

## **Strafford Selectboard and Recreation Board Policy on Holding Camps and Events**

June 9, 2021

### Procedures for camps and events

The Strafford Recreation Board believes that recreation is critical to a healthy mind and body and that recreation enriches our community and our connection to one another. With that in mind, the mission of the Strafford Recreation Board is to provide well-maintained town recreation facilities and encourage outdoor recreation for all ages.

As a volunteer Board, the Recreation Board does not have the capacity to run or operate programming. We are comfortable with groups or individuals wanting to offer recreational opportunities to work with us first to determine whether the offering is practical.

When a group, business or individual wants to offer a camp or event, the following policies and procedures are recommended:

1. The individual or entity responsible for the activity must complete the town's **Property Reservation Form** for the area of planned use. This can be obtained via the town clerk or downloaded from the town website <https://www.straffordvt.org/forms-policies--ordinances> (recommended). There is a \$50 deposit. This deposit may be returned provided there is no damage or cleanup required after the event.
2. The Rec Board or Selectboard (depending on whether the Rec Board will meet before the requested date) shall review and approve or deny the requested use.
3. The individual or entity must provide proof of insurance for their camp or event, listing the town as additional insured.
4. The individual or entity will be responsible for advertising and promotion of the camp, event, or program. The rec board may also post notices and reminders, and ensure camps events are listed on the town's calendar.
5. If the event is charging a fee for participation, the individual or entity shall manage the registration and payment process. Donations towards the use of the facilities are always accepted.