

North Reading Parks & Recreation Department



Field & Facility Permit Policies Handbook

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Updated: 2/1/2010

Updated: 1/10/2011

Updated: 1/1/2012

North Reading Parks and Recreation reserves the right to update and revise the contents of this Field & Facility Permit Policies handbook at any time.

North Reading Parks & Recreation Department

Field & Facility Permit Policies Handbook

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Contact Information

North Reading Park & Recreation Department's Field & Facility Permit Policies handbook is available on-line at www.northreadingma.gov/NReadingMA_Recreation/permits or you can request a copy via e-mail at parkpermits@northreadingma.gov.

If you have any inquiries contact the Parks & Recreation Department at 978-357-5216.

| Parks & Recreation Department Staff | |
|---|-------------------|
| Parks Director | Marty Tilton |
| Recreation Director | Lynne Clemens |
| Operations Director | Maureen Stevens |
| Secretary | Sheila Sturdevant |
| Programmer | Maria Brown |
| Parks & Recreation Committee Officers | |
| Please refer to our website for current officers. | |

Other Contact Information

| | | |
|-------------------------------------|----------------------|--|
| HS Athletic Department | Dave Johnson | djohnson@north-reading.k12.us |
| School Permits (Indoor Use) | Maggie Dalton-Reilly | mdalton@north-reading.k12.ma.us |
| Board of Health (Health Permits) | Susan Doherty | 978-664-6042 sdoherty@northreadingma.gov |
| Police Department | Michael Murphy | 978-664-3131 |
| Fire Department | Bill Warnock | 978-664-3112 |
| Town Hall (Gym Permits) | Jacqui Studley | 978-664-6010 jstudley@northreadingma.gov |
| Attorney General's Office | Non-Profit & Charity | www.mass.gov |
| Internal Revenue Service | Tax Forms | www.irs.gov |

League Websites

| | |
|-----------------------|--|
| Basketball, Youth | www.nryb.net |
| Football, Youth | www.nrhornets.com |
| Hockey, Youth | www.nrsa.net |
| Little League | www.nrll.org |
| Lacrosse, Youth | www.nryll.org |
| Soccer, Youth | www.northreadingyouthsoccer.com |
| Softball, Adult Men's | www.freewebs.com/nrsoftball |
| Softball, Youth | www.northreadingsoftball.com |
| Volleyball, Youth | http://www.nryv.org/ |

Please be advised that the above information is subject to change.

North Reading Parks & Recreation

Mission Statement

The North Reading Parks and Recreation Department is committed to enhancing the quality of life for all North Reading Residents, by striving to provide the best recreational programming and park facilities possible. We operate year round to service programming through out its public facilities, playgrounds, parks and athletic fields offering a variety of recreational and athletic opportunities to the residents of North Reading and residents of the surrounding communities.

Our mission is to advance parks, recreation and environmental conservation efforts that enhance the quality of life for all people. Enhance the town potential by providing facilities, services and programs that meet the emotional, social and physical needs. Promote individual and community wellness that enhances the quality of life for all citizens. Promote cultural understanding, economic development, family public health and safety by working in coalitions and partnerships with allied organizations.

Definitions

Organization, Group or League Permit

Two or more individuals regularly meeting at a field or facility shall constitute organized use of a field or facility and is required to obtain a permit from the North Reading Parks & Recreation Department. Permit fees will be charged pursuant to our Fee Structure (fee structure is subject to change at any time).

Single Use Permit

A private citizen or organization requesting exclusive use for a one-time one-day event only.

Casual Use

North Reading parks, fields and facilities are public property and may not necessarily require a permit for use, however, use authorized by a permit will **always** take precedence over casual use of town owned parks, fields and facilities.

Residency

Currently living in North Reading
Currently employed in North Reading
Graduate of North Reading High School
Graduate of a Private High School while living in North Reading

Grievance Policy

Stage 1: If a grievance is received by the North Reading Parks & Recreation Department, we will advise the person filing the grievance to contact the appropriate organization, league or group for a resolution.

