

ITEM # 138-19 USE OF TOWN PROPERTY

Updated October 2, 2018



Town of Freeport
30 Main Street
FREEPORT, ME 04032
(207) 865-4743 FAX 865-0929

Request for Use of Town Property

Please note: All requests for groups/individuals to use town property\* need to be approved by the Town Council at a regularly scheduled Town Council meeting. Requests must be submitted two weeks prior to the Town Council Meeting in order to be placed on the Agenda (Please contact the Town Manager's office at 865-4743 x121 or check the Town's Website at www.freeportmaine.com for Town Council meeting schedule).

Day/Date(s) of Event \* See Attached Dates Location Leon Gorman Park

Arrival Time \*See Attached Times Time of Activity End Time

Name of Event Tinkergarten

Description of Event A small nature play class for young children and their parents focusing on exploring and learning outdoors.

List all activities & equipment/materials to be used on town property (food/retail sales, portable-potties, PA/sound equipment, tents, stages, etc.) Tinkergarten provides all materials needed for classes.

Materials consists of a blanket used for gathering, small pails/buckets for class use, a few books, baskets, bubbles, etc.

Please note that specific restrictions for Food Trucks exist under the Freeport Zoning Ordinance. Please contact the Planning Department (207-865-4743 x.107) for guidance regarding Food Trucks.

Description of Town Equipment or Personnel requested None

A Detailed Plan/Diagram of all event activities must be included with your request.

If event is anticipated to affect traffic in any way (e.g. road race) or number of participants is expected to exceed 250, a Special Event Permit from the Freeport Police Department is required.

Organization/Individual making request Tinkergarten on behalf of local leader Martha Chapman
Non-Profit Profit [checked]

Contact/Title Kerri Sheppard -- Tinkergarten Representative (Parks Liaison)

Address 9 1/2 Market Street Northampton, MA 01060

Day Phone (413) 397-2800 Cell Phone Martha: (860) 204-2700 Email parks@tinkergarten.com
Kerri: (301) 906 -4700



**Authorizing Authority Town Use Only**

Date received: \_\_\_\_\_

By: \_\_\_\_\_

Denied  Approved  Approved with conditions      Date notified: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

\*Tinkergarten Fall 2019 Class Dates & Times:

Local Leader: Martha Champan  
Park/Greenspace Requested: Leon Gorman Park

- Fall Classes:
- 09-11-2019 10:00am - 11:15am
  - 09-18-2019 10:00am - 11:15am
  - 09-25-2019 10:00am - 11:15am
  - 10-02-2019 10:00am - 11:15am
  - 10-09-2019 10:00am - 11:15am
  - 10-16-2019 10:00am - 11:15am
  - 10-23-2019 10:00am - 11:15am
  - 10-30-2019 10:00am - 11:15am



## WHAT IS TINKERGARTEN:

- **Vision:** Families will have access to high quality early learning, so their children will be ready to thrive, ready to learn and ready for anything.
- **Mission:** We are a technology-enabled network of educators who deliver play-based kids' classes outdoors in local parks and greenspaces. We support both child and adult as they develop critical learning skills and community culture around learning in nature.

## WHAT WE OFFER CHILDREN AND FAMILIES:

- Children build a connection to the natural world and a host of skills in all domains: physical, social/emotional and cognitive.
- Parents and caregivers bond with their children, learn about child development and how to support it, and make connections to their local parks.
- Our Leaders develop skills as educators and have the opportunity to earn income for their family and make a contribution to their communities.



## WHAT WE OFFER PARKS:

- We are fully insured and require no support from hosting locations
- Bring families with young children into the space, increasing community engagement and quality of life
- Teach stewardship and value for public lands
- Families use and value greenspaces more outside of class as a direct result of Tinkergarten—85% of families visit their park more often (+90% after 2+ seasons)

## OUR CLASSES:

- **No reserved space is required.** To run the program, we need only a small patch of outdoor space.
- **Our classes are small** (12 children max), aimed at children ages 18 months - 8 years.
- **They meet once a week** for about an hour, for 6 to 10 weeks each season. A parent or guardian stays with each child.
- We **offer free & paid classes.** Free community playgroups are held each season and families may enroll in a 6 to 10-week, season-long class
- Children stay with their adult, so we would **require no park staff** supervision
- We teach leave-no-trace principles and we make **no impact on the parks.**



## SAMPLE TINKERGARTEN CURRICULUM

The following is a list of the activities (lessons) we have scheduled for a sample Tinkergarten season. I've included the links to the parent or DIY version of each activity on our site to help you learn more about how the activity is conducted and why/how it supports child development.

We also included below a column for materials, we are very mindful of how we source, use, and restore resources in our classes. There may be some variations from the parent directions (small to significant) that we make for a group and/or for a park setting. We also leave no trace behind after our classes and teach the families to respect our local green spaces.

Activity name and link	Materials sourcing
<a href="#">Hunt the Wind</a>	Leader brings flags and rubber bands. Sticks are found on ground and returned.
<a href="#">Stone Soup</a>	Leader brings water, pots, spices and nature treasures to use in activity. All is cleaned up at end.
<a href="#">Frozen Treasure</a> (winter)	Leader brings ice gems and salt to use on the tarp. We collect back salt at the end (kids participate in clean up).
<a href="#">Make Music like Wee Wild Things</a>	Leaders bring a collection of pebbles and tree fruits. Kids find others on the ground if available.
<a href="#">What to Build</a>	Leader collects 2-4 sticks per child in advance of class to use in building. Sticks are returned.
Collecting Nature Treasures (e.g. <a href="#">Make a Bindle</a> )	Children engage in observing and collecting natural objects on the ground. Objects returned as found.
<a href="#">Going on a Bear Hunt</a>	Leader uses existing features in the green space and supplies additional "obstacles" as needed

Please feel free to reach out to us if you have any questions about this sample curriculum or the Tinkergarten program in general. We are so thrilled for the many and growing number of relationships with green space partners who help us bring this program to families.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Cody Group, Inc. 150 W 28th Street, Suite 301  New York NY 10001	<b>CONTACT NAME:</b> Melissa Rivera <b>PHONE (A/C. No. Ext):</b> (212) 641-0429 <b>E-MAIL ADDRESS:</b> melissa@codygroupny.com	<b>FAX (A/C. No):</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> (805) 751-8465 Tinkergarten  9 1/2 Market St  Northampton MA 01060	<b>INSURER A:</b> Travelers Casualty and Surety Co		19038
	<b>INSURER B:</b> General Star Indemnity		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**

CERTIFICATE NUMBER: Cert ID 2050

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			IYG423080A	03/11/2019	03/11/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			IYG423080A	03/11/2019	03/11/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			IXG423079A	03/11/2019	03/11/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability			106259730	03/12/2019	03/12/2020	Errors & Omissions Liability \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder and any entities listed below are included as additional insured with respects to General Liability as per signed written contract and/or agreement. Coverage is written on a primary and non-contributory basis. Waiver of Subrogation is included in favor of additional insured(s) as per signed written contract and/or agreement. Town of Freeport, ME 30 Main Street Freeport, ME 04032.

**CERTIFICATE HOLDER**

Town of Freeport, ME  
 30 Main Street  
 Freeport ME 04032

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)

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