



Town of Holden
Recreation Department
Facility Use Manual

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TOWN OF HOLDEN FIELD CONTACT INFORMATION

Holden Recreation:

- Office Hours: 8:00 am- 4:00 pm, Monday-Friday
- Phone Number: (508) 829-0263
- Email:
 - To submit field applications and for field inquiries: holdenrecfields@holdenma.gov
 - Secondary email for general inquiries: holdenrec@holdenma.gov

1. Holden Recreation Policy

1. The Town of Holden Recreation Department (Holden Recreation) and its overseeing Recreation committee (The Committee) aims to afford citizens of Holden use and enjoyment of Holden Recreation property and facilities. Holden Recreation and The Committee's intent is to allow the use of such facilities with proper regard for safety of users and preservation of said facilities. The Holden Recreation Department and The Committee will strive to change fees only to ensure the level of facility care is maintained.
2. Holden Recreation property and facilities may only be used with the express permission of Holden Recreation, the Recreation Director or their representatives. Permission for use is only valid for the granted date(s), period of time and intended users as listed in the approved "Field Rental Application" issued by Holden Recreation.
3. All rentals agreements are subject to cancellation at the discretion of Holden Recreation for but not limited to: foul weather, failure to comply with rules and regulations listed in section three (3) "Holden Recreation Facility Rules and Regulations" and/or any other Holden Recreation decision.
4. Rental applications and field usage time will be considered in the following order:
 - a. Holden Recreation programs or affiliated events and activities.
 - b. Events hosted by Holden Public Schools.
 - c. Events sponsored by organized recreational leagues consisting of 100% Holden residents that are open to all valid participants either children or adults.
 - d. Events sponsored by organized recreational leagues consisting of 100% Holden residents with teams that are selected on a try-out basis.
 - e. Events hosted by Wachusett School District.
 - f. Events sponsored by organized recreational leagues based in the Wachusett District that are open to all valid participants either children or adults.
 - g. Events sponsored by organized recreational leagues not based in Holden that are open to all valid participants either children or adults.
 - h. Events sponsored by organized recreational leagues not based in Holden with teams that are selected on a try-out basis.
 - i. Any organization or applicant(s) that do not fit into the priority list above.

ALL APPLICATIONS ARE SUBJECT TO FURTHER VERIFICATION BY HOLDEN RECREATION TO VALIDATE THEIR PRIORITY RANKING ASSIGNMENT

Any organization unaware of their priority ranking can contact Holden Recreation for clarification.

5. Holden Recreation will establish application periods to allow for scheduling facility use on a recurring basis based on the priority list above. Once these application periods have passed all facility use will be granted on a first come first serve basis.
6. **Application periods can be found below.** Applications can be submitted later than the designated application period, but will be treated on a first come first serve basis in accordance with field availability rather than the priority rankings found above in section 1-4.

APPLICATION DATES	MONTHS OF USE
OCTOBER 15th-30th	January-March*

JANUARY 1st-15th	APRIL-JUNE
APRIL 1st-15th	JULY-AUGUST
JULY 1st-15th	SEPTEMBER-DECEMBER

*Field use between January and March is weather dependent. Accepted applications may be changed or canceled if fields are closed due to weather.

2. Procedures for Application and Rental

- Applications may be picked up at the Holden Recreation office located at 1420 Main St. or online at <https://holdenma.myrec.com/info/dept/default.aspx> . All completed applications will be dropped off at the office or emailed to: holdenrecfields@holdenma.gov. Any organization that submits applications submitted through email should wait for a confirmation that Holden Recreation has received and their application. In the event no confirmation email has been received within three (3) business days, please reach out to Holden Recreation.
- All organizations and applicants must provide or have the following on file:
 - Proof of Insurance
 - General Liability Coverage listing the Town of Holden as additionally insured
 - 501(c)(3) designation letter (if applicable)
 - Signed acknowledgment of the Facility Rules and Regulations
 - Any additional documentation requested by Holden Recreation based on the nature of the event

