

Town of Portsmouth

Glen Park Policies, Rules, Fees and Application

Glen Park is located off Glen Road in scenic and historic Portsmouth. Amenities include a pavilion and picnic tables, grass fields, volleyball courts, a softball field, two soccer fields, a horse ring, and free parking. **Kitchen, Country Store, and dumpster available for use by request. Additional fees may apply.**

Glen Park is open from 8:00 a.m. to 9:00 p.m. Restrooms are open to the public from April 1 to October 31.

The public is welcome to rent Glen Park facilities for events such as sports games, family picnics, fairs, exhibitions, animal and auto shows, wedding ceremonies, receptions, as well as private events hosted by nonprofit and for-profit organizations.

This document outlines the List of Facilities, Facility Rental, Facility Use Regulations, Facility Rental Fees, and Glen Park Rules.

[View a map of Glen Park](#)

List of Facilities

All facilities have access to the public restrooms (April 1 - October 31), free parking and the Pavilion Area. The Country Store, kitchen and dumpster are available for events and tournaments (additional cleaning fees may apply).

| | |
|--|--|
| Soccer Fields | Number of Fields: 2 |
| Softball Field - Davidson Field | Number of Fields: 1 |
| Volleyball Courts | Number of Courts: 2 |
| Horse Ring | Number of Horse Rings: 1 |
| Multi-Purpose Fields | Number of Fields: 4 |
| The Elsie Hopper Picnic Grove | <i>Not possible to reserve for events.</i> |
| The Pavilion Area is an open-sided structure with a permanent roof. It includes twelve picnic tables that can accommodate approximately 72 adults. Electric service is available. The Pavilion Area cannot be reserved and is available to the public at all times. | |
| Kitchen is conveniently located next to the pavilion and includes refrigerators, freezers, stoves, cook tops, sinks with hot water, a microwave oven, counter space and service windows. Kitchen rental is subject to additional cleaning fees. | |
| The Country Store has electrical service. The store may be used to display merchandise or other items for sale. A permit may be required; check with the Town Clerk's office for more information. | |

Facility Rental

To rent Glen Park for an event, an individual or organization (“Event Organizer”) must apply and get approval from the Portsmouth Director of Parks & Recreation (“Director”) following the procedures below. After approval of this application, any additional changes may incur increased requirements and/or fees at the discretion of Director.

Contact: Portsmouth Parks & Recreation Director, Wendy Bulk
Ph: (401) 787-0281 E: wbulk@portsmouthri.com

1. Application Process.

Event Organizers must:

- a. Submit an application online at: <https://portsmouthri.recdesk.com/Community> a minimum of fourteen (14) days prior to the event;
- b. Secure all required state and local permits and provide all additional information requested by Director a minimum of seven (7) business days prior to the event;
- c. Facility reservation payment must be received in full two weeks prior to the event or the reserved space will be forfeited;
- d. Secure insurance in the amounts and by the deadlines noted below in section titled “Facility Use Regulations”; and
- e. Receive written approval from Director.

Event Organizer Requirements:

- Must be 21+ years old.
- Must comply with all applicable state and local laws.
- Must be present at the facility before the arrival of event attendees and until all attendees have departed.
- Must ensure all attendees arrive and depart within the reserved rental times.

2. **Changes.** Post-approval changes must be reported to and approved by Director. Depending on the changes, Director may require Event Organizer undertake additional actions or pay additional fees.
3. **Cancelations/Refunds.** If event is canceled more than 60 days prior to event date, the initial rental deposit will be refunded except for a 15% processing fee. If the event is canceled within 30 days of the event date and the final payment has been made, the initial deposit will be retained by the Portsmouth Parks & Recreation Department.
4. **Emergency Cancellation by Director.** If circumstances arise that threaten the health or safety of event attendees or others, the Director may, without notice, cancel the event or require early event termination. The deposit will not be returned unless the Director determines that the circumstances were not under the control of the Event Organizer.
5. **Keys.** Keys to facilities may be picked up from the Town Clerk’s Office up to three (3) business days in advance of the event. Please contact the Town Clerk, (401) 683-2101, to arrange pick-up. Keys must be returned within 48 hours of conclusion of the event. There is a fee of \$20 if the key is lost or not returned.

