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## TOWN OF BROOKLINE RECREATION DEPARTMENT POLICY

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**SECTION:** JACK KIRRANE SKATING RINK

**SUBJECT:** ICE SKATING RINK USE AND FEE ALLOCATION

**DATE:** JANUARY 2014

The Town of Brookline Park and Recreation Commission oversees and regulates permits for the use of ice skating rink to the general public for cultural, social and recreational activities and programs. The purpose of this document is to establish a policy and procedures that govern the allocation and permitted use of Town of Brookline ice skating rink, with the overall goal of fair and equitable distribution among all eligible users, according to priorities. The policy will outline who is eligible to apply to use Town of Brookline managed ice skating rink under the jurisdiction of the Park and Recreation Commission for organized activities. The Town may charge a fee to recover costs to operate, maintain, supervise and administer the use of its athletic facilities. Submission of a Rink Use Request does not constitute approval. Requests for additional use or programs not covered by the ice skating rink Use and Allocation Policy should be addressed in writing to the Park and Recreation Commission, or by submitting a Special Event Application if applicable.

The purpose of this policy is to:

- Outline facility scheduling procedures,
- Define rules and regulations regarding use,
- Manage the limited number of ice skating rink in a fair and equitable manner,
- Create a tiered user priority system that clearly defines permit eligibility,
- Minimize user conflicts,
- Protect the substantial investment that the Town makes in its ice skating rink
- Provide safe and well-maintained ice skating rink; and to
- Provide clear, concise and easy to understand parameters that facilitate both compliance and enforcement.

This policy applies to all Town of Brookline ice skating rink when scheduled by the Park and Recreation Commission [as administered by the Parks & Open Space Division & Recreation Department]. The Park and Recreation Commission reserves the right to revoke any permit as necessary to fulfill its obligations and responsibilities to the Town, for reasons including, but not limited to, any violation of the guidelines set forth in this policy.

All players, coaches, and spectators are expected to abide by generally accepted standards of good sportsmanship; and any standards as may be set forth by the Town, Brookline Youth groups and contained in Brookline Public Schools core values. The Town of Brookline Park & Recreation Commission requires every sports organization that utilizes Town ice skating rink to adopt a “Code of Conduct” policy, to promote good sportsmanship and appropriate behavior throughout its respective organization. The policy should apply to all coaches, officials, participants, and spectators. The policy should include provisions for enforcement and consequences. Any violations must be dealt with swiftly and consequences must be enforced.

User groups must not discriminate on the basis of disability, gender, race or religion.

## **Ice Skating Rink Scheduling Process**

Ice skating rink Users Annual Review: An annual review will be held to allocate ice time use in accordance with the Skating Rink Use and Allocation Policy for the Town of Brookline programs, Town youth sports organizations, sports organizations, sports camps, tournaments, clinics and Town school programs. It is the responsibility of the requesting organization to assign a league representative or designee to attend the annual review meeting. Failure to do so may result in a loss of the organization's skating rink use allocation. During the season, applications will be considered for remaining availability.

### **Application Submission Start Dates for Ice Skating Rink Use**

- Skating Season December 1st – March 1st : applications/requests are due June 1st

**Sports Camps, Tournaments and Clinics:** All sports camps, tournaments and clinics that are conducted at Town of Brookline athletic facilities must be authorized by the Brookline Park & Recreation Commission. The requesting organization or instructor(s) must enter into a contractual use agreement with the Brookline Recreation Department for the authorized use of any skating facility. The agreed upon contract must be completed prior to any advertising or publication of dates and location, as the requested facilities may or may not be available.

