

TOWN OF CONWAY
FACILITY OF USE POLICY AND APPLICATION
CONWAY COMMUNITY BUILDING, Whitaker Homesite Building & Field,
Schouler Park and O'Brien Field

The Conway Community Building and grounds serve as a community facility to be used as a community facility to be used primarily for Town sponsored recreational programs. Its use is largely oriented towards a variety of youth programs including the Conway Parks and Rec. Department's Teen Center. It also serves as administrative offices for the Town Parks and Recreation Department and for such Town functions as a polling place during elections.

The Whitaker Homesite Building and grounds serve as a community facility primarily for outdoor recreation activities sponsored by the Conway Parks and Recreation Department and an indoor facility for the Mt. Washington Valley Ski Touring Center, Kennett High School Nordic Team, ESSC and Conway Conservation Commission meetings.

The building and grounds are available for general community use for such functions as meetings or special events sponsored by a private for profit or non-profit groups. Such use however, shall not conflict with the primary uses of the facility. Specifically, there may be events or programs that are not compatible with use of the facility for youth programs. The Town Manager shall determine whether a program or event is compatible with Town youth programs.

The following specific policies shall apply:

***Before filling out this application, a copy of the Stay at Home 2.0 Amateur and Youth Sports COVID-19 Reopening Guidance Information shall be given to the user/organization with all the guidelines listed. The user/organization requesting to use town facilities/fields must pass out a copy of the 2.0 Amateur Youth Sports guideline handout to all participants and all required guidelines must be followed. Failure to abide by the Governor's Guidelines will result in loss of privilege to use Town of Conway fields and facilities.**

1. The facilities of the Conway Community Building and the Whitaker Homesite Building shall be open for all appropriate uses by the residents of the Town of Conway.
2. All users of the community building will be required to enter into the attached user agreement.
3. The following rental user categories shall apply:
The Town of Conway and Conway precincts and affiliates are exempt from fees. All other organizations, groups or individuals whether "not for profit" or "for profit" shall be subject to fees.

4. On-going use of the facility by a particular group is generally not permitted.

The Town Manager, however, may make exceptions to this policy if in his/her judgment; there is a community benefit to such ongoing use.

5. Scheduling priority shall be given to Conway based organizations. Use shall be at the discretion and convenience of the Parks and Recreation Department's Director and shall be subject to change or cancellation.
6. Local, Civic Groups and organizations which use these facilities must fill out the facilities use application provided by the Parks and Recreation Director.

Groups will be responsible for the following:

- A. There is a \$10 charge for a key. Once the key is returned, the \$10 will be returned.
 - B. No smoking is allowed in the building or on recreation property.
 - C. Setting up and pick-up is solely the responsibility of the user. Room must be left clean.
 - D. Windows must not be left open.
 - E. All lights must be turned off and all doors are to be secured.
 - F. The applicant is responsible for any damage to the facility.
 - G. The applicant shall restrict their use to the assigned room.
 - H. The applicant will have access to the restrooms on appropriate floor level.
 - I. The applicant will be respectful and considerate to other facility occupants and NO alterations to the facility is allowed.
7. The Town of Conway is NOT responsible and or liable for items lost or stolen.
 8. Organizations and individuals using these facilities must have their own liability insurance. Proof of insurance must be submitted naming the Town of Conway as an additional insured. If insurance cannot be obtained the organization or function must be approved by the Town Manager as a sponsorship of the Parks and Recreation Department.
9. Rental User Category:
 - A. Town of Conway, precinct and sub-groups are exempt from fees.
 - B. All other organizations, groups or individuals whether "not for profit" or "for profit" shall be subject to a fee.
 - C. Priority of use shall be with Conway based organizations.
 - D. A fee of \$75.00 shall be charged for the use of outside lights at Schouler Park, Whitaker Homesite field and Dick O'Brien Field.
 - E. All users of town facilities and fields shall provide the Recreation Director proof of Insurance naming the Town of Conway as an additional insured. Failure to do so will result in denial to use town facilities and fields.
 - F. Whitaker Homesite Building use will have a rental fee of \$75.00.

TOWN OF CONWAY
Parks and Recreation
Facility & Field Use Application

Date of application _____

Date of Event _____

Time of Event _____

Rain/Snow Date _____

APPLICATION INFORMATION

Name of Organization

Phone _____

Address _____

Authorized Representative for Organization

Name _____ Title _____

Phone:Day _____ Evening _____ Cell _____

Email _____

Address _____

Alternate Contact Information

Name _____ Title _____

Phone:Day _____ Evening _____ Cell _____

Email _____

Address _____

NAME AND DESCRIPTION OF EVENT

LOCATION OF EVENT _____

By signing this contract I am agreeing to abide by all aspects of this agreement and its policies with the Town of Conway as well as agreeing to follow the guidelines set forth by the Governor of New Hampshire's Stay at Home 2.0 COVID-19 Reopening Guidance for amateur and youth sports.

