

City of Auburn, Maine

Recreation Department Sabrina Best, Director

48 Pettengill Park Road | Auburn, Maine 04210 www.auburnmaine.gov | 207.333.6601

Parks and Recreation Advisory Board Meeting Agenda

Wednesday, August 9, 2017 6:30pm City Hall Room 204

6:30-6:35pm Roll Call

6:35-6:40pm Approval of Minutes July

6:40-7:10pm Recreation Directors Report

- a. Update on Hasty and Senior Community Center projects
- b. Fall Brochure
- c. Water Testing at Municipal Beach
- d. Upcoming Events; Summer Festival, Red Table Picnic, Open House

7:10-7:25pm Work in Progress

- a. Strategic Planning Meeting Wed. Sept. 20th 6-8pm
 - i. Homework Items: Who should be invited and What should be asked/discussed

7:25-7:25pm Work Completed since Last Meeting

7:25-7:35pm Sub Committees Reports

a. Senior Community Center Sub Committee (Belinda)

7:35-7:45pm New Business

- a. Movies In the Park
- b. Auburn Senior Community Center sponsorship
- c. Rental Policy (New Rooms)

7:45pm Adjourn

Next Advisory Meeting Wed. Sept. 13 at 630pm at City Hall

Senior Sub Committee Tues Sept 12 at 1pm at Hasty Parks Sub Committee Wed. Aug 30 at 630pm at City Hall

		PROGRAM SUMMARY						
PROGRAM: Spag	hetti Dinner							
PROGRAM DATE	: June 17, 2017							
PARTICIPANTS	DESCRIPTION		REVENUES		EXPENSES		TOTAL	
	Doll Donations	\$	140.00					
86	Spaghetti Dinner Proceeds	\$	430.00					
	Raffles and Donations	\$	434.00					
	Sauce & Meatballs			\$	145.00			
	Dessert			\$	75.00			
	Coffee/cheese/paper goods			\$	88.88			
	Sterno			\$	19.88			
TOTALS		\$	1,004.00	\$	328.76	\$	675.24	
	Staff Time	-			W			
	Prep work - 6 hours	\$	139.50					
	Day of - 10 hours	\$	232.50					
	Total Staff Time Expenses	\$	372.00					
	Total after staff Time	\$	303.24					

Senior Community Center Sub Committee

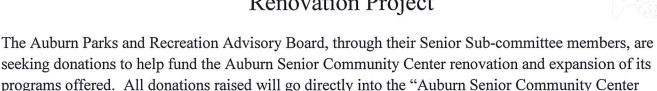
Renovation Fund".



City of Auburn, Recreation Department

Support the Auburn Senior Community Center

Renovation Project



The Senior Sub-committee members will be planning various fund raising events through out this year to help raise the necessary funds for this project and will be out soliciting donations – both money and inkind from area residents and businesses.

The Auburn Senior Community Center is designed to offer our community's more mature Seniors, age 50 and older, a safe place to meet to socialize, have coffee or share a lunch with, and to participate in the various activities, programs offered.

The buildings layout offers the community a large 30 ft by 60 ft open space for local seniors and senior groups to use during the day (and occasional evening) for meetings, Bingo, and events as they are planned; along with side rooms for card games, knitting, and movies.

As the primary focus of this project is to meet the high demand for a place for seniors and their activities, the large meeting room will also be available and utilized by all age groups and any community group looking for a large meeting space in the afternoon or evenings when Senior activities are not scheduled.

Every little bit helps!

Please come join the cause and help create a great new place in Auburn for Senior's and our community!

For information on Fundraisers	please visit	the Recreation	Page on	the City	Website.

Donor Name (optional):	Donation Amount:
Checks should be made out to 'City of Auburn' In the memo line: 'Auburn Senior Community Center Renovation Fund'.	

Auburn Recreation Department 48 Pettengill Park Rd. Auburn, ME 04201 www.auburnrecreation.com

(207) 333-6601 ext 2101



City of Auburn, Maine

LIMITED ARENA ADVERTISING LICENSE

This Limited Arena Advertising License is entered DATE (the "Effective Date"), by and between the CITY OF AUBURN, a municipal corporation located in Androscoggin County (the "City"), 60 Court Street, Auburn, Maine, and **BUSINESS NAME** (the "Sponsor").

Same

Client Information:

Billing Information:

Business Name

Staff Name

Address

Address

P. 207.

F. 207.

E.

