

**City of Sanford**  
**Parks & Recreation Department**  
**Parks & Facilities Usage Fees Policy**  
**Revised 9/2025**

**General Summary:**

This policy is developed to provide a simple and fair reservation procedure for the use of City facilities. Included is the prioritization of use, reservation process, facility fees, banner hanging guidelines, facility rules and guidelines, cancellation, and weather policies.

**I. Prioritization of Use:**

1. The City of Sanford
  - This includes any program or event that is sponsored or implemented by the City of Sanford and or the Sanford Parks & Recreation Department.
2. The Sanford School Department
  - Athletic fields only
3. Sanford Mainers (Goodall Park only)
4. Sanford Springvale Non-Profit Organizations
  - On a first come, first served basis.
5. General Public Residents
  - On a first come, first served basis.
6. General Public Non-Residents
  - On a first come, first served basis.

In order to maximize the use of the City facilities, and when any rental request conflicts with any other prior or ongoing use or rental of the facilities, the Parks and Recreation Departments shall seek to accommodate all uses in the following progression:

- Parks and Recreational programming will be reasonably maintained as a first priority
- Reoccurring regular rental use of a facility for daily, weekly, or monthly use may be allowed at the discretion of the Parks Director with the understanding that this is not a promise of uninterrupted, exclusive use of the space. Should any conflicts in time and space for other rental requests arise, the facility may be rented for short periods for other uses which disrupt a regular renter's use of the space temporarily, provided the displaced program will not unreasonably be harmed and will timely be allowed to resume normal schedules.
- Any such disruption will be conveyed in advance to the recurring renter in a reasonable (30-day minimum) time frame, with effort made to accommodate recurring rentals by adjusting longer term rentals as above.
- Non-recurring or one-time rentals will have the lowest priority based upon availability and the prioritization as part of this policy.

## **II. Reservations**

1. All facility use should be requested through the Parks & Recreation Department's website: [www.sanfordrec.com](http://www.sanfordrec.com). Requests can be submitted up to 12 months in advance.
2. The Parks & Recreation Department will oversee the facility scheduling for all facilities.
3. Requests for the weekend must be submitted by 12:00pm on the Thursday before, so we have time to check the availability and approve the request, if there are no conflicts.
4. When reserving space, please reserve the time you need for the entire event, including warm-ups, set up, and break down time, etc. Renters will not be able to start before or stay later than their reserved time unless authorized by the Parks & Recreation Director or their designee. Any overage of time used will be billed accordingly to the renter.
5. Facilities cannot be rented in 30-minute increments. They must be rented by the hour.
6. It is the responsibility of the Athletic Director or Chair of the youth sports organizations to provide a field schedule to the Sanford Parks & Recreation Department for all games and practices at the earliest possible date.
7. The Athletic Director or Chair of the youth sports organizations shall notify the Sanford Parks & Recreation Department when there is any change in the athletic schedule. This includes field changes, cancellations, and postponements.
8. Any rescheduling of facilities due to game cancellations or postponements must be communicated to the Sanford Parks & Recreation Department to ensure field/facility availability and preparedness.
9. Each group should fill out their request online and once approved, should print off a copy of their permit to have on them while using the field or facility.

## **III. Parks, Athletic Fields, Memorial Gym & Rental Rates:**

All rates apply to private groups. Sanford/Springvale organizations with resident participants such as Little League, Babe Ruth, Legion, Sanford Youth Soccer, SSYAA and Adult Softball will not be charged.

1. Before a key is picked up, all groups must present a copy of their insurance with a \$2 million-dollar occurrence limit and also listing the City of Sanford as additionally insured.
2. Payment must be made at least 72 hours in advance of the reservation.
3. The Parks & Recreation Department has the right to grant or reject any request for facility use for any reason.
4. Leagues, organizations and individuals who utilize the parks, athletic fields, or Memorial Gym are responsible for the conditions of the facilities they use. Debris or garbage must be picked up and placed in appropriate trash receptacles if available, or carried out.
5. Parks or pavilions must be rented in order to receive a key to the bathrooms. There is a \$20 cash deposit for use of the park's bathroom key. Renters must lock the bathrooms before you leave, regardless of others still using the facility. Bathroom keys must be returned within 72 hours of use. Your deposit will be returned when the key is returned to the Parks & Recreation Department.
6. There will be a \$100 refundable cash deposit required for all Memorial Gym renters. \$20 for a key and \$80 for a cleaning deposit. If the key is returned and the gym is left in good condition, the money will be refunded.
7. Memorial Gym Floor Cover Charge: \$300. This will be decided by the Parks & Recreation staff; most non-athletic events will require the floor cover be put down.