Stage 2: If the person filing the grievance does not receive a response within seven days, they should notify North Reading Parks & Recreation Department and request a follow-up on their grievance issue. We reserve the right to contact the organization, league or group to research the grievance and respond to the grievant.

North Reading Parks & Recreation

Permit Priority Tiers

Tier 1 Priority Use:

- North Reading Parks & Recreation Department Sponsored Programs and Events
- North Reading Public School Department Use:
 - High School sanctioned athletic teams (soccer, softball, lacrosse, baseball, football, field hockey, tennis, basketball, ultimate Frisbee, volleyball, cheering and track & field) games and practices.

Tier 2 Priority Use:

- North Reading Youth Sports Organizations
 - Little League, Youth Soccer, Youth Lacrosse, Youth Softball, Youth Field Hockey, Youth Basketball, Youth Football/Cheering

Tier 3 Priority Use:

- North Reading Adult Leagues
 - Teams with 60% or more participants who fit our residency definition.

Tier 4 Priority Use:

- North Reading Tournament Leagues
 - Teams with 60% or more participants who fit our residency definition.

Tier 5 Priority Use:

- North Reading Town Departments (i.e. Town Administration, Elderly Services, NR Youth Services, Police Dept, etc)

Tier 6 Priority use:

- North Reading organizations, businesses, groups, teams and single use permits
- Non-resident organizations, businesses, groups, teams and single use permits

Note: If two requests are placed at the same time for a permit, priority will be given to the North Reading applicants. Verification of residency may be requested to ensure fair priority issuance.

When two or more permit holders are applying for the same park, field or facility, priority will be given to the traditional sport in season.

- Fall: Football, Soccer, Field Hockey, Little League, Volleyball, Cheering
- Winter: Basketball, Cheering
- Spring: Soccer, Softball, Baseball, Lacrosse, Ultimate Frisbee, Tennis
- Summer: Baseball, Softball, Soccer

Permits will not be issued due to the following conditions:

- There is scheduled maintenance, restoration, improvements or hazardous conditions.
- The Parks Director has not formally opened the parks, fields or facilities for the season.
- Due to inclement weather or flooding

Factors that assist in the decision to grant a permit:

- Past history of the permit applicant with North Reading Parks & Recreation.
- Past history of the permit applicant being a good neighbor to the surrounding community.
- Past history of the permit applicant complying with town, state, league and North Reading Parks & Recreation's policies.

Any group, organization, league or individual using parks, fields or facilities without an authorized permit risk disciplinary action by the Parks & Recreation Department and may lose the privilege of future use. Permits are not guaranteed from season to season.

North Reading Parks & Recreation

FEE STRUCTURE

LEAGUE USER FEES

| Field Usage | League/Team | User Fee |
|--|-------------------------------|---------------------------------|
| Sports Fields | North Reading Leagues & Teams | \$45 per participant/per season |
| Town Hall Gymnasium | Youth Basketball | \$15 per participant/per season |
| *North Reading Recognized Leagues & Teams: Youth Softball, Youth Soccer, Youth Football & Cheering, Little League, Youth Lacrosse, Youth Basketball, Youth Field Hockey, Mens Softball, | | |

ARTIFICIAL TURF FIELD

| Field Usage | Applicant | Rental Fee |
|----------------------------|--|---------------------------------|
| Sports Fields (Artificial) | North Reading Leagues, Teams, Schools. Municipal & Residents | \$100 per hour (2 hour minimum) |
| Sports Fields (Artificial) | Non-resident, Commercial & Other | \$125 per hour (2 hour minimum) |

FIELD LIGHTS

| Field Usage | Type | Rental Fee |
|---------------------------|--------------------|--------------------------------|
| Sports Fields (Natural) | Permanent Lighting | \$25 per hour (2 hour minimum) |
| Sports Fields (Natural) | Portable Lighting | \$50 per hour (2 hour minimum) |
| Sports Field (Artificial) | Stadium Lighting | \$50 per hour (2 hour minimum) |