Please reach out to the Holden Recreation Department with any questions or concerns regarding required documentation
- Incomplete applications will be deemed **INVALID**. Any organization or individual that submits an invalid application will be promptly notified.
- Applications submitted during the application periods found in section 1-6 will be processed at the conclusion of said period and field time will be allocated in accordance with the priority list found in section 1-4. Applications submitted after the application windows will be processed within five (5) business days on a first come first serve basis without regard to the priority list in section 1-6. **APPROVED and unmodified** applications will be copied and returned to the applicant. **APPROVED applications with modifications** will be returned with said modifications to the applicant who will in turn **ACCEPT** or **DENY** the modifications within three (3) business days. Acceptance of modifications will act as confirmation of modified dates and times. Denial of modifications will mean the application as a whole is denied and no field time will be provided for that application. **DENIED** applications will be copied and returned to applicants with the reason for denial, at which time Holden Recreation may suggest alternative times or solutions.
- Charges and fees will be applied in accordance with the fee schedule found in section 3.
- At the discretion of Holden Recreation and in accordance with Holden Police Department procedures, a detail officer may be required for events of a certain magnitude. The cost of which shall be the responsibility of the applicant and/or the organization in which they represent. Payment for such occurrences will not be collected by Holden Recreation but rather by The Holden Police Department.

3. Facilities and Fees

Holden Recreation offers a wide range of facilities including both natural grass and synthetic turf fields. These facilities

are available for rental use by eligible individuals and organizations. These fields accommodate a range of activities, including baseball, softball, and general rectangular sports (such as soccer, lacrosse, or flag football). Field availability and assignment are subject to Recreation Department policies, priority rankings, and field conditions. All rental requests must follow the application procedures outlined in Section 2 and adhere to the rules and regulations listed in Section 4.

Upon approval of application, invoices will be sent to the applicant who must make payment within 10 days. Fees will be issued according to the charts below. **Pricing below applies to each field separately, not the whole complex.**

Stephan Nowak Memorial Fields and Dawson Recreation Turf Field

USERS	FEE
Organizations/Individuals In Priority Rankings: <i>b, c, and d</i>	Monday-Thursday: \$125/hour Friday-Sundays: \$135/hour
Organizations/Individuals in Priority Rankings: <i>e, f, and g</i>	Monday-Thursday: \$145/hour Friday-Sundays: \$160/hour
Pavilion (available for all users)	Monday-Thursday: \$5/hour Friday-Sundays: \$10/hour
USE OF LIGHTS ON THE FULL SIZE MULTI-USE TURF FIELD WILL INCUR AN ADDITIONAL CHARGE OF \$50/HOUR REGARDLESS OF PRIORITY RANKING	

Pavilion is open to the public on a first come first serve basis but can be rented for exclusive use for any applicant

Grass Field Pricing

FALL 2025 PRICING AND FEES	
TYPE OF RENTAL	FEE
SEASON LONG RENTAL	\$1,620
MONDAY-FRIDAY DAILY RATE	\$20/Day
SATURDAY & SUNDAY RATE	\$40/DAY

Fields- The following are available for rental through Holden Recreation.

Turf Complexes:

Stephen Nowack Memorial Fields:

- Field A – Full Size Field (with lights)
- Field B – Small Field
- Pavilion
- Concession Stand

Dawson Recreation Area

- Field A – Rectangular Multi-Use Field
- Field B – Baseball Field
- Playground
- Court 1: Tennis/Pickleball Court
- Court 2– Basketball Court

Grass Complexes:

Mountview Middle School

- Field A – Rectangular Multi-Use Field
- Field B – Baseball Field
- Field A – Softball Field
- Court 1: Tennis Court
- Court 2– Basketball Court