Category:

Business Type

Term: Monday/Year through Month/Year

Official Designation:

Official Sponsor of Ingersoll Turf Facility (non-exclusive)

Sponsor Obligation – Sponsor shall provide the facility with the following:

- A. Five hundred dollars (\$500) for 2015-2016
- B. The Sponsor shall be responsible for production and/or replacement of the Wall Ads.

Sponsor Benefits - Provided that the Sponsor meets its obligations, Sponsor shall receive the following:

- A. One (1) 4x8 wall sign.
- B. One (1) website logo and link on official arena website. Camera ready artwork to be provided by Sponsor in a timely manner.
- C. The City shall be responsible for installation of the wall sign.

Consideration: \$500.00

<u>Payment Terms:</u> The Sponsor shall make payments to the City on the following date – May 1st.



<u>Fees:</u> The City may, as a convenience to the Sponsor, send the Sponsor an invoice for Advertising fees after the initial year, but Sponsor's obligation to pay shall be absolute and not conditioned upon receipt of an invoice. If the Sponsor fails to pay any amount owed to the City within 15 days of the date when due, the City shall have the right to (a) terminate this Agreement and remove all Advertising from the Arena, at Sponsor's expense; and (b) charge the Sponsor a late fee of 1.5% per month on all sums owed, in addition to any other remedies.

Advertising Attributes, Installation and Removal: The Sponsor may continue to display the advertising throughout the Term of this Agreement. In the event the Advertising is damaged or lost during the Term, the City shall replace it at the City's cost. Upon termination of this Agreement, the City shall remove and dispose of the Advertising at its expense.

Intending to be bound, the parties have signed this Agreement through their authorized representatives as of the Effective Date.

CITY OF AUBURN, MAINE	BUSINESS NAME.			
Ву:	Ву:			
Date:	Date:			
NAME: Jeremy Gatcomb TITLE: General Manager	NAME: TITLE:			

Miscellaneous:

- A. Agreement Subordinate to Lease. This Agreement is subject to City's lease with Business Name ("Landlord"), dated April 20, 2016, as the same may from time to time be amended (the "Lease"). Sponsor has no right under the Lease, and this Agreement shall terminate in the event the Lease is terminated, unless the reason for termination is the City's purchase of the Arena.
- B. **Indemnification for Intellectual Property Claims**. The Sponsor will indemnify the City against any third party claim arising from copyright, trademark, or service mark infringement commenced against the City with respect to any Advertising installed at Ingersoll Turf Facility pursuant to this Agreement.
- C. Assignment. The City may assign its rights under this Agreement to a special purpose entity formed by the City for the purpose of holding title to or exercising any other rights in the Facility. Sponsor may assign its rights under this Agreement upon receiving the City's prior written approval, not to be unreasonably withheld.
- D. Integration. The terms and provisions contained in this Agreement constitute the entire agreement between the parties with respect to the subject matter hereof. Unless expressly stated above no exclusivity is promised to Sponsor, and the City makes no warranties and undertakes no duties to Sponsor. This Agreement supersedes and terminates all previous undertakings, representations and agreements, oral and written, between the parties with respect to their activities and obligations with regard to the subject matter covered by this Agreement. This Agreement may not be amended or modified except by written agreement signed by each of the parties.
- E. **Notices**. Any notice or other communication to any party required or permitted to be given under this Agreement must be in writing and shall be effectively given when received or refused or if sent by registered mail, postage paid, to the addresses listed above. Any party shall have the right to change its address to which notices shall thereafter be sent by giving the other parties notice thereof.





Parks and Recreation

Wainwright Farm Recreation Complex Rental Policy 207-767-7650

It is the philosophy of the South Portland Parks and Recreation Department that the Wainwright Farm Recreation Complex will be available for use by a variety of residents, groups, and organizations. Parks and Recreation sponsored programs and South Portland School Department Athletic teams will have shared priority.

Requests to schedule use of any field space at Wainwright Farm Recreation Complex can be made by calling 767-7650 and requesting an application for use form. The form must be completed and signed by the adult individual who is responsible for the activities of the group in the organization. An application form, and roster form, can also be downloaded and printed from www.southportland.org.

The application for use form will be reviewed and considered for approval by Parks and Recreation Department staff and the applicant will be notified of that decision. Decisions will be made based on availability, priority list, maintenance impact, and best use of the facility.

The organization applying for use of the facility must have liability insurance naming the City of South Portland as a co-insured.

The Director of Parks and Recreation or his designee will have the final decision in regards to the priority and appropriate use of all facilities at the Wainwright Farm Recreation Complex.