Signature of Applicant _____

Printed Name _____

Date _____

Date and Time received by the Town of Conway _____



Stay at Home 2.0

AMATEUR AND YOUTH SPORTS

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



Amateur and Youth Sports: Phase 1

Amateur and youth sports (including for-profit and non-profit athletics leagues and organizations) will be allowed to conduct limited outdoor small group/team training classes and sessions. No competition or contact sports activities will be allowed. Youth athletic camps shall be considered under separate guidance.

General Guidance to Protect All Staff and Athletes:

1. Review and follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Review and follow CDC [guidance for cleaning and disinfection](#).
3. All staff, volunteers, and athletes should bring to sporting events and wear, reusable/washable cloth face coverings over their nose and mouth when around others and not actively engaged in athletics and when social distancing is not possible.
 - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
 - b. Review the NH DHHS information about [using cloth face coverings](#).
 - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
4. Parents/guardians of minors attending a sporting event should be asked to wear cloth face coverings while around other attendees, staff and athletes when social distancing is not possible.
5. Alcohol-based hand sanitizer with at least 60% alcohol must be readily made available to staff and athletes and kept with staff and equipment at all times. Frequent hand hygiene should be required including, but not limited to, hand hygiene upon arrival, before and after meals or snacks, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving the event.
6. Commonly touched surfaces and areas should be frequently cleaned and disinfected according to [CDC guidance](#) at the end of each event. Shared equipment must be cleaned and disinfected between use.
7. Staff, athletes, volunteers, and other attendees should be reminded to maintain a distance of at least 6 feet from others.
8. Assign a dedicated staff member (i.e., a safety officer) to be monitor social distancing and compliance with protective actions, and to prompt other staff and athletes about social distancing, hand hygiene, and use of cloth face coverings



Employee, Volunteer, and Athlete Protection:

1. Athletes and staff (including administrative, coaches, trainers or officials) must be provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidelines](#) and in this document.
2. Athletes and staff must maintain at least 6 feet apart from others at all times.
3. Require all staff and athletes to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a coach. Staff and athletes should not attend events if they feel sick.
4. Staff and athletes should be screened on arrival to each sporting event by asking if the individual:
 - a. Has any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
 - c. Traveled in the past 14 days either:
 - i. Internationally (outside the U.S.),
 - ii. By cruise ship, or
 - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
5. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the sporting event:
 - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
 - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
6. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
 - a. At least 10 days have passed since symptoms first appeared
AND
 - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
7. Staff and other volunteers should not transport any athletes that are not immediate family members. In the event, that this becomes necessary, all parties must wear cloth face coverings and space out seating to maintain maximal distance from each other.
8. During training sessions/practices, parents and other spectators are encouraged to remain in their cars in a designated parking area. However, when/if watching from



the sidelines or are outside cars in the parking area, they should maintain safe social distance from others.

9. Locker rooms remain closed and not utilized. Athletes and staff should arrive to the sporting event already dressed and prepared to participate.

Business Process Adaptations:

1. Sporting events will be limited to small group or team-based training activities. No competition sporting events or contact sports are allowed.
2. Training sessions must be non-contact with focus on skills and drills that can be developed while maintaining physical distancing.
3. Group size is to be limited to 10 total people or less (example: 9 athletes and 1 staff/coach).
4. Multiple groups are allowed to practice in one large area/field as long as the separate groups do not mix or interact in any way (e.g., no floating of coaching or support staff, and no interaction between athletes of different training groups).
5. All training sessions and classes must take place outdoors.
6. Training sessions should be planned and implemented to maintain the minimum of 6 feet of distance between all participants and coaches. In circumstances where closer contact for brief periods of time is necessary, staff and athletes must wear cloth face coverings as discussed above.
7. Staff and athletes shall remain in the team's home state. No teams/groups/athletes from other states are allowed at the sports training events in New Hampshire.
8. Players shall bring their own equipment and not share their personal equipment with other players. Shared training equipment provided by the coaches must be cleaned and disinfected according to [CDC guidance](#) after every use between athletes.
9. Coaches will carry hand sanitizer with team equipment. Players should carry hand sanitizer in personal equipment bag.
10. Adequate breaks for water and sanitization should be provided and are encouraged to occur between changes in training activities.
11. Athletes should bring their own water bottles. No sharing or common use water bottles or drinking stations.
12. Equipment bags/backpacks of athletes should be placed 6-feet apart. Athletes should not touch other players' bags, equipment or water bottles.
13. Participants should not use bench or dugout areas for storage of personal equipment. Centralized areas for congregating, such as benches and dugouts, should be avoided.
14. An isolation area shall be identified and communicated to all participants at the beginning of every training session for participants that develop symptoms during the activity.
15. All mouth-based activities often encountered with sporting events shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.
16. Coaches shall bring trash bags to sessions and remove all garbage following each session.



STAY AT HOME 2.0

AMATEUR AND YOUTH SPORTS

17. Organizations shall require players' parents/guardians to sign usual participation waivers outlining the additional risks due to COVID-19 associated with the activity.



UPDATED MAY 18, 2020