

Newton Parks & Recreation Commission
Playing Field and Related Facility Permit Policy

The City of Newton (the “City”), through authority granted to its Parks and Recreation Department (“P&R”), hereby adopts the following policy concerning the use of the City’s playing fields and related facilities.

Permitted Uses of Fields:

- Organized or regular use of the City’s playing fields by groups shall require a permit.
- The Department must receive completed applications no later than March 1 of each year for spring and summer reservations, and no later than August 1 for fall reservations. Reservation attempts past deadlines will be filled on an as available basis.
- No action will be taken on incomplete applications
- Given the Department priority for School/Recreation/Youth Sports. Citywide Athletics may require adult leagues to modify their seasons. The following Sports will normally be given priority during respective seasons as follows:
 - Baseball: First full week of March through the second weekend in August
 - Softball: The second Monday in March through the second weekend in August Recreation Department Sponsored Leagues which may be in playoffs.
 - Football: First Monday in September through the third weekend in November
 - Rugby: First Monday in September through the third weekend in November
 - Soccer First Monday in September through the third weekend in November
 - Soccer may be scheduled in spring on fields already allocated to Spring Soccer
 - Ultimate Frisbee: First Monday following Father’s day through second weekend in August
- When two or more applicants are on an equal footing and applying for the same space, priority will be given to the traditional in season sport, outlined as follows:
 - Fall Season – Football, Field Hockey, Soccer
 - Spring Season – Baseball, Softball, and Lacrosse
 - Summer Season – Baseball, Softball, Frisbee
- Allocations will be based on availability, scheduled renovations and turf control measures implemented by Parks and Recreation). The Department will manage use of athletic facilities with consideration of impacts on field conditions and neighbors The expectations of the department is that field users will conduct themselves in a manner appropriate to activity and the field location as well as other applicable laws and regulations.
- In addition to the tier, “which will be issued pursuant to the priority tier system and other factors as described below that a permit holder falls into. Consideration will be given to a Newton Based Sports Organization (hereinafter referred to as NBSO) that has been a permit holder at a site in past. As a general rule, a permit will be renewed provided the holder has conducted themselves in accordance with the conditions described in this policy, and have completed their application by the deadline for submission. Items that will weigh in final decisions will be the past history an organization has developed with P&R, length of time an organization has been at a particular site, how good a neighbor the NBSO has been to the surrounding neighborhood (i.e. parking, no alcohol use), condition the field is left in after user is finished for the evening (i.e. trash) and the ability of the group to conform to the rules and regulations of the Parks and Recreation Commission.
- Other than Tier 1 & 2, applicants that request a second field during a session will only be considered for a second site based on availability after the deadline for session permit issue. In general we only have space for non-tier 1 or 2 applicant to have one field per session.
- Applicant or the responsible adult who is designated on the permit for the applicant shall be present at all times a Field issued to them is in use. The Permittee must have his/her permit in their possession at all times
- Re-Allocation or subletting of fields by a permit holder is strictly prohibited. If permitted fields are going unused, the unused dates and times may not be assigned to non-permitted users and are to be turned back to P&R for allocation to other users.
- Unless specifically stated it is understood that the function/activity to be held is not a fundraiser, that no admission is to be charged, that no tickets will be sold or collections taken and that no items will be sold.
- Groups conducting a fundraising activity must participate in the fundraising/special permitting process associated with special activities of its type.
- **Any violation of such permit’s terms, conditions and/or limitations shall be grounds for immediate revocation of such permit and denial of future applications for permits submitted by such team, group or organization.**

- If a permit is revoked for failure to abide strictly by its terms, conditions and/or limitations, there shall be no refund of the permit fee.
- By submitting an application, all applicants agree to conform to all City policies for playing fields and related facilities use.
- Even with a permit a group may not use a field that is too wet. P&R will maintain a “hot line” 617-796-1536 on which it will communicate whether a field has been closed because of wet or other conditions. It is the responsibility of the permit holder to determine, by calling this “hot line.” Whether the field has been closed.

Infractions:

- First Occurrence – Will cause a letter specifically listing the Department’s concerns to be mailed to the organization/permit holder
- Additional Occurrence – May result in the loss of scheduling privileges in increasing dimension based on the number and type of occurrences, including the cancellation of remaining season games and practice times.

Field Marking:

- The Newton Parks and Recreation Department marks fields consistent with in-season sports. We do not mark fields off season, we do provide contact information for groups wishing to hire a private contractor to mark fields and if you wish to mark yourself, we will be willing to mark one time for your organization to get the process started for you in the off season.