General Rules of Use

- 1. The use of alcohol or other drugs is prohibited at the facility.
- 2. Respect for equipment, the facility, and all playing surfaces are expected at all times.
- 3. An adult shall supervise groups and organizations at all times.
- 4. All groups and individuals are expected to leave fields free of trash and equipment.
- 5. All groups and individuals are responsible for returning equipment belonging to the facility to its original spot and condition after use.
- 6. Please report all vandalism to the Parks and Recreation, or Police Department as soon as it is discovered.
- 7. All participants, officials, and spectators are expected to display proper sportsmanship and respect to all others on the facility.
- 8. No individuals or groups are allowed to bring grills or other food prep devices, onto the property for the purpose of having a team or group event or party. Grills are only acceptable, for organizations that have been designated as running concessions, during special events, for the purpose of fundraising. In this case, the group must obtain the proper food service certificate from South Portland City Hall.

- 9. Tailgating and overnight staying in vehicles, RV's, or tents is not permitted in the Complex.
- 10. All Vendors must follow the proper procedure of obtaining approval and a permit from the Parks and Recreation Department.

Priority Order of Usage

Requests for use of the Wainwright Farm Recreation Complex should be made through the South Portland Parks and Recreation Coordinator. In some cases an application for use form and a completed roster form will be needed to prove residency.

Priority list

- 1. South Portland Recreation Department Programs and South Portland School Department athletic programs will have shared priority over all other requests.
- 2. South Portland based athletic organizations, who have 100% South Portland resident participation (ex. SP little League teams, SP Strikers Soccer Organization, etc.).
- 3. Large special events, tournaments, play days that are hosted by or benefit a South Portland organization. These events will be reviewed and approved by the Director of Parks and Recreation, or his designee and may need to acquire a permit from the City Clerk's office for events between 25-1000 participants.
- 4. Teams or Organizations, which have greater than 50% South Portland resident participation.(ex. Adult or youth AAU or Travel teams from the Greater Portland Area). Request must be reviewed and approved by the Director of Parks and Recreation, or his designee.
- 5. Teams or Organizations, which have less than 50% South Portland resident participation. Request must be reviewed and approved by the Director of Parks and Recreation or his designee.

In-season sports receive priority use of facilities

Spring Sports – (April – mid June) Baseball, Softball, Lacrosse Summer Sports – (mid June – mid August) Baseball, Softball, Summer Sports Camps and programs Fall Sports – (mid August – early November) Soccer, Field Hockey, Football, Cross Country

Any group that does not follow the guidelines of this policy may be disqualified from future use of the facility at the discretion of the Director of Parks and Recreation. Any person making a request to use the facility and found to be providing false team member names and addresses may be disqualified from use of the Wainwright Farm Recreation Complex.

City Of South Portland Wainwright Farm Recreation Complex Rental Fees

YOUTH	Ball Field	Multi-Purpose Field	Quad	
	(Softball/Baseball)	(Soccer/Field Hockey)	(Lacrosse/Frisbee)	
Resident Game (2 Hour Block)	\$0	\$0	\$0	
Non-Resident Game (2 Hour Block)	\$50	\$30	\$30	
Tournament (All Day)	\$150 per field*	\$150 per field*	\$150 per quad*	
League	Call for pricing	Call for pricing	Call for pricing	

^{*}Plus any additional cost for material or maintenance prior or during tournament.

ADULT	Ball Field	Multi-Purpose Field	Quad	
	(Softball/Baseball)	(Soccer/Field Hockey)	(Lacrosse/Frisbee)	
Resident Game (2 Hour Block)	\$0	\$0	\$0	
Non-Resident Game (2 Hour Block)	\$60	\$40	\$30	
Tournament (All Day)	\$150 per field*	\$150 per field*	\$150 per quad*	
League	Call for pricing	Call for pricing	Call for pricing	

^{*}Plus any additional cost for material or maintenance prior or during tournament.

Resident: South Portland Recreation Dept. Programs, South Portland School Dept. athletic programs, South Portland based athletic organizations who have 100% South Portland residents (SP Strikers, SP Little Leagues)

Non-Residents: Teams or Organizations NOT 100% South Portland residents (Adult or youth AAU/Travel)

Leagues: South Portland Recreation Dept. sponsored or co-sponsored leagues. Request must be reviewed and approved by the Director of Parks and Recreation or his designee. (Greater Portland Church League, Men's Senior Softball League)

Tournaments: Large special events, tournaments, play days that are hosted by Resident or Non-Resident organizations must submit a written request to be reviewed and approved by the Director of Parks and Recreation or his designee and may need to acquire a permit from the City Clerk's office for events between 25-1000 participants.