Jefferson

- Field 1 – Rectangular Multi-Use Field
- Field 2 – Baseball Field

Bubar

- Baseball Field

Davis Hill Elementary School

- Field 1 – Rectangular Multi-Use Field
- Field 2 – Rectangular Multi-Use Field
- Field 3 – Rectangular Multi-Use Field
- Field 4 – Rectangular Multi-Use Field (Back)
- Field A – Softball Field
- Field B – Baseball Field

Dawson Elementary School

- Field 1 – Rectangular Multi-Use Field
- Field A – Baseball and Softball Field
- Field B – Baseball and Softball Field

Mayo Elementary School

- Field 1 – Rectangular Multi-Use Field (Left)
- Field 2 – Rectangular Multi-Use Field (Right)
- Field A –Baseball and Softball Field

Light Department

- Field 1 – Rectangular Multi-Use Field
- Court 1– Basketball Court

Rice School

- Baseball and Softball Field

Trout Brook

- Rectangular Multi-Use Field

4. Holden Recreation Facility Rules and Regulations

1. General Rules and Regulations

- a. Natural fields and turf field rental applications are different applications
- b. The use of drugs, alcohol, and tobacco are prohibited on Town Property; Use of such substances on town property is ground for rental termination and permanent ban
- c. The use of drones or similar remote controlled devices is prohibited without prior approval from the Town of Holden or The Recreation Department
- d. Public food service is prohibited without prior approval from The Recreation Department and a permit from the Board of Health
- e. All Dogs and other pets are prohibited from going on Town of Holden Fields including the walking path at the Stephen Nowak Memorial Fields, with the exception of licensed service animals
- f. Guns, weapons, and gambling is prohibited at Recreation Department facilities
- g. The hanging of signs and/or banners is prohibited without prior authorization from The Recreation Department
- h. The use of recreational vehicles is strictly prohibited. Vehicles are required to remain on public roadways/parking lots
- i. Ignoring, removing, climbing, or driving around protective barriers such as crosswalk signs, cones, or fences is strictly prohibited and grounds for rental termination and permanent ban
- j. Discriminatory acts or language directed towards individuals or organizations on the basis or race, religion, ethnicity or gender is prohibited and grounds for rental termination and permanent ban
- k. Only the individual/organization that completed the required rental application is permitted to use the field during the agreed upon dates and time. "Subletting" the field, with or without payment, to other individuals/organizations is strictly prohibited.
- l. Fundraisers and for-profit events require prior special approval from the Town of Holden and/or the Recreation Department
- m. Use of additional equipment, not provided by the Town of Holden requires prior approval from the Recreation Department
- n. Use of noise machines such as speakers, bullhorns, radios, etc. that may cause disturbance to other residents is prohibited without prior approval
- o. Removal, defacement, and or destruction of Town/Recreation property including improper disposal of waste or excessive littering, is grounds for termination and legal action
- p. Any and all damage incurred while renting a Recreation facility is the responsibility of the renter
- q. No individual or organization shall use the fields in inclement weather. After extended periods of inclement weather, the Recreation Department should be consulted before use of facilities
- r. No overnight parking or camping is allowed on Town property without prior approval
- s. Collection of refuse, trash, and litter is the responsibility of the renter

2. Refuse Control Program

The Town of Holden has instituted a Refuse Control/ Help Put Trash in its Place program. It is the responsibility of each individual/organization to deal with the trash it creates while using a Recreation Department facility. Trash barrels are located at all necessary sites. It is the responsibility of the organization renting the facility to inform coaches, players, parents, etc. of this program.

Policy: Trash Barrels have been distributed at various locations at each Recreation Department facility. It is the responsibility of each league representative to monitor the site for trash and ensure that the facility remains clean. After every game/field rental, the field and surrounding areas that were used (dugouts, benches, sidelines, etc.) should be checked for trash. People that use the facility are responsible to help maintain and make this policy effective.

Please communicate this policy to every team coach, player, parent, and visiting team personnel.