OTHER FEES

| | | |
|------------------------|---|--|
| Concession Stand Use | Food, drink and supply products provided by applicant. Use is for structure, cooking and refrigeration appliances. . | \$100 per 3 hour use Use requires authorization Of the Parks Director. |
| Press Box (Turf Field) | Includes the access to the press box and roof top deck and wireless sound system. | \$150 per 3 hour use Use requires authorization Of the Parks Director. |
| Maintenance Detail | For uses and events a maintenance fee may be assessed to monitor crowd, parking, trash and facility. Projected attendance will determine the number of employees needed for use/event. | 4 Hour Minimum/Per Staff Rates will be based on current rate of staff pay at time of event. |
| Police Detail | For uses and events that may deem a hazard, traffic nuisance or public safety concern. | Rates will be based on current rate of police detail pay at time of event. |

NOTES:

- Season is defined as same people on same team for a period of time.
- Season standard is approximately 6-10 weeks.
- All-star games may be considered as part of season.
- Play-off games may be considered as part of season.
- League user fees scholarships (for financial need) that are waived by a North Reading recognized league or team, do so at their discretion. The scholarship waivers must be reported for a North Reading Parks & Recreation credit of no more than 5 per season.
- All rates are subject to change without notice.

Condition, Terms & Limitations of Permit

All permits issued by the North Reading Parks & Recreation Department are also subject to conditions, terms and limitations as defined by federal and state laws, league or group bylaws, league divisions, town ordinances, and the North Reading Parks & Recreation Policy and Procedures Handbook. Violations are subject to our disciplinary policy.

- **HOURS** - North Reading parks and fields are open from 8AM to 8PM unless otherwise stated or authorized by the Parks Director.
- **PARKING/ENTRANCE** - Allowed only in designated areas and vehicles must not block access to entrances. If it is necessary for a permit applicant to use a vehicle to transport items to a field or park area, they must notify at permit application this need and if approved, will be given a *vehicle permit*. This permit is assessed an additional fee. Vehicles are for transportation purposes only and must be returned to the general parking lot after unloading of your vehicle. No vehicles may be driven on any field except under strict Parks & Recreation staff supervision.
- **DAMAGES** - Damages caused by aggressive or negligent use to a park, playground structure, athletic facility, field, or park equipment of any kind will be assessed 100% of the cost to correct, replace and repair to the offender.
- **MAINTENANCE AND UPKEEP**
Do not apply any chemical, fertilizer, herbicide or pesticide to parks or fields.
The permit applicant, organization, league or group is not allowed to perform any maintenance or upkeep on any fields/grounds/facilities without prior specific approval from the Parks Director. Lining of the fields is the responsibility of the each league. The Parks Director should approve lining layout prior to the application of lines.
The North Reading Parks & Recreation Department reserves the right to require a police detail for a permit applicant depending on the size of the event. The cost for any required police detail will be the responsibility of the permit applicant.
The permit applicant, organization, league or group is responsible to make sure that all trash is properly disposed into trash or recycling receptacles. If after an event, activity or game it is found that additional clean-up is necessary, the applicant will be charged.
All signs of advertisement are prohibited without written approval from the Town of North Reading.
- **EVENTS**
The North Reading Parks & Recreation Department reserves the right to require additional Parks & Recreation Department staff to monitor or supervise an event. The cost for the required staff will be the responsibility of the permit applicant.
If the permit applicant, organization, league or group requires equipment set up prior to an event or broken down after an event, then they are responsible for the additional cost to pay the staff. (i.e. tents, grills, play equipment, sound systems, etc.).
The Parks Director must approve equipment of any kind being used or brought into the fields/facilities prior to event. The Director has the right of refusal of any and all outside equipment being used on Parks & Recreations fields/facilities.
The permitted organization is responsible for any additional portable toilets costs.
No events or activities will be permitted that are considered likely to damage fields, irrigation system or resources.

EVENTS

Charcoal grills are not allowed at any park with the exception of Clarke Park. Clarke Park has a resident charcoal grill that may be used by permit holders only. Permit applicants must request the use of their gas grills during their permitted time. All risks of the gas grills are the sole responsibility of the permit applicant.