The Director of Parks and Recreation of his designee has the discretion to waive any fees as a result of agreed upon donations of equipment or amenities that will improve the Wainwright Farm Recreation Complex.





Community Center Rental Policy 207-767-7650

- 1. Space will be available in the South Portland Community Center to area organizations for use in presenting programs or holding meetings of a civic, cultural, or recreational nature, Monday through Sunday at times to be determined by the Parks and Recreation staff. In addition to all other requirements, department facilities may be used for religious services only on a short-term, temporary basis; provided that satisfactory evidence is presented to the Director that arrangements for permanent facilities are in fact underway; and provided, further, that payment in advance is made for all out-of-pocket expenses to be incurred by the city.
- 2. Requests for use of the building should be made through the Director of Parks and Recreation or their appointed employee. Priority for use will be given to South Portland organizations. Groups or organizations that are affiliated with the South Portland Schools must submit first to the School Department a request to use School property and be denied in order to be eligible for any rental or fundraiser. Denied request forms must be submitted with the rental request to be considered. All requests must be made by Thursday at 4:30 pm, the week before the space is needed.
- 3. A representative of the Parks and Recreation Department must be present in the building during all meetings or programs at the expense of the group or person renting the facility if the building is not scheduled to be open at that time to the general public.
- 4. Alcohol and tobacco are prohibited at all times.
- 5. The Director of Parks and Recreation will make all final decisions regarding the propriety of any fees or admissions collected by an organization during their rental period. Groups will only be granted one use for financial gain, annually, at a parks & recreation facility to include the SPCC or the Redbank CC.
- 6. Community Organizations will be allowed to **rent** space, for worthwhile purposes, when such programs and activities do not conflict or interfere with programs of the South Portland Parks and Recreation Department or other City of South Portland agencies. Any request for space to run a program that competes with an existing Recreation Department program will not be approved.

7. See attached Rental Fee Chart for our Fee Structure

8. All rental groups are required to clean up all facilities after their use. Any debris should be picked up and properly deposited in trash containers (which are provided by the Recreation Department). Any group that does not follow the guidelines of this policy will be disqualified from future use of the Community Center at the discretion of the Director.

NOTE: There may be additional custodial and/or supervision fees levied for building usage, dependent upon the activity involved. The Director will make all final decisions regarding extra fees. *Cancellations must be made at least 72 hours prior to use of the facility. This includes during inclement weather when the facility remains open. If the facility closes due to inclement weather, there will be no fee charged, and the department will try to reschedule the event on the next available date in the facility.

Priority for Use

Priority 1: City of South Portland Parks and Recreation Programs and Events - The Parks and Recreation Department will update its program schedule seasonally.

Priority 2: City of South Portland Agencies and Committees Public Functions, Forums, and Organizational Meetings

Priority 3: Organizations and Athletic Teams practices and events directly sponsored by the South Portland School Department. Organizations affiliated with the South Portland School Department (PTA, Booster clubs, etc.) fall into Priority 4.

Priority 4: South Portland Resident Organizations meetings, fundraisers, and events – Requests will not be approved until the Recreation Department Seasonal Programs are scheduled.

Priority 5: Non South Portland Resident Organizations, meetings, fundraisers, and events – requests will not be approved until the Recreation Department Seasonal Programs are scheduled, and are subject to rescheduling in the event of a city agencies function or need for space is deemed to be a priority.

Administering Facility Rental Fees

- A. Reservation Forms for use of facilities will be made available at the South Portland Community Center Customer Service Desk, or the City of South Portland Website www.southportland.org.
- B. Priority 1 Groups or activities will not be charged a rental fee.
- C. Priority 2 Groups or activities will not be charged a rental fee, but may be charged other support fees (site supervisor, technical support, maintenance support, etc) depending on the nature of the event.
- D. Priority 3 Groups or activities will not be charged a rental fee may be charged other support fees (site supervisor, technical support, maintenance support, etc) depending on the nature of the event.
- E. Priority 4 Groups or activities will be charged a rental fee at the resident rate, and may be charged other support fees (site supervisor, technical support, maintenance support, etc) depending on the nature of the event.
- F. Priority 5 Groups or activities will be charged a rental fee at the non-resident rate, and may be charged other support fees (site supervisor, technical support, maintenance support, etc) depending on the nature of the event.
- G. Additional support fees will be determined by the Director of Parks and Recreation or his designee.