## **Applying for a Permit**

1. Application: Submit an application to the Brookline Recreation Department
  - Applications can be found online at [www.brooklinerec.com](http://www.brooklinerec.com) and can be submitted via email to: [recreation@brooklinema.gov](mailto:recreation@brooklinema.gov), in person or via postal mail to the Brookline Recreation Department, 133 Eliot Street, Brookline, MA 02467. Cash, check or credit cards are accepted. The Recreation Department is open Monday Friday 8:30am – 5:00pm.
  - Telephone reservations will not be accepted, however, you may call (617) 730-2069 to check park, playground, ice skating rink or facility availability, or email [recreation@brooklinema.gov](mailto:recreation@brooklinema.gov)
  - All applicants must be at least 18 years of age or older and must be present throughout the entire use of the rental period.
  - Once your reservation request has been submitted, full rental fees and proof of insurance are due within 5 business days of submittal.
2. Notification: A Recreation staff person will email you to confirm reservation. No events may begin before 6:00am or end past 11:00pm, with the exception special permits. The time stated on your application should be the actual time you wish to gain entry to the ice skating rink/facility and the time you anticipate being cleaned-up and off the ice skating rink.
3. Permits:
  - Verification of Permit: Applications are not confirmed until the applicant receives the ice skating rink use permit.
  - Non-Transferable: Permits are non-transferable and may not be passed on to other user groups. All ice skating rink users must adhere to their designated activity, times, locations, conditions and dates of assigned use.
  - Proof of Permit: Ice skating rink use permits should be carried by the permittee at all times, during scheduled use of the ice skating rink and must be presented upon request. Authorized permits will only be distributed after the ice skating rink Users Meeting, and all required documentation has been submitted (ie. proof of insurance, proof of non-profit status, if applicable, team roster and game schedule etc.).
4. Grilling: There is no grilling of any kind allowed on any of our ice skating rinks or facilities unless a special permit is requested of the Park and Recreation Commission and received by the applicant.

## **User Priority**

Applications will be considered in accordance with the priorities listed below.

### **Priority I**

Brookline Park & Recreation Programs, Brookline Schools and Town Sponsored Programs.

### **Priority II**

Brookline Youth Group and Brookline Adult Sports Organizations with greater than 75% residency rate, and Brookline based non-profit organizations.

### **Priority III**

Brookline Youth Group and Brookline Adult Sports Organizations with less than 75% residency rate, and non-profit organizations based outside of Brookline.

### **Priority IV**

Private institutions and organizations, non-resident, for profit businesses, private clinics, camps or tournaments.

## **Requests by New Organizations**

A new youth sports organization must submit a written request to participate in the ice skating rink schedule process. It must meet all other criteria as indicated above for consideration. If the new sports organization offers either a new recreation opportunity, or serves an age group not being offered by an existing program, it may receive priority consideration over other new requests.

## **Ice skating Rink Rules and Regulations**

The Town of Brookline and the Park and Recreation Commission, or its authorized representative, retain the right to set conditions and requirements suitable to safe, reasonable, and orderly use of the ice skating rink. Violation of rules and regulations may result in the facility use permit being revoked.

## **Cancellations/Refunds**

The Town of Brookline Park and Recreation Commission does not give credit for groups that do not use the facility after receiving the permit. If the Parks and Open Spaces Division closes the facility due to weather or other natural conditions and an event is cancelled every effort will be made to reschedule such an event at a later date for the affected group or issue a refund.

## **Liability/Insurance:**

1. Insurance Certificate: Liability insurance holding the Town of Brookline harmless is required for all long-term reservations, special events and tournaments. User groups not affiliated with Brookline Recreation will be required to produce a Certificate of Liability for \$1,000,000.00 with the Town of Brookline added as the additionally insured. The certificate must be submitted to the Recreation Department with the permit holder's name and permit date(s) referenced.
2. Responsibility of Permittee: The applicants will be responsible for any and all damage to the Town of Brookline premises, equipment, and property. If, after an activity, additional maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly. The applicant will be held responsible for all actions, behaviors, and damages caused by his/her guests/attendees.
3. Revocation of Permit: The Park and Recreation Commission has the right to revoke any permit(s) issued due to the group causing damage to the facility by inappropriate behavior or activities caused by the group's use of the ice skating rink. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.

**Security**

The Park and Recreation Commission reserves the right to require a police detail at any event. The permit holder should arrange for the police detail with the Brookline Police Department. The police officer must be on duty 1 hour prior to and 1 hour after the rental period. Please make arrangements with the Police Department at least 30 days prior to an event. Permits will not be issued until the officers are reserved.

**Restrooms**

The Skating Pavilion has restrooms inside for use during the permit times.

