



80 Carby Street Westwood, MA 02090 phone: 781-326-1770 fax: 781-326-0676 www.HaleReservation.org

Policies and Guidelines for Rental Groups and Programs at Hale Reservation

We are pleased you have decided to hold your event at Hale Reservation. The following policies and guidelines have been developed to ensure a safe and pleasant visit.

The following is a list of Hale Reservation wide policies:

1. In the event of an emergency dial 911. Contact Hale Reservation personnel as soon as possible.
2. The front gate is open to the public from 7:00 am until dusk or 8:00 pm. For overnight groups, please insure all arrivals and departures fall within these hours.
3. In the event of an intruder or unauthorized persons at your site contact Hale Reservation or dial 911 for emergency services.
4. Any incidents or accidents must be reported to Hale Reservation and a report completed.
5. The use of alcoholic beverages and illegal drugs is prohibited. No weapons of any kind are allowed.
6. Swimming, boating, and use of the challenge course are not permitted unless supervised by Hale staff.
7. All groups with children must have a minimum of 2 adults and are advised to comply with the following adult/child ratios. Exceptions are made for approved volunteer service programs.
8. The designated group leader is responsible for providing qualified group supervision and conducting appropriate background checks.
9. Vehicles must not exceed **15 mph** while driving on the Reservation.
10. All parking is confined to the designated lots. No blocking of roads, trails, or gates.
11. Private boats and other watercraft are prohibited on Hale Reservation ponds.
12. Pets are not allowed at any group rental.
13. All users are required to pick up or pack out any trash and litter and practice “No Trace “camping.
14. All plants and wildlife are protected. The removal or disturbance of any plant or wildlife is prohibited.
15. Use only existing fire pits for camp fires.
16. Firearms or fireworks of any kind are not permitted on the Reservation.



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The following is a list of guidelines specific to your visit:

1. First Aid and CPR: All user groups are responsible for providing first aid, emergency services, and emergency transportation.
2. Overnight User Groups: Adult and youth user groups should provide at least one adult with CPR and First Aid certification. Groups must provide appropriate first aid supplies and medications and should be prepared to provide the following information:
 - Participant names, addresses, and emergency contacts.
 - Participant special medical needs, allergies, or activity restrictions for minors.
 - Authorization to seek emergency treatment.
3. A staff member will check your group in, provide a safety orientation, and answer any questions you may have about your stay at Hale Reservation.
4. It is important to dress ‘weather appropriate’. Guests are advised to wear sturdy comfortable shoes.
5. Event set up and clean up is to be completed during the scheduled event period. Deliveries or catering set-up must be arranged with the Hale office.
6. Please abide by the following rules:
 - Smoking is prohibited in all Reservation buildings and near any youth or child.
 - Nailing, tacking, stapling, or glitter and glue are not permitted in or on any building or property.
 - Popcorn machines or cooking and heating devices may not be used indoors.
 - No open flames, bottled gas or barbecue grills are permitted indoors.
7. User groups do not normally have access to a phone at Hale Reservation. Groups must make arrangements for communication while visiting Hale Reservation. Our office is open Monday through Friday, 9am – 5pm.
8. Liability:
 - All groups are required to sign a Facility Rental and Program Agreement and submit a current Certificate of Insurance showing General Liability, Workers Compensation, and Sexual Abuse and Molestation Coverage. Your insurance company can fax a copy of your Certificate of Insurance naming Hale Reservation, Inc. as an additionally insured for the duration of your visit. Our fax is 781-326-0676.
 - The applicant or organization using the building shall be responsible for any loss of equipment, breakage, or damage to equipment and physical property, including trees and plant materials on the grounds.
 - The rental party is solely responsible for the acts of its guests and others providing services for your event.
9. Hale Reservation may use photos taken during the event to appear in our brochures, videos, on our website or other promotional literature.
10. Amplification of sound must be approved by Hale Reservation. Please contact us regarding use of sound equipment including DJ’s, radios, or live music.
11. **Refund Policy for Deposits:** 25% of program cost is non-refundable unless cancellation is received 30 days prior to scheduled event.