8. Office hours for payments and picking up of keys are 7:30am to 5:00pm Monday through Thursday at the Parks & Recreation Department office.

**Goodall Park:**

- Baseball rental use is limited to game play, not practices.
- Non-sports use must be discussed with the Parks & Recreation Department to determine eligibility before rental.
- Cost includes field setup (lined) and 1 staff member to open and close facility.
- Scoreboard & PA system use must be done by your personnel not Parks and Recreation staff.
- Groups are allowed entry into the facility 1 hour before game time.
  - \$420 per game without lights, \$650 for doubleheader without lights.
  - \$550 per game with lights, \$900 for doubleheader with lights. If only the second game uses lights, the \$900 charge will still be applied.
  - Non-sporting events will be priced at \$250 per hour with a minimum 4-hour rental. If lights are needed, the charge will be \$400 per hour for the duration of the event.

**Airport Fields:**

- \$70 per hour for practices.
- \$180 per game, \$300 per doubleheader.

**Benton Park:**

- \$70 per hour for practices.
- \$180 per game without lights, \$300 per doubleheader without lights.
- \$360 per game with lights, \$600 per doubleheader with lights. If only the second game uses lights, the \$600 charge will still be applied).

**Blouin Field:**

- Baseball Diamond:
  - \$70 per hour for practices.
  - \$180 per game, \$300 per doubleheader.
- Little League Fields:
  - \$70 per hour for practices.
  - \$180 per game, \$300 per doubleheader.
- Multipurpose Field:
  - \$70 per hour.

**Gowen Park Gazebo and Pavilion Rental Rates:**

- Pavilion: \$35 an hour for residents (max charge of \$150).
- Pavilion: \$70 an hour for non-residents.
- Gazebo: \$95 an hour for residents (max charge of \$425).
- Gazebo: \$190 an hour for non-residents.

**Pavilion Rentals at Springvale Rec Area:**

- Small Pavilion (24 or less).
  - \$35 per hour for residents (max charge of \$150).
  - \$70 per hour for non-residents.

- Large Pavilion (42-84 people).
  - \$70 per hour for residents (max charge of \$300).
  - \$95 per hour for non-residents.

**Gateway Park:**

- \$35 per hour for residents (max charge of \$150).
- \$70 per hour for non-residents.

**Central Park:**

- \$35 per hour for residents (max charge of \$150).
- \$70 per hour for non-residents.

**Memorial Gym Rental Fees:**

<b>Space</b>	<b>Cost Per-Hour Resident/Non-Resident</b>
Full Facility*	\$100/\$150
Full Court**	\$60/\$80
Half Court**	\$40/\$60
Cafeteria	\$50/\$75
Stage	\$40/\$60
Outside Cafeteria/Concessions	\$40/\$60
Multipurpose 1 Above Lobby	\$25/\$40
Multipurpose 2 Above Lobby	\$25/\$40

\*Max 12-hour rental on the full facility rate. No other space will be rented at this time.

\*\*Floor Cover Charge: \$300. Decided by Parks & Recreation staff if needed.

**Memorial Gym Group Fees:**

<b>Free</b>	<b>Discounted 50%</b>
City Departments	Sanford Alumni Association
City Committee's	School PTA's
School Department (Practice & Meetings)	Local Church Organizations
SSYAA (Practice & Meetings)	Strategies for a Stronger Sanford
Sanford Spartan Basketball (Practice & Meetings)	Maine Attraction Water Ski Team
Sanford Soccer (Practice & Meetings)	St. Thomas School
Little League (Practice & Meetings)	
Babe Ruth (Practice & Meetings)	
Spartan Youth Wrestling (Practice & Meetings)	
Sanford Scouts (Meetings)	

**Free:**

- When the gym is not rented, these groups will be allowed to use Memorial Gym for free during practices and meetings. Meeting space will be in the cafeteria or other like areas. All other use will be charged at the discounted rate of 50%.