Facility Use Regulations

1. Alcohol may only be served by a licensed and insured catering service.
2. All activities must end by 9:00 p.m., EST.
3. Kitchen paper supplies and trash bags must be provided by Event Organizer.
4. Glen Park is a carry-in, carry-out facility. Event Organizer is responsible for removing trash from all facilities used during the event within one hour after the end of the event.
5. All organizations and leagues must provide evidence of a comprehensive liability policy with not less than one million dollars (\$1,000,000) per occurrence issued by one or more companies authorized to do business in the state of Rhode Island. A copy of proof of insurance must be attached to permit application.
6. Post-event inspections will be conducted prior to refund of deposit. Any damages or work necessary to return the facility to pre-event condition will result in a forfeiture of deposit and possibly additional charges.
7. Any keys issued must be returned to the Town Clerk's Office within 48 hours of conclusion of event.
8. For events with 50+ attendees:
 - a. All fairs, shows, and exhibitions must provide a detailed program schedule to the Director of Parks and Recreation and to the Portsmouth Police Department seven (7) days in advance of event.
 - b. Proposed event must be reviewed by the Portsmouth Police Department a minimum of seven (7) business days prior to the event. To request a review, Event Organizer must contact the Portsmouth Police Department at (401) 683-0300 or make a request online: www.portsmouthri.com/FormCenter/Police-Online-Forms-7/Portsmouth-Police-Detail-Request-Form-71.
9. For events with 100+ attendees:
 - a. Event Organizer must provide additional portable restroom facilities. Quantity of restrooms must be agreed upon by Director.
 - b. Event Organizer must provide an additional dumpster for events with 250+ attendees.
 - c. All fairs, shows and exhibitions must provide a detail of the program schedule.
 - d. Proposed event must be reviewed by the Portsmouth Police Department a minimum of seven (7) business days prior to the event. To request a review, Event Organizer must contact the Portsmouth Police Department at (401) 683-0300, or make a request online: www.portsmouthri.com/FormCenter/Police-Online-Forms-7/Portsmouth-Police-Detail-Request-Form-71.

Facility Rental Fees

| Sports Field | For Profit | Non-Profit |
|------------------|---------------|---------------|
| Soccer Field | \$25 per hour | \$15 per hour |
| Softball Field | \$25 per hour | \$15 per hour |
| Volleyball Court | \$25 per hour | \$15 per hour |

Sports Field Rental

These rates are valid for sports leagues intending to use the fields for practices and games.

| Number of Attendees | Daily Fee | Deposit |
|---|-----------|---------|
| Category A: Municipal, Portsmouth Residents, Town School | | |
| 20 or less | No Fee | \$100 |
| 21 to 50 | \$25 | \$100 |
| 51 to 100 | \$50 | \$100 |
| Over 100 | \$75 | \$100 |
| Category B: Non-profit - Portsmouth Resident | | |
| 20 or less | No fee | \$100 |
| 21 to 50 | \$50 | \$100 |
| 51 to 100 | \$100 | \$100 |
| Over 100 | \$200 | \$200 |
| Category C: For-profit - Portsmouth Resident | | |
| 20 or less | \$50 | \$100 |
| 21 to 50 | \$100 | \$100 |
| 51 to 100 | \$150 | \$150 |
| Over 100 | \$175 | \$175 |
| Special Event or Tournament | \$300 | \$500 |
| Category D: Non-profit - Non-resident | | |
| up to 100 | \$150 | \$150 |
| Over 100 | \$200 | \$200 |
| Category E: For-profit - Non-resident | | |
| up to 100 | \$200 | \$200 |
| Over 100 | \$250 | \$250 |
| Special Event or Tournament | \$300 | \$500 |
| Category F: Horse and Agricultural | | |
| up to 100 | \$200 | \$200 |
| Over 100 | \$250 | \$250 |

Special Event Facility Rental

These rates are valid for events including sports tournaments, fundraisers, parties, and other gatherings.

Definitions

Non-profit: The organization must be registered as a not-for-profit corporation with the State of Rhode Island, or if not registered with the state, the group must have a constitution, bylaws, or mission statement, which clearly states that the objectives of the organization are of a non-profit, noncommercial nature.

