

Orleans Conservation Trust Property Event Policy
Adopted at 1/24/23 Board Meeting

The Orleans Conservation Trust's (OCT) mission is to protect and restore natural lands — for people and wildlife, the health of our waters, and the character of our community.

A private nonprofit organization, the Trust acquires and manages land to enhance habitat, provides opportunities for learning and for enjoying nature, promotes sound conservation practices, and works with landowners who wish to conserve property.

OCT provides for the public use of some of our properties in accordance with our mission. The objective of this policy is to provide for the review and approval of events or uses sponsored by non-OCT groups on our properties. All non-OCT events on OCT property are subject to this policy, and events without OCT approval are prohibited. In addition to this policy, all use of OCT property is subject to OCT's Public Access Policy and Procedures (available at orleansconservationtrust.org/trust-documents) and must be in accordance with all local, state, and federal law.

1. **Limitations:** The following uses and activities are **prohibited** on OCT property:

- Consumption or use of alcohol, tobacco, or any other drugs
- Possession of firearms or any other weapons
- Structures, including, but not limited to tents, altars, stages, etc.
- Amplified sound or music
- Commercial activities

Any property used for an event must not obstruct continued public use of the property.

2. **Application form:** The OCT Property Event Application (Appendix A) must be received by OCT at least 45 days prior to the proposed event date to be considered.

3. **OCT review of applications:** OCT's Land Management Committee will coordinate with staff to ensure timely review of requests for an event/use. Applications will be evaluated to ensure that conservation values of the property are not threatened, any legal restrictions on the use of the property are respected, and that there are no other conflicts with the requested use. Specific items for review include, but are not limited to the following:

- a. Property's Land Management Plan
- b. Ecological values of the parcel or use area
- c. Location of the proposed use
- d. Duration of the proposed use
- e. Nature and intensity of the proposed use
- f. Number of people participating
- g. Plan for parking and access

4. **OCT Approval:** OCT has the authority to approve group use requests and impose conditions that it deems appropriate. Upon approval of event/activity, OCT will issue an authorization with conditions of use identified as necessary.

5. **Liability Waiver and Insurance:** All users of OCT properties enter the properties at their own risk. As part of the application, the applicant (the "Applicant") will sign a waiver which removes OCT from any claim of liability for injuries that may result from the proposed use/event. Unless waived in writing by OCT, the Applicant shall obtain and maintain adequate property liability insurance and automobile insurance to protect against loss, damage, or any other liability claims relating to or arising out of the event. At OCT's request, such policy shall name the OCT as an additional insured party and the Applicant shall provide OCT with a certificate of insurance evidencing such liability coverage at least ten (10) days prior to the event.
6. **Indemnity:** The Applicant agrees to defend, indemnify, and hold harmless OCT, its officers, employees, and agents from all losses, expenses, and costs, including attorney's fees, and from all suits, actions, and claims of any character brought because of injuries received or damages sustained by any person, persons, or property relating to or arising out of the event.
7. **Membership requirement:** OCT exists only through the generosity of community members. We require that the event organizers be members of OCT contributing at least \$500 in the year of the event. We hope event organizers and participants will continue to support OCT's work for the benefit of the community.
8. **Use of the property:** Approved users of OCT properties must obtain any and all town permits that may be required for their use of the property and OCT has no responsibility to do so. Users are expected to respect the natural conditions of the property, to pick up and remove all trash and recyclables, and to respect other members of the public who may be using the property. The site should be left in the same condition as prior to the event or use.

OCT is a small organization and providing our properties for events is not a significant part of our work. Therefore, OCT will likely not have staff present for events, and users should be prepared to solve any problems that arise without the aid of OCT staff. Please note that no OCT properties are serviced with utilities or are equipped with sanitary facilities, and members of the public are prohibited from using power generating equipment, fires, or grills on OCT property.

OCT may require immediate termination of any events if the event is found to be inconsistent with this policy or the approved application.

Appendix A
Orleans Conservation Trust Property Event Application Form

This application form is part of the OCT Property Event Policy. If you have not reviewed that policy, please start there. This application must be received at least 45 days prior to the planned event in order to be considered.

Contact: _____

Organization (if applicable): _____

Address: _____

Phone: _____ Email: _____

Date of Event: _____ Time of Event: _____

(Please include time needed for set up/clean up)

Desired Location: _____

(Please include property and specific location, and please know that any property used for an event will remain open for public use.)

Description of Event (please include any equipment that will be set up and describe the nature of the planned use):

Number of Attendees: _____

Number of Vehicles/Plan for accessing the property:

Is the event open to the public? ☐ Yes ☐ No

Is there a fee to attend the event? ☐ Yes ☐ No

Does your group have Liability Insurance? ☐ Yes ☐ No ☐ Not Applicable

Please Read Before Signing

I/We freely assume all risks associated with using ORLEANS CONSERVATION TRUST (OCT) property, acknowledging that hazardous conditions, which may be latent, may exist. I/We hereby waive and release any and all claims that I, my heirs, successors, or assigns may have against OCT, its trustees, officers, agents, or employees or any affiliated organization or individual for any injuries or damage in any way related to my organization and participation in any event on OCT property.

I/We agree to respect the natural conditions of the property, to not harm vegetation, and to pick up and remove all trash and recyclables. Further, I/we agree to indemnify and hold harmless OCT, its trustees, officers, agents, and employees and any affiliated organization or individual against any claims, loss, damages, or costs from any claims, demands, or actions that may subsequently be brought for injuries or damages arising out of or in any way related to my/our actions or omissions at the planned event.

Signature

Date

Name Printed

Organization (as applicable)