event/activity for the protection of field conditions.
- The Warren Recreation Director must approve ANY CHANGES made to event schedules.
- Organization/groups are responsible for lining fields.
- A copy of the charter/bylaws, rulebook governing an Organization/group may be requested to have on file.
- Donation for Usage – Donations are accepted for the use of Warren Recreation Properties. Contributions support a broad array of recreational activities for residents and guests and help to maintain our facilities and programs.
- Fees may be assessed for rules and regulations that are not followed.
- Port a john rental required for guests over 250 people, at renters expense.



**TOWN OF WARREN  
PARKS & RECREATION DEPARTMENT**

790 Main Street  
Warren RI 02885 Phone 401-824-6189

**ATTACHMENT B**

**2016 FACILITY USE FEES**

	Warren Youth	Town Residents	Nonprofit	Out of Town	Fire Dept.	Leagues – Adults/ Out of town
<b>SEPE PAVILION</b>	M-F \$25	\$175*+	\$175*+	\$250*+	200	NA
<b>MARY V QUIRK</b>	\$5 /hour	\$25 /hour	\$20 /hour	\$40 /hour	NA	\$10 /hour
<b>BURR'S HILL /BAND SHELL</b>	FREE	\$175	\$100	\$250	FREE	\$50 a day
<b>VETERAN'S FIELD</b>	FREE	\$175	\$100	\$250	FREE	\$50 a day
<b>JAMIEL'S</b>	FREE	\$175	\$100	\$250	FREE	\$50 a day
<b>OTHERS</b>	FREE	\$175	\$100	\$250	FREE	\$50 a day

\*\$200 NON REFUNDABLE CLAMBAKE clean up fee  
+\$25 NON REFUNDABLE DUMPSTER fee

ALL Facility Use Permits require a \$50 refundable deposit – will be returned after facility is inspected following the event.