

**Town of Eastham**  
**Use and Reservation Policies for Recreation and Beach Facilities**  
**(Please note - this application is not for The Windmill Green)**  
**(Please note - this application is not for Beach Use for Swimming Groups of 8+)**

**Statement of Policy:**

It is the policy of the Town of Eastham, through the Recreation and Beach Department, to maintain and make the various beaches and recreational facilities, operated by the Town, available to all residents of Eastham, and to organizations, which promote the productive use of these facilities for the residents. In appropriate circumstances, other groups and organizations may utilize these facilities, but such ancillary usage shall always be subordinate to and respectful of the needs of Eastham residents.

**Priorities:**

The beaches, fields and recreational facilities of Eastham shall be available for reserved use by various organizations and groups through the Board of Selectmen, in the following order of priority;

- 1) TOWN** (Category One): Teams, youth and senior groups, or not-for-profit organizations sponsored, organized or sanctioned by the Eastham Recreation and Beach Department or the Board of Selectmen.
- 2) SCHOOLS** (Category One): Teams, youth groups, or not-for-profit organizations sponsored by or affiliated with Eastham Public Schools, including Nauset Regional School District, Cape Cod Lighthouse Charter School and Cape Cod Regional Technical High School.
- 3) LOCAL** (Category Two): Local, not-for-profit teams, groups and organizations ("Local" shall mean that the group is organized by Eastham residents and its regular members or participants include not less than one-half Eastham residents. No particular formal organizational structure shall be required, as long as the group is sufficiently organized to responsibly comply with these rules and regulations and an adult, 21 years or over, is present).
- 4) OTHER** (Category Three): Other corporate, business, for-profit or non-local teams, groups, and organizations.

TOWN and SCHOOL groups may reserve and use the Town facilities without charge (except for the use of the outside lights), subject to certain restrictions. LOCAL and OTHER groups may reserve and use the Town facilities upon payment of a reservation fee, established by the Board of Selectmen. All groups and organizations wishing to use the facilities after dusk, and with the aid of available outside lighting equipment, shall pay a minimum fee of fifteen (\$15.00) dollars for the electricity and maintenance of such lighting equipment. A reasonable security deposit may be charged by the Town of Eastham subject to criteria established by the Board of Selectmen, which appears within the Facility Use Application and Agreement.

All groups will be required to complete and sign the Application for Use of Recreation and Beach Facilities.

Due to the nature of the event, approval by the Board of Selectmen may be required.

*Accepted by the Board of Selectmen November 18, 2002*  
*Revised - June 19, 2017; March 31, 2021*

**Town of Eastham**  
**Use and Reservation Application for Recreation and Beach Facilities**

1. Name of Facility Desired: \_\_\_\_\_  
(Note: Beach events may not be scheduled between the hours of 8:30am and 5:00pm from June 15 through September 15. Any requests for exception will require an appearance and/or hearing before the Board of Selectmen.)
  
2. Time of Event:  
(Please include preparation and cleanup)  
From \_\_\_\_\_ To \_\_\_\_\_
  
3. Date(s) of Event and Day(s) of the week: \_\_\_\_\_  
(Attach schedule if applicable.)
  
4. Organization/Group/Person: \_\_\_\_\_  
Non-Profit: Yes \_\_\_\_\_ No \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Sponsor: \_\_\_\_\_
  
5. Location Requested:  

<input type="checkbox"/> First Encounter Beach (choose only one)	<input type="checkbox"/> Field of Dreams Fields
<input type="checkbox"/> Main Beach	<input type="checkbox"/> Basketball Court
<input type="checkbox"/> Lower Beach (Bee's River)	<input type="checkbox"/> Pickleball Courts
<input type="checkbox"/> Campground Beach	<input type="checkbox"/> Wiley Park
<input type="checkbox"/> Cooks Brook Beach	<input type="checkbox"/> Great Pond
<input type="checkbox"/> Cole Road Beach	<input type="checkbox"/> Herring Pond
<input type="checkbox"/> Boat Meadow Beach	<input type="checkbox"/> Kingsbury Beach
<input type="checkbox"/> Thumpertown Beach	<input type="checkbox"/> Hemenway Landing
<input type="checkbox"/> South Sunken Meadow Beach	<input type="checkbox"/> Dyer Prince Area
  
