

BOARD OF SELECTMEN

Baker's Field Tent Usage Policy and Procedures

Original Date: April 8, 2002

2002-1

1. Applicant must fill out a "Use of Town Property Form" and "Application for Use of Baker's Field Tent". Applications will be dated and timed as submitted. Applications will be reviewed by the Recreation Director, the Recreation Committee and all relevant Department Heads for consideration. Recommendations will then be forwarded to the Board of Selectmen for approval.
2. A 50% deposit is required at time of application. If application is denied, deposit will be returned. Upon approval, deposit becomes nonrefundable. Balance, along with a security deposit of 10% of the total cost, is due no later than two weeks prior to use of tent. (Security deposit will be held by Town Clerk)
3. Applicant will be notified as to the status of the application no later than two weeks after the application date.
4. The tent is available to municipal groups for no fee. A standard fee of \$100.00 (one hundred dollars) per use will be charged to non-municipal groups and individuals. Appropriate insurance coverage is the responsibility of the lessee. Tent rental is available on a first come, first served basis.
5. No smoking or alcoholic beverages are allowed in or around the tent.
6. Only minimal, temporary storage will be available for any equipment that is required during performances. The Town of Wellfleet is not responsible for any equipment stored on Town property.
7. An employee of the Recreation Department will be provided to supervise and assist during each tent activity.
8. Any exceptions to the above regulations may be made only by the Board of Selectmen.
9. This "Policy and Procedures" will be reviewed annually.
10. Any questions or concerns should be directed to either the Recreation Department Head or Assistant Director.