**Discounted 50%:**

- These groups will be discounted 50% of the rental charge for the space they are renting.

**Group Information:**

- Local Church Organizations:
  - Community Fundraisers & Clothing/Food Drives
- Strategies for a Stronger Sanford:
  - Sanford Cadets, Stuff the Bus, The Sanford Backpack Program, Friends of Downtown, Sanford Youth Alliance, Sanford Springvale Beautification Program, Sanford Springvale News (SSN)
- These groups will provide proof that they are a non-profit each year to continue to fall under the above fee groups.

**IV. Hanging a Banner on Gowen Park Tennis Court**

1. Free to hang up, but must call to reserve at Parks and Recreation Office.
2. Banner may be hung no longer than 2 weeks before the event and taken down immediately after the event.
3. Must use zip ties, nothing permanent when hanging the banner.
4. Only four banners allowed up at one time.
5. Use is for local events, registration deadlines, general information, but not commercial advertisement.

**V. General Facility Rules & Guidelines**

1. The consumption of alcoholic beverages, tobacco products, cannabis products or use of illegal drugs by players, spectators, renters, or the general public on City-owned property is prohibited except where permit has been granted.
2. Parks are closed from 11:00pm – 5:00am per City ordinance.
3. No animals (leashed or unleashed) on City athletic fields.
4. All facilities are carry in, carry out. The facility must be cleaned of all trash, debris and water bottles at the end of use.
5. Facility and Field use is by permit only. Please bring your permit with you to your event. No organized group or persons other than the one holding the facility permit shall interfere with the permit holder's use of the facility during the time covered by the permit issued.
6. Any additional equipment such as bounce houses, food trucks, etc. brought onto site must be approved by the Parks & Recreation Department.
7. Facilities do not have first aid and or medical supplies. Renters are responsible for providing their own.

8. Vehicles should be parked in designated parking lots. No vehicles are allowed to be on City fields or grassed areas in parks, without permission from the Parks & Recreation Department.
9. Grills are allowed at parks, but must be kept outside of the pavilions, gazebos or other structures. No clambakes or shellfish allowed at recreation facilities.
10. Any fire that is planned in the parks, must be inspected by the Fire Department, where they ultimately grant approval or denial.
11. No profane or abusive language should be used. No fighting. No golf.
12. Music must be played at a reasonable level as laid out in City ordinances.
13. The Parks & Recreation Department reserves the right to revoke or change times and dates on any permit should unforeseen circumstances arise.
14. Failure for the renter or organization to abide by the rules and regulations within this policy, the disclaimer during the reservation process, or City ordinances, including those pertaining to noise, may result in losing the privilege to rent City facilities.

#### **VI. Inclement Weather Policy**

1. There will be times when weather, field conditions or other unforeseen circumstances will force the Parks & Recreation Department to make the decision to cancel your program, event, game or reservation. The Parks & Recreation Department will make the final decision on whether to cancel games and close fields.
2. The Parks & Recreation Department will contact the Athletic Director, Chair of youth sports organizations, or renters regarding cancellations or field closures.
3. The Parks & Recreation Department will post cancellation and field closure information on their website [www.sanfordrec.com](http://www.sanfordrec.com), as an alert at the top of the page.
4. Cancellations and closures will be decided by 1:00pm on weekdays and 8:00am on weekends, unless otherwise noted. There may be special circumstances in which cancellations are made with less prior notice.
5. Any group or team that plays on fields after the Parks & Recreation Department has announced a cancellation or closure of the fields will be held responsible for any monetary damages of the facility due to its use and will lose field privileges indefinitely going forward.

#### **VII. Cancellation Policy**

1. If a rental fee is paid and two (2) weeks' notice is given, the renter is entitled to a 100% refund minus a \$25 administrative fee.
2. Notification of less than two (2) weeks and more than one (1) week before the rental date will result in a 50% refund.
3. If the Parks & Recreation Department is notified less than one (1) week prior to the rental date, no refund will be issued.
4. If the Parks & Recreation Department cancels your reservation, event, or game, you will be given a 100% refund, or the opportunity to reschedule.
5. Refunds will be made by credit card if payment was made with credit card, or via check. Please allow 21 days for refunds by check to be processed.