



TRUSTEES PROPERTY SPECIAL USE AGREEMENT

Trustees Property: _____ Activity Date: _____

Area(s) of Property to be used: _____

Type of Activity: _____

Attendee count: _____ Vehicle count: _____

Start Time: _____ End Time: _____

Activity Host ("User"): _____ Email: _____ Phone: _____

Trustees Contact: _____ Email: infoachaskell@thetrustees.org Phone: 774-202-6483

A Trustees' Membership is required for those conducting special use events. Purchase your Membership at www.thetrustees.org/joinus and be sure to make note of the property where you will hold your event.

Trustees Membership #: _____

Use Fee	Other Fee	Total Fee	
\$	\$	\$	The Total Fee is due and payable to confirm your booking.

Please sign and return one copy of this agreement with your check made out to "The Trustees" for the deposit. Upon receipt, the above arrangements will be considered confirmed.

The Client agrees that no use of the Premises shall be made which is offensive or excessively noisy; nor shall any use be made which is contrary to any city, state or federal law, or regulations established by The Trustees generally for use of the property of which the Premises are a part.

No fake flowers or confetti allowed. This is considered littering on the property.

It is understood that this Agreement is subject to the terms and conditions contained in the attached Property Guidelines, and I acknowledge that I have read and agree to comply fully with such Guidelines.

Acknowledged agreed and authorized by Primary Contact/Client:

Date:

Acknowledged and agreed by The Trustees Representative:

Date:

Trustees Property Guidelines

The Trustees of Reservations is a member-supported nonprofit conservation organization that preserves, for public use and enjoyment, properties of exceptional scenic, historic, and ecological value in Massachusetts, and works to protect special places across the state. Certain Trustees properties may be used as sites for small private events or special use purposes. In order to provide the best possible experience and avoid conflicts with other visitors to the selected property, the following guidelines must be followed by the event host (“User”):

Property usage is permitted on a limited basis and is subject to public and private events taking place on any given day. Dates and times must be approved well in advance. Allow 5-7 days for approval.

1. The User must purchase a membership to The Trustees. Membership to The Trustees supports our mission and allows us to maintain our properties.
2. For certain properties, an additional fee may be required.
3. Special Use Activities are permitted during normal open hours at Trustees properties. Review www.thetrustees.org for details.
4. No more than 30 people may attend a special use activity, including any photographers.
5. The User is not entitled to exclusive use of the property, and the property will remain open to the public. Under no circumstances can the public be excluded from the use area. User’s activity may not interfere with the visitor experience.
6. The User, attendees, and any photographers shall park in the parking area designated for the location or locations selected. Parking anywhere but the designated area for the selected location is prohibited.
7. This agreement must always accompany the User during the activity.
8. Considerations for public safety and the protection of the structural and natural resources at the property take precedence over any of the User’s activities. The Trustees reserves the right to end the activity at any time.
9. The Trustees reserves the right to monitor all the User’s activities and prohibit any use that it deems to conflict with The Trustees operating policies, including but not limited to:
 - Drones are not permitted.
 - Littering is prohibited, and any materials brought in must be removed. Trash receptacles will not be available.
 - Cutting or removing vegetation is prohibited.
 - Roping off any area is not permitted.
 - Alcoholic beverages are not permitted at small private events on any Trustees property.
 - Dogs are not permitted, and user is responsible for reviewing the Trustees property regulations at www.thetrustees.org.
 - Indoor facilities may not be available for attendees.
10. Other requirements: _____

User shall be responsible for all the actions and activities of their party including all attendees and photographers . The User agrees to assume all liability for any property or personal damage resulting from their use of the property. **The User shall hold The Trustees harmless, and shall release The Trustees of all liability, for any loss, injury, damage, illness or expense as a result of or related to the use of the property.**

Please Submit to infoachaskell@thetrustees.org when complete.