Resident: Resident status is defined as groups or organizations with membership of at least 51 percent or more Portsmouth residents. Team rosters and/or proof of individual residence may be required by recreation department staff or town clerk to verify residency status.

Tournament/Special Event: A tournament or special event is any program that may require more than one field, facility, equipment; or may require special involvement from other departments such as fire, police, rescue, DPW, animal control, et al., beyond an organization's allocation and/or is not part of the regular playing season.

Deposits

1. Deposits due at the time an Application is submitted;
2. Deposits will be returned minus 15% processing fee for any event canceled within 60 days of event date.
3. Deposits will be forfeited for any event cancelled within 30 days of event date.
4. Deposit will be refunded if the Event Organizer abides by all field permit use policy rules and regulations, as determined by Portsmouth Parks and Recreation during a post-event walk-through inspection of the facility.

Glen Park Rules

1. Speed limit within the park is 10 mph.
2. Parking is allowed only in designated areas.
3. No vehicles or horses permitted on the east side of Gilbert Barker Drive except for those handicapped spaces so marked.
4. Vehicles are not permitted on soccer fields, softball fields, or volleyball courts.
5. Off-road vehicles are not permitted.
6. All dogs must be leashed.
7. Children must be supervised at all times.
8. Exterior wall of buildings may not be used for ball practice of any kind.
9. Destruction of or climbing on the stonewalls is not permitted.
10. Nails or staples may not be used on any interior or exterior wall.
11. Picnic tables, if moved, must be returned to their original location.
12. No loud music or noise per the Town's noise ordinance.
13. Open fires must be approved by both the Town of Portsmouth Fire Department and the Portsmouth Parks & Recreation Department.
14. Self-provided grills must be at least 15 feet from any building.
15. Smoking, drugs, gambling, firearms, and fireworks are not permitted at Glen Park.

Failure to comply with Park Rules may result in civil or criminal actions.

GLEN PARK RESERVATION APPLICATION

Applicant name: _____

APPLICANT MUST BE PRESENT DURING EVENT

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Time of event: From _____ to _____ Event Date: _____

Number of people in attendance (estimate if unknown): _____

Brief description of event and activities:

Facilities needed for your event:

- COUNTRY STORE
- DUMPSTER
- HORSE RING/SECRETARY BOOTH
- PAVILION/TABLES
- RESTROOMS
- SOCCER FIELDS (if available)
- SOFTBALL FIELD (if available)
- KITCHEN

WILL YOU: (Please circle Y or N)

| | | | |
|---|-------|----------------|-----------------------------------|
| Serve Alcohol | Y / N | You will need: | A Catering Service* |
| Sell Food | Y / N | You will need: | Peddler's License from Town Clerk |
| Sell Other Items | Y / N | You will need: | Peddler's License from Town Clerk |
| Have a Tent(s) Larger than 350 sq. ft. If yes, how many tents? _____ | Y / N | You will need: | Tent License from Town Clerk |

Required licenses from the Town Clerk MUST be obtained prior to the event.

**** Please note that alcohol can only be served by a Licensed and Insured Catering Service. The service must provide a Certificate of Liability Insurance and State permits. A Police detail is required. Alcohol cannot be served by the host or any other person/persons attending the event.***

COMMENTS:

Each event must carry a Certificate of Liability (COI). Applicants are required to provide a COI through the Lessee's insurance company in an amount not less than \$1 Million, naming the Town of Portsmouth as additional insured, and a **Lessee's Indemnification Agreement**. The user is responsible for all costs of repairing or replacing any damage incurred to the property.

I have read the **Glen Park Rules**. By signing this form, my organization and I agree to obey all State laws and Town Ordinances applicable to my event and obtain all applicable permits. I also understand that I will be held responsible for any damage, loss, or misuse of **Town of Portsmouth** property and any misconduct of my guests.

Print Name: _____

Signature: _____ Date _____

The application will be reviewed by the following departments, who may require additional action or information: Town Administrator, Police Department, Fire Department, Public Works, Parks & Rec, Building Official, and other. Once this review is completed, your application will be placed on the Town Council docket for final approval.