Tier 1 Priority Use:

- P&R-Sponsored Programs: First priority for use of any Field located on Newton Parks & Recreation Department Lands goes to P&R-sponsored leagues, camps and clinics and programs. This priority right supercedes rights under any permit previously issued by P&R, except where it may conflict with land owned by Newton Public Schools where each instance of priority will be granted on a case by case basis.
- School Department Use: First priority for use of any Field located on Newton Public School Land and/or related facility is given to City public school teams (e.g., soccer, baseball or football). This priority right supercedes rights under any permit previously issued by P&R, except where it may conflict with land owned by Parks and Recreation where each instance of priority will be granted on a case by case basis.

Tier 2 Priority Use:

- Newton-Based Sports Organizations, Newton Based Businesses, Private Schools & Groups of Residents with at least 95% residents: NBSO’s are city baseball leagues, softball leagues, youth soccer leagues, youth football leagues and adult teams that participate in City-recognized youth or adult sports organizations (“NBSO’s”).

Tier 3 Priority Use:

- NBSO’s and Newton Based Businesses, Private Schools & Groups of Residents with at least 60% residents. A team that participates in regional leagues will be considered provided that no fewer than sixty percent (60%) of the officially rostered members of such team (e.g., 6/10, 7/11, 8/12, 9/14, 10/16, 11/17, 12/18, etc...are residents of the City.

Tier 4 Use:

- NBSO’s, Newton Based Businesses or Groups over 25% Newton residents but less than 60%Newton Residents: Adult teams, groups and/or leagues will be considered provided that no fewer than twenty five percent (25%) of the officially rostered members of such team/group/league (e.g., 3/12, 4/16, 5/20, 5/14, 5/16, 5/17, 6/19, 6/21, are residents or employees of the City.

Tier 5 Use:

- Other Organizations: Newton Based Businesses, Adult teams, groups, leagues and/or businesses will be considered which are otherwise qualified but cannot meet the twenty five percent (25%) residency requirement. Such organizations will be accommodated on a case-by-case basis.

Tier 6 Use:

- Private clinics, camps, tournaments or other special uses shall not be eligible for a playing field and/or related facility use permit unless such use is sponsored by P&R, Newton Public Schools or on a case by case basis a recognized NBSO. Any playing field and/or related facility use permit issued for such use shall be subject in all instances to the terms, conditions and limitations of the City Department or agency's sponsorship, including permit priority.
- A certificate of Insurance naming the City of Newton as an additionally insured party for (Limits to be determined on a case by case basis after conferring with Newton City Solicitor)

Application Process:

- Permit applications are available from Parks and Recreation beginning the first business Monday in February.
- Sessions: (actual session uses will co-inside with weather conditions. If it looks wet, keep off)
 1. Session 1 approximately, April 1 through Father's day
 2. Session 2 approximately, Monday following Father's day through third Friday in August
 3. Session 3 approximately, fourth Monday in August through third Sunday in November.
- The completed application, together with all required fees and supporting materials, shall be filed with P&R or its designee. **No application will be reviewed until complete, all administrative fees paid and all supporting documentation (e.g., certified rosters, team schedules and practice schedules) is submitted!** If any part of the application is incomplete or missing, P&R shall take no action on such request.
- Even with a permit a group may not use a field that is too wet. P&R will maintain a "hot line" on which it will communicate whether a field has been closed because of wet or other conditions. It is the responsibility of the permit holder to determine, by calling this "hot line." Whether the field has been closed.
- No permit will be considered unless the following conditions are met at time of application:
 - a. Application is complete and signed.
 - b. The required documentation is attached, including a verified roster (with names, addresses and telephone numbers) demonstrating compliance with the foregoing residency requirement, roster is to be duly certified by the league or sponsoring organization in which such team participates.
 - c. Or such, other evidence demonstrating such compliance satisfactory to P&R. i.e. For NBSO's with many teams, P&R may accept the certification by the league of compliance with the residency requirement in lieu of individual rosters. Permits within this category may be issued for league-play and/or practice time.
 - d. Adult Organizations may submit copies of certified league rosters or copies of driver's license for all listed participants as evidence of residency compliance.
 - e. Administration fee for field permit accompanies application
- A schedule of permit fees is listed at the end of this document.
- The Athletic Director for the subject school (NNHS, 617-559-6222 – NSHS 617-559-6599, must approve an application including use of any Newton Public School Department High School Fields. Provisions for these approvals are made directly on the P&R application and must be received from correct A.D. prior to submittal of application.
- Requests for Tournaments or Clinics will be accepted beginning February 1 for the following year and will be accommodated on the basis of field availability after all other uses are provided for.
- Special Application process must be met for each tournament/clinic application, contact Tom Cahill 617-796-1500 for special permit application.
- All completed permits received by P&R on or before the seasonal (i.e., spring, summer and fall) deadline will be considered shortly following the seasonal deadline. Permits received after the seasonal deadline will be considered only if there remains playing field availability. Following is the timetable for timely submission of playing field and related facility use applications:

