

GUIDELINES & APPLICATION FOR USE OF THE HISTORIC HADLEY COMMON

The Common is a valued part of our community, and the Hadley Historical Commission encourages its use and enjoyment. In order to ensure that this special landscape endures for future generations, the HHC has developed the following guidelines for its use and management.

The policies below reflect the findings of *The Hadley West Street Common and Great Meadow: A Cultural Landscape Study* (2005), and the recommendations of the 2000 Massachusetts Department of Environmental Management report *Common Wealth: How to Protect the Heritage and Invest in the Future of Your Town Common*. The Hadley Common and adjacent Great Meadow together represent a remnant 17th-century agricultural landscape, retaining integrity of location, design, setting and feeling, features that merit special effort to preserve.

Physical features: The preservation of features associated with the site's suggested period of significance, 1659-1904, will take priority, and guide decision-making about management of this landscape. Features that contribute to the Common's historical integrity and will therefore be actively protected include:

- The relationship between the Common and the River
- Residential and agricultural land use
- Size and setback of structures
- Size, shape and arrangement of vegetation, especially the double row of trees
- Views to and from the Common, especially the top of Mount Holyoke

Features that do not contribute to the historical integrity of the Common include benches, trash receptacles, and the fountain and plantings near Rte. 9. In terms of the preservation of existing vegetation, the particular species of plantings will be deemed less important than their size, shape and arrangement; additional plantings of trees and shrubs that alter existing patterns of vegetation are prohibited.

For questions arising concerning specific features, the Select Board should consult the 2005 study cited above.

Some notable implications

- No addition of any permanent structures to the landscape, including recreational facilities, displays or signage, will be permitted. Permission may be granted for temporary announcements of community events; prior approval must be obtained from the Select Board.
- While residents along the Common will naturally have occasion to park vehicles on the Common from time to time, vehicles should not be parked on the Common itself on a regular basis. During special approved events parking on the Common may be acceptable according to the event's permitted parking plan. No permanent parking areas may be created on the Common itself or along West Street.

Events: Events will respect Hadley residents who live around the Common, and may not produce excessive noise, lights, or other disturbances. Events may not cause permanent alterations to or damage to the Common; the sponsoring group assumes responsibility for costs associated with any necessary repairs. Residents may seek permission to use the Common as a gathering spot for occasional Hadley community events; the following procedures will be followed:

1. The sponsoring group will complete and submit an application to the Select Board.
2. Applications will indicate the event's purpose, date and location, estimated number of attendees, and equipment needed. In addition to contact information for a liaison, the application will list individuals responsible for clean-up and parking/transportation.
3. The Select Board will consult with the Police Department to ensure safety, and determine whether/where to place parking areas, direct traffic, etc.
4. The Select Board and sponsoring group will make decisions about liability issues before permission is granted.

SUMMARY

Features that **do not** contribute to the protection and preservation of the Common:

1. Benches and trash receptacles.
2. Fountains and plantings including trees and shrubs.
3. Any permanent structure including, but not limited to memorials, monuments, recreational facilities, displays or signage.
4. Parking on the Common on a regular basis.
5. Permanent parking along West Street or on the Common.

Events:

1. Any formal or planned event must have the prior approval of the Select Board.
2. Events must respect residents and not produce excessive noise, lights or other disturbances.
3. Events may not alter or damage the Commons.
4. Any event must have a sponsoring group who must submit application to the Select Board to seek permission and must assume full responsibility for any needed repair after the event.
5. Applications will indicate purpose, date and exact location, estimated number of attendees, parking plans, any equipment needed and clean-up plans.

Signage:

1. No permanent signage will be allowed on the Common.
2. Temporary Signage for the announcement of community events may be granted through the permission of the Select Board. Applications must indicate the size, material and the exact message of the sign as well as the dates it will be erected and removed, and the exact location of the signage.

APPLICATION FOR USE OF THE WEST STREET TOWN COMMONS

Fee Schedule:
Hadley Res.: No Charge
Non- Profit: \$ 100.00
For Profit \$ 500.00
All Applicants must
make a \$500.00
refundable deposit.

Name of Event: _____

Hadley Resident: _____ YES _____ NO

Non- Profit (501c status): _____ YES _____ NO

For Profit: _____ YES _____ NO

Name of group: _____

Contact person: _____ Phone #: _____

What kind of event: _____

Date: _____ Time: _____ to _____

Purpose: _____

Location: _____

Estimated # of Attendees: _____

Signage: _____ Location: _____

Will you be charging admission? _____ YES _____ NO

Will there be alcohol served? _____ If, so will there be a charge? _____

Will there be any tents? _____ If so, how many and how large? _____

Will you be using a generator? _____ If so, how many? _____

Parking/Transportation plans: _____

Proposed Equipment: _____

Clean-up plans: _____

Person(s) responsible for clean-up: _____

(Include phone numbers) _____

***Please note that the failure to clean the Town Commons, will result in the forfeiture of your \$500.00 deposit.**

*Attach a copy of your insurance policy or liability binder indicating a minimum policy of \$1 Million Individual/\$3 Million Group, (if applicable) liquor liability of \$1 Million and auto liability of \$ 1 Million showing the Town of Hadley as additional co-insured.

*Worker's Compensation at statutory limits.

I have read, understand and will comply with all of the guidelines for use of the Hadley Historic Common, and any other special restrictions placed by the Hadley Police Department, Hadley Fire Department, Hadley Building Inspector, and the Hadley Select Board:

Signature of applicant

Date

Approved: ____ Denied: ____ by: _____
Hadley Police Department Date

Special Restrictions/Requirements: _____

Approved: ____ Denied: ____ by : _____
Hadley Fire Department Date

Special Restrictions/Requirements: _____

Approved: ____ Denied: ____ by: _____
Hadley Building Inspector Date

Special Restrictions/Requirements: _____

Approved: ____ Denied: ____ by: _____
Department of Public Works Director Date

Special Restrictions/Requirements: _____

Approved: ____ Denied: ____ by: _____
Chair, Hadley Select Board Date