**Ice Skating Rink Lining and Maintenance**

Ice Skating Rink lining is a very important part of the permitting process. Please contact the Parks and Open Space Division to go over ice skating rink lining schemes for seasonal permits. We will not line ice skating rinks for short term permits.

**Residency Requirement**

All sports organizations and programs in Priority II must have a 75% minimum residency rate as demonstrated by an official seasonal roster that includes names and addresses. Any child participating in the Brookline Public School system qualifies under this policy as a resident. Team rosters must be submitted to the Town of Brookline Recreation Department.

**Proof of Non-Profit Status**

Permittees wishing to be considered as non-profit organizations must produce a certificate of nonprofit status verified by the Massachusetts Attorney General's Office.

**Vehicle Access**

Vehicles may not be driven or parked on turf areas, sidewalks, service driveways, or emergency zones. Parking adjacent to the Skating Rink is for handicap parking only.

**Trash and Recyclables**

All trash and recyclables must be placed in proper receptacles. Damage fees may be assessed if facility is not clean after each use.

**Footwear**

Proper ice skating skates must be worn during use of ice skating rink.

**Alcohol and Tobacco Use**

There is no alcohol or tobacco consumption allowed at permitted events on Town-owned property.

**Use of Ice Skating Rinks at Own Risk**

The Town of Brookline carries no medical insurance for users of its facilities. Users participate at their own risk of injury.

**Closed or Restricted Areas**

Facility closure is at the discretion of the Director of Parks and Open Space or the Director's designee. Any section or part of any park, facility or ice skating rink may be declared closed to the public at any time for any interval of time, either temporarily or at regularly scheduled maintenance intervals. To maintain the quality of town athletic mandatory ice skating rink closure periods will be identified by Parks Maintenance staff. The closed ice skating rink info, will be posted online at [www.brooklinerec.com](http://www.brooklinerec.com)

**Seasonal Unavailability**

With the exception of special events, permits will not be issued prior to December 1 or after March 1.

## Rainy Days

To prevent damage and for safety reasons, the ice skating rinks may not be used in the rain, or in saturated or be wet conditions. Only the Parks and Open Space Division has the authority to officially open and close ice skating rink.

The Ice Skating Rink may be closed due to inclement weather or saturated conditions at any time.

Organizations must call the inclement weather hotline number 617-730-2083 for updates or check the ice skating rink closure webpage at [www.brooklinerec.com](http://www.brooklinerec.com). The hotline and the website ([www.brooklinerec.com](http://www.brooklinerec.com)) will be updated as soon as the decision is made.

**Ice Skating Rink Condition**– The ice skating rink is considered unusable if one or more of the conditions below apply:

- outdoor temps are too high to sustain frozen ice
- there are standing puddles of water
- snow accumulation causing unsafe skating conditions

### **Guidelines for Cancellation of Activity on Town/School ice skating rinks:**

- ice skating rink condition (see above)
- Lightening or thunder is present, or severe weather warnings are present
- Unsafe facility conditions – glass, exposed stones and rocks, etc.

The Brookline Park and Recreation Commission reserves the right to amend this policy at any time at its discretion.

## **Brookline Ice Skating Rink Use Fees**

Fees and ice skating rink allocation are based upon the user priorities listed below.

Priority I Brookline Park & Recreation Programs, Brookline Schools and Town Sponsored Programs.

Town Schools	No Fee
Town Sponsored Programs	No Fee

Priority II Brookline Youth Group and Brookline Adult Sports Organizations with greater than 75% residency rate, and Brookline based non-profit organizations.

Youth Organizations	\$100.00/Hour (50% discount)	Adult Organizations	\$150.00/Hour (25% discount)
Brookline Based Non-Profit	\$200.00/Hour (Resident Rate)		

Priority III Brookline Youth Group and Brookline Adult Sports Organizations with less than 75% residency rate, and non-profit organizations based outside of Brookline.

Youth Organizations	\$200.00/Hour	Adult Organizations	\$270.00/Hour
Non Brookline Non-Profit	\$270.00/Hour		

Priority IV Private institutions and organizations, non-resident, for profit businesses, private clinics, camps or tournaments.

All of the Above	\$270.00/Hour (Non-Resident Rate)
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