The permitted organization, league or group must acquire special approval for the playing of live music in or at any field/facility.

If the permitted organization, league or group is serving food, it is their responsibility to obtain any necessary Board of Health permits prior to event.

NO fundraising activities may be conducted at the fields/facilities, no admission is to be charged, and no tickets will be sold, no raffles, no collections taken or items sold without notification and approval of the Parks Director prior to event. If approved, it will be the responsibility of the permit applicant to file or obtain the necessary permits or tax reports.

No food carts or food vendors are allowed within any North Reading Parks facilities without prior approval and permits issued by North Reading Parks & Recreation Department.

No possession or consumption of alcohol or smoking is allowed within any public park, playground or athletic facility.

➤ CONDUCT

Conduct unbecoming or illegal of an individual, group or team, such as, but not limited to, foul language, public urination, illegal drug use, smoking, alcohol consumption or considered to be a public nuisance will be reported to the proper authorities and will be subject to penalties of such actions and asked to leave .

Direct and insubordinate disobedience of a Park Director directive will result in immediate revocation of a parks permit.

The Parks & Recreation Department personnel reserve the right to enter all fields, parks and facilities at any time during any and all use for observation of activities.

Some events and activities may require the applicant to obtain general liability insurance.

When required, the insurance coverage must include a minimum limit of \$1,000,000 per incident coverage and \$2,000,000 aggregate general liability coverage. If required, policy must be received prior to dates of use and before permit issuance.

Any unauthorized vehicles parked found to be parked in unauthorized areas without approval will be cited and towed at the vehicle owner's expense.

Any revocation of a permit due to disciplinary action will not receive a refund.

➤ COMMUNICATION

The permit applicant should have an original copy of the permit on their designated person at the event(s) and be able to produce permit at any requested time by the North Reading Parks & Recreation staff, Police or DPW Departments.

The designated contact person or secondary person should make all communications to the North Reading Parks & Recreation Department.

Permit applicant is responsible for informing all of the League Board members, general members, coaches, assistants, volunteers, parents/guardians and players of ALL rules, regulations, conditions, terms and limitations regarding use and conduct on the fields/facilities as defined in this handbook.

If a permitted event **is not held** due to unforeseen conditions the permit contact person **MUST** contact North Reading Parks & Recreation Dept. immediately.

If the permit holder is not going to use a field/facility, the unused dates and times may not be assigned or transferred. These dates and times must be made aware to the North Reading Parks & Recreation Department immediately.

➤ **TURF FIELD AND TRACK SPECIFIC CONDITIONS:**

No food products, gum, chewing tobacco, sunflower seeds or flavored drinks are allowed on the track or turf field. ONLY plain water is allowed.

Cleats may **not** be worn on track surface. Participants should cross track on rubber mats provided.

No water balloons or egg toss games are permitted on the turf field or track areas.

All practices require prior authorization from the Parks & Recreation Department.

No uses of the press box, stadium lighting, wireless sound system or concession without prior consent of the Parks Director.

All other conditions within **General Conditions, Terms & Limitations** if applicable, are also considered part of the Turf Field policies.

➤ **RAIN/WET CONDITIONS POLICY**

The North Reading Parks and Recreation Dept. reserves the right to close any field or park facility due to inclement weather or safety conditions. Should this situation occur, a suitable alternative date would be provided or funds would be refunded. If your rental date is rained out, please call the Parks & Recreation office to make other arrangements..

Playability test after rainy conditions. If there are puddles on the fields and/or step on any portion of the field and if water squishes out from under your shoe, the field is closed with no game play and/or practice. Playing on wet fields poses a safety hazard and causes severe field damage. **There is no sports field use on grass field during rainy conditions..**

➤ **OTHER CONDITIONS**

North Reading Parks & Recreation reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this handbook.

No pets are allowed on any athletic field whether grass and artificial turf.