6. Services Requested:  

<input type="checkbox"/> Police Detail	<input type="checkbox"/> Fields/In-Fields Lined
<input type="checkbox"/> Fire Permit (contained, charcoal only)	<input type="checkbox"/> Basketball Court Lights
<input type="checkbox"/> Lifeguard/Staff	<input type="checkbox"/> Electricity (Field of Dreams Only)
<input type="checkbox"/> Restroom Access	<input type="checkbox"/> Other: _____
  
7. Description of the Event: Please attach a separate letter detailing the event.

Tents or other temporary structures are not permitted, except by special permission of the Board of Selectmen. An appearance before the Town of Eastham Conservation Commission may be required.

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1. Anticipated number of people: \_\_\_\_\_
2. Admission Fee:  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes, Price? Adult \_\_\_\_\_ Senior \_\_\_\_\_ Child \_\_\_\_\_  
 Discount Fee Policy? \_\_\_\_\_
3. Will items or food be sold? (Specify item(s) and approximate cost.) (Additional permits may be required.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Insurance (May be required.)**

4. Does the organization carry liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_
5. If yes, indicate the amount: \_\_\_\_\_ and the Agent's Name: \_\_\_\_\_
6. A copy of the Certificate of Insurance must be provided naming the Town of Eastham as an included party in the coverage.

**Fees: (To be completed by the Town of Eastham)**

	<u>Description of Service</u>	<u>Amount Billed</u>	<u>Paid</u>
a.	Field Use (day/session) \$25 ___ \$50 ___ \$100 ___ \$150 ___	_____	_____
b.	Court Use (day/session) \$25 ___ \$50 ___ \$100 ___ \$150 ___	_____	_____
c.	Light Use (day/session) \$15 _____	_____	_____
d.	Lifeguard _____	_____	_____
e.	Garbage Removal _____	_____	_____
f.	Beach Use (day/session) \$50 ___ \$100 ___ \$150 ___	_____	_____
g.	Security Deposits \$50 ___ \$100 ___ \$150 ___	_____	_____
h.	Other Services _____	_____	_____
i.	League Service Fee \$50(1-6wks) ___ \$100(6+) ___	_____	_____
j.	Tournament Fee \$150 _____	_____	_____

\*\*\* **Once a fee has been established, payment must be received by the Town of Eastham Recreation & Beach Department within two (2) weeks or your date and place will not be reserved and will be offered to another group/party.**

\*\*\* **If for any reason the event is cancelled, only fifty percent (50%) of the fee will be returned.**

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**Agreement**

I have carefully read the rules and regulations and fully understand their content. I accept the responsibility for the proper use of the facilities and for the actions and conduct of the group using the Town of Eastham facilities for this function. I will assume all responsibility for all fees, charges, and damage claims resulting from such use of the facilities.

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of the following is required before this application is approved: (To be completed by the Town of Eastham)**

Fire Department \_\_\_\_\_

Police Department \_\_\_\_\_

Health Department \_\_\_\_\_

Building Department \_\_\_\_\_

Department of Public Works \_\_\_\_\_

Recreation Department \_\_\_\_\_

Town Administrator \_\_\_\_\_

**Approval/Denial**

This application has been *Approved / Denied*. If approved, reservations have been made according to the above information with the understanding that the policies and regulations of the Board of Selectmen will be followed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application has been denied because \_\_\_\_\_.

**Information or Questions:** Please call the Recreation and Beach Department (508) 240-5974.

**Mail completed application to:** Town of Eastham  
Recreation and Beach Department  
2500 State Highway, Eastham, MA 02642

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