

**St. Maria Goretti Parish
112 Chestnut Street
Lynnfield, MA 01940**

***Policy on the Parish Field Usage
As of April 1, 2011***

The Town of Lynnfield provides a Certificate of Insurance and Hold Harmless agreement to the Archdiocese of Boston annually in July through the Pastor of St. Maria Goretti Parish.

The Town Recreation Commission will provide and update a contact name and telephone number to the pastor of St. Maria Goretti Parish.

St. Maria Goretti Parish will make the parish field available for town-sponsored activities.

Any town-sponsored group can use the field and lot so long as the group specifically provides evidence of town sponsorship and insurance coverage is current.

Any other not-for-profit groups may request use of the parish field so long as the group has the permission of the pastor and coordinates use with the Lynnfield Town Recreation Commission and provides a Certificate of Insurance and Hold Harmless agreement to the Archdiocese of Boston annually in July through the Pastor of St. Maria Goretti Parish. The request is made to the pastor.

Further considerations include the following:

- Neither parish staff nor the pastor schedule activities. Exceptions to this are at the discretion of the pastor and will be communicated to the contact from the Town Recreation Commission.
- Users understand that parish activities take priority over other groups using the property.
- Other groups may use parish property with the permission of the pastor and the mutual agreement of users. It is the responsibility of the users to negotiate sharing.
- The primary function of parish property is to serve the worship and service needs of the parish. Neither the field nor the parking lot is available for use before 9:00 am or after 3:00 pm on Saturday and before 2:00 pm on Sunday.
- Field availability is further limited by Holy Week and First Holy Communion Mass scheduling. It is the responsibility of users to contact the Town Recreation Commission to coordinate.
- Users with events on Saturday morning need to reconfirm the availability of the field and lot in the event of a funeral Mass by Noon of the previous Thursday.
- Users take responsibility for trash and the removal of food, drinks, and clothing at the end of each field use.
- Users from town groups may not sell food or beverage or use or serve alcohol on parish property.
- Damage to parish church, rectory, or any other parish property will be reported to the pastor or parish office immediately. Evidence of non-reported damage may result in withdrawal of permission to use parish property.
- Users understand that the parish has the right to withdraw permission to use parish property.
- Users will take care to drive carefully and responsibility on parish property.
- The pastor always reserves the right and responsibility to determine who uses parish property.
- The pastor always reserves the right to request that a scheduled event be moved to accommodate a parish event.
- The parish always reserves the right to revise or alter policies or guidelines on property usage.