3. Recreation Fields-Foul Weather Clause

Permitted Users:

Use of all recreation fields is PROHIBITED during precipitation (rain or snow) and for a period of twenty-four hours after the end of such precipitation. Additionally, if necessary conditions exist, in the judgement of the Director of Recreation and/or the Supervisor of Buildings and Grounds, use of recreation fields will have detrimental effect, use of fields will be stopped until conditions are deemed adequate.

Penalties

The first offence shall be punishable by a one-week suspension from all Recreation Department fields.

The second offence shall be punishable by a two-week suspension from all Recreation Department fields.

The third offence shall be punishable by suspension from all Recreation Department fields for the remainder of the season.

FOR SERIOUS OR EGREGIOUS OFFENSES OF THE RULES AND REGULATIONS HOLDEN RECREATION OR ANY OTHER TOWN DEPARTMENT RESERVES THE RIGHT TO TERMINATE THE RENTAL AGREEMENT ON SITE.

4. Failure to comply with any and all rules, regulations, and clauses may be grounds for rental termination, suspension, ban and legal action.

5. Holden Recreation Policy

The Holden Recreation Department is committed to maintaining the quality, safety, and accessibility of its recreational facilities for all residents and organizations. This Facility Use Manual is intended to provide transparency, consistency, and accountability in the rental and use of Town-owned recreational spaces.

By using our facilities, all renters and participants agree to uphold the values and standards outlined in this manual. These policies are subject to change as necessary, and it is the responsibility of all applicants and users to remain informed of current policies and procedures. The most recent version of this manual will always be available through the Holden Recreation Department.

The Recreation Department reserves the right to interpret, enforce, and amend this manual in order to protect the integrity of the facilities and ensure community safety. Use of any field, court, or recreational space constitutes an agreement to comply with all terms set forth herein.

For any questions, clarifications, or concerns related to facility use, applications, or rules, please contact the Recreation Department directly:

Holden Recreation Department

1420 Main Street, Holden, MA 01520

Phone: (508) 829-0263

Email: holdenrecfields@holdenma.gov

Thank you for your cooperation and continued support in helping us provide high-quality recreational opportunities for the Town of Holden.

6. Acknowledgement of Facility Use Agreement

1. In consideration for this Field User Liability Use Agreement ("Agreement"), I hereby release and waive any claim of liability against the Town of Holden ("Town") with respect to any loss, damage, illness, or injury occurring from the rental and use of the field(s), whether the claim results from the negligence of the Department or from some other cause. I acknowledge and assume the risks involved in the rental and use and assume any loss, damage, illness, injury, or death resulting from such risks.
2. I agree to indemnify, defend, and hold harmless the Town, its employees, officers, agents, and affiliates from any claims, damages, injuries, or expenses arising out of my activities, including those caused by negligence. If I am representing an organization, team, or league, I agree to provide proof of liability insurance naming the Town of Holden as an additional insured, with coverage in an amount satisfactory to the Town.
3. I understand that I am responsible for compliance with all facility rules, safety guidelines, and applicable laws, and that failure to adhere to these regulations may result in revocation of field use privileges. I accept full responsibility for any damage to the field(s) or related facilities caused by my use and agree to pay for any necessary repairs or replacements as determined by the Town. Rules and regulations can be found in section 4.
4. I acknowledge that the Town of Holden reserves the right to cancel or reschedule field use due to weather conditions, maintenance, or other unforeseen circumstances. I also understand that the Town may terminate this Agreement at any time if I fail to comply with its terms.
5. The lessee agrees to use the Town of Holden recreation field solely for the purpose stated in the rental agreement. The lessee shall maintain the cleanliness and condition of the field and comply with all town regulations, including noise ordinances and safety protocols. The town reserves the right to revoke usage privileges if the field is misused or if violations occur.
6. By signing below, I acknowledge that I have read, understand, and agree to abide by the terms of this Agreement

Signature of Authorized Representative

Title

Date