➤ **CANCELLATION & REFUND POLICY**

North Reading Parks & Recreation Department is a self-supporting Department. Our department does not receive any funding from the Town budget for services, supplies, capital equipment and improvements and most personnel. Therefore, this policy is set to discourage last minute cancellations. Our goal is to offer the most reasonable prices while maintaining the best athletic fields and parks in the greater area. We will not refund short notice cancellations that are no fault of this department or inclement weather that is not considered detrimental to the rental.

1) It is the applicant's responsibility to make written/e-mail notification of a request to cancel to the Parks Department.

2) Cancellation of single use rentals must be made a minimum of seven (7) days in advance to receive a refund less any cancellation fees.

3) Cancellations of seasonal field rentals reserved by a sports league/team/group must be made before March 15th for Spring or Summer or July 15th for Fall to receive a refund less any cancellation fees.

4) A cancellation fee of:

\$25 will be assessed to any permit application under \$200

\$50 will be assessed to any permit application over \$200.

North Reading Parks & Recreation

Disciplinary Actions/Policy

1. Verbal warning to permit applicant.
2. Written warning to permit applicant.
3. Permit suspension.
4. Permit revocation.
 - Any individual and those governed within a league, team or group who has violated our policies, we reserve the right to ban said individual from our parks, fields and facilities.
 - If a league, team or group does not follow their by-laws or disciplinary actions, we reserve the right to revoke their permit.

North Reading Parks & Recreation

Seasonal Permit Application Due Dates

| Season | Season Term* | Due Date | Permit Issued |
|--------|----------------|---------------------------|--------------------------|
| Spring | 4/1 thru 6/19 | February 15 th | April 1 st |
| Summer | 6/20 thru 8/31 | May 15 th | June 1 st |
| Fall | 9/1 thru 11/30 | July 15 th | August 1 st |
| Winter | 12/1 thru 3/31 | October 15 th | November 1 st |

***Dates are subject to change due to weather and field conditions.**

- **Permit applications must be submitted with fees due, game schedule, playoff schedule and any special dates that require Parks Director attention or authorization.**
- A permit application that is received after the due date will be subject to consideration on a first-come, first-serve basis and availability.
- Once a permit has been issued, the permit is no longer subject to the Priority Tiers as its priority was established based on the application date.
- A permit is only valid for the permit applicant and the use to which it was applied and therefore cannot be transferred.
- North Reading Youth Leagues recognized by North Reading Parks & Recreation are subject to a per-registered participant fee.
- Tournaments are subject to rental rates.

Inclement Weather Policy

Any decision to cancel a permitted activity is made by the Parks Director. Information about playing fields and facilities conditions due to unfavorable weather should check our website (www.northreadingma.gov). The Parks Director may allow decisions to cancel league games after 4PM on weekdays or weekends to appointed league liaisons.

Organizations, leagues, groups or persons are not allowed to practice nor have a game on any field if there is standing water or is slippery or during a thunder, lightening, hail or snow storm. A field should not be shoveled to clear snow, ice or water in order to use field with Parks Director approval. Any damage resulting to a park or field because an organization, league, group or other permit holder did not comply with conditions will be held responsible for all repairs and costs associated with repairs and will be subject to our disciplinary policy.

If a permit holder cannot utilize their permit due to inclement weather, the permit holder must contact North Reading Parks & Recreation the day of the permit date. Should the office be closed, you must leave a message of the inability to utilize their permit. Once the call or message is received, a make-up will be offered, based on availability. Single use permits may be offered a refund if a suitable make-up date is not possible.

All requests for make-up games should be directed to parkpermits@northreadingma.gov.

Permit Application Required Documentation

Required by the seasonal due date:

- 1) Permit application.
- 2) A roster including the names and addresses of all registered participants as of permit application date.
- 3) Payment of \$45 per registered participant for all participants included on the roster submitted with application.
- 4) Schedule of games and tournaments including times for the fields requested.
- 5) List of current Board of Directors (with Titles) and Field Manager including e-mail and cell phone information.
- 6) Confirmation in writing by the League/Organization President that CORI checks have been completed on all coaches, volunteers or anyone involved with children less than 18 years old.
- 7) Copy of the Comm. Of Mass Attorney General – Certificate of Solicitation.
- 8) Copy of most recent IRS Form 990/990-EZ.
- 9) Copy of by-laws, code of conduct and disciplinary guidelines.
- 10) Copy of a Certificate of Insurance General Liability naming the Town of North Reading as additionally insured party for a minimum of \$1,000,000 per incident coverage and \$2,000,000 aggregate general liability coverage.
- 11) Copy of the signed North Reading Parks & Recreation Indemnity Clause & Disclaimer by League President.

