

## TOWN OF BURLINGTON Use of Burlington Town Common

The Town shall restrict the use of the Town Common as constructed for the purpose of beautification.

### Policy & Procedure

All requests for use of the Town Common must be approved in advance by the Town Administrator

#### REQUEST OF USE PROCEDURE

A letter of request shall be submitted to the Town Administrator at least 30 days prior to the event, giving the following information:

Individual, group or organization making request  
Person in charge – name, address, phone numbers.  
Type of activity or event  
Date of event – Rain Date  
Time event starts, and ends  
The need for vehicles to be used (needed). All others should be parked off the Town Common grounds.

The request will be reviewed by the Town Administrator. Additional information will be requested if necessary.

A letter of approval or disapproval will be sent to the person making the request.

### Policy

Use of the Town Common shall be restricted to Burlington non-profit groups, and organizations, as well as Town-sponsored events.

All activities and events scheduled on the Town Common must be approved in advance by the Town Administrator.

No vehicles may drive upon the Town Common unless authorized by the Town Administrator.

Dumpsters for events must be restricted to a specific location, so as to prohibit the driving of these trucks onto sensitive areas of the common. (nearest Sears Street where the truck backs up to the common and drops the dumpster at that location)

This would also apply to trucks delivering portable toilets. Portable toilets shall be on the outside of the common, not in the center.

Recreation will be contacted to confirm the ability of the Common to sustain truck traffic due to recent inclement weather. There may be times when after a large rain event, that driving on the common would be inappropriate.

It should be noted in any written agreement that the town has the right to cancel truck activity upon the recommendation of the Recreation Maintenance Director.

There should be no overnight camping or other events on the town common.

Depending on the size and nature of the activity or event, the Town Administrator may require additional information.

- Proof of insurance
- Bond
- Deposit
- Police detail
- Custodial coverage
- DPW or Rec. Dept. detail

Care must be taken to prevent damage to the Gazebo, all monuments and stones, trees, shrubs, flower beds, benches, walkways, grass and all other structures and natural features.

NO SMOKING or the use of any and all tobacco products on Town Common property.

NO ALCOHOLIC BEVERAGES shall be permitted on the Town Common, nor glass beverage containers of any type.

NO Open Flames on the Town Common, except in controlled cooking events. No candlelight vigils, no camp fires, etc.

No Dogs allowed during events. This is for the protection of the public should an owner not be able to contain their dog. It is also vital that owners who do walk their dogs on the town common, clean up after the pets at all times.

No digging on the town common.

All food products and by-products, like water from melted ice that was used for keeping raw fish or meats cold, must be removed from the town common, and not dumped onto the grass. People sit on that grass all summer long. If there is a question that policing this will be difficult or impossible, then an outright denial of an activity that might allow that to happen, must occur.

After the event, the sponsoring group must clean up the Town Common and leave it in the same condition that it was in prior to the event. This must be accomplished by at least 24 hours after the event ended.

All situations not defined in this policy, or requests for exceptions to this policy, must be ruled upon by the Board of Selectmen.

- Violations of these regulations will be cause to deny future use of the common. \*

Approved by vote of Board of Selectmen November 14, 2011