The above must be submitted in order for the application to be processed. If you are not a 501(c)3 group, you must submit a financial statement in lieu of Item #8. If you have contact and by-law information on your website, you do not have to submit #5 and #9.

Required Within Two Weeks after Final League Deadline:

- A final roster including the names and address of all registered participants as of the date that the league **will no longer** accept registrations.
- Payment of \$45 per registered participant for the difference between the payment made at permit application and the total due based on the final roster submitted.

Any league or organization not disclosing the final rosters and payment will be subject to our disciplinary policy.

LATE CHARGES:

A late fee of 1.5% per month will be assessed to a league for user fees not paid by the outlined due dates. The 1.5% late fee will be based on the prior year user fee payment.

Any league or organization not disclosing the final rosters and payment will be subject to our disciplinary policy.

Permit Application Procedure

1. All applicants must be at least 18 years of age to apply for a permit with the Parks & Recreation Department. The applicant or authorized representative (league official or coach) must be present throughout the entire use of the rental.
2. The first step in reserving any facility (park or athletic field) is to make a request. Requests should be made in writing through the Parks & Recreation Department (Town Hall). You can e-mail (parkpermits@northreadingma.gov), fax (978-664-8061), mail (Parks Department, 235 North Street, North Reading, MA 01864) or bring to the Parks & Recreation Department (Attn: Maureen Stevens). Applications can be found on our website (www.northreadingma.gov/recreation) on the Forms link.
3. Applications that have been received previously are not automatically renewed and there is no guarantee year to year for field availability.
4. Permits will not be issued without a payment and any documentation required or directives issued. No use may commence without a permit.
5. With increasing demands for use of athletic fields and park uses, the Parks and Recreation Department may not be able to accommodate every application or request. Therefore, the Parks & Recreation Department reserves the right to use its priority system and discretion when issuing permits.



North Reading Parks & Recreation Department

235 North Street, North Reading, MA 01864

parkpermits@northreadingma.gov

Office: (978) 357-5216 Fax: (978) 664-8061

PERMIT APPLICATION

| | |
|-----------------------------------|------------------------|
| League/Team Name or Company Name: | League/Team President: |
| Applicant Name: | Address: |
| E-mail: | Phone #: |
| Work #: | Cell #: |

Type of Activity: Little League Baseball Softball Lacrosse Basketball
 Youth Field Hockey Football Frisbee Soccer Cheering
 Adult Fundraiser Other _____

Other Activity: Music Catering Concession Admission Fee Animals
 Tents Inflatable Toys Electrical Usage Grilles Vehicle
 Police Detail

**ARTIFICIAL
TURF FIELD &
TRACK REQUESTS**

Sound System Press Box Concession Maintenance Detail
 Track Equipment

REQUESTED FIELDS/PARKS/AREAS

(Note – Enter Time Needed in From & To Format; i.e. 9A to 12P)

| Field/Area Name | Start Date | End Date | Sun Time | Mon Time | Tue Time | Wed Time | Thu Time | Fri Time | Sat Time |
|-----------------|------------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

- Fees must be paid in order for a permit to be issued.
- It is understood and agreed that the permit applicant will abide by the policies set forth in North Reading Parks & Recreations Policies and Procedures Handbook or permit applicant, league, group or team may be subject to permit revocation.

SIGNATURE: _____ **DATE:** _____

| | |
|------------------------|---|
| <u>Office use only</u> | |
| Date Approved: _____ | Approved By: _____ Park Director Approval _____ |
| Date Paid: _____ | Amount Paid: _____ Permit Number Issued: _____ |