	Spring Season	Summer Season	Fall Season
Application Period Opens:	February 1	February 1	February 1
Applications Due:	March 1	March 1	August 1
Permits Issued:	March 22	June 7	August 18

- Once issued a permit, use of the playing fields and related facilities covered by such permit is strictly limited to the terms, conditions and limitations contained in such permit. Such terms and conditions shall include, without limitation, all applicable City ordinances and such further rules and regulations as may be promulgated and in effect from time to time by the City, P&R or any other agency having jurisdiction, for the use of City parks, playing fields and recreation facilities.
- **Any violation of such permit's terms, conditions and/or limitations shall be grounds for immediate revocation of such permit and denial of future applications for permits submitted by such team, group or organization.**
- If a permit is revoked for failure to abide strictly by its terms, conditions and/or limitations, there shall be no refund of the permit fee.
- The permit holder(s) must be in possession of the permit at the playing fields and/or related facility, and be prepared to produce the permit upon proper request by representatives of P&R, or its designees or field wardens, or any City official, including the police. Failure to produce a valid permit when requested is grounds for expulsion from the playing field or related facility, and such further action as P&R may determine to be appropriate under the circumstances.
- Appropriate notices will be posted and maintained by P&R at all affected playing fields and related facilities, which will read substantially as follows: "Field under renovation, please keep off" The Police Department shall enforce these use limitations.
- P&R will establish a playing fields' "hot-line" for use in communicating playing field and related facility conditions and other relevant information. Use of a field by a permit holder of a field closed because of wet or unfavorable conditions will be cause sufficient to revoke all permit use.
- Goals and other equipment ancillary to the use of City playing fields and/or related facilities may be made available. If made available,
 - (i) The permit holder may use such goals or other equipment but shall do so at its own risk,
 - (ii) The permit holder shall be responsible for using such goals and other equipment in accordance with such rules and regulations as P&R may establish from time to time, and
 - (iii) The permit holder shall be responsible for all damage or loss of such goals or other equipment resulting from its use.
 - (iv.) The permit holder is responsible to ensure that all ancillary equipment that is used, is returned to its original location on site and locked up after each use.
- In submitting an application for a permit under this policy, the applicant
 - (i) agrees that he/she/it will abide by the rules of the City, P&R and their representatives and designees;
 - (ii) Recognizing the possibility of physical injury associated with use of playing fields and related facilities, and in consideration for the City and P&R accepting his/her/its application for a playing field and related facility use permit, hereby releases, discharges and/or otherwise indemnifies the City, its several departments and agencies (including P&R), any sponsoring NBSO, and their respective officers, directors, coaches, committees, employees, attorneys and associated personnel, including the owner of playing fields, facilities and/or equipment utilized under, or in any way in connection with any field use permit which may be granted hereunder, of and from any claim, demand, action, cause of action, suit or liability arising as a result of the applicant's use of any City-owned playing field or related facility.

P&R reserves the rights:

- (i) to require evidence of adequate liability insurance (with such coverage and limits as the City may establish for this purpose from time to time) as a condition to the issuance of any playing field and/or related facility use permit,
- (ii) To have such insurance name the parties indemnified in the preceding paragraph named as additional insured and loss payees.
- (iii) Police details, where deemed necessary by P&R, may be required as a condition to any permit issued. The cost of such police detail shall be borne by the permit holder, at such rates as are in effect from time to time established by the Police Chief.
- (iv) To revoke permits issued for violation of Policy, City Ordinance or Parks and Recreation Rules and Regulations.

The amount of time scheduled and allowed for games shall be as follows:

- | | |
|---------------------------------|-----------|
| • Baseball (90 ft. bases) | 3 hours |
| • Baseball (60 ft. bases) | 2 hours |
| • Slo-pitch Softball and T-Ball | 1.5 hours |
| • Fast-pitch Softball | 2 hours |
| • Youth Soccer | 1.5 hours |
| • Adult Soccer | 2 hours |
| • Rugby | 1.5 hours |
| • Ultimate Frisbee | 2 hours |
| • Flag Football | 1.5 hours |
| • All other sports | 1.5 hours |

ACKNOWLEDGEMENT OF RECEIPT OF POLICY

The undersigned, an applicant of a playing field and/or related facilities use permit, acknowledges that the undersigned has received and read a copy of the "City of Newton Playing Field and Related Facility Permit Policy and Administration", and understands and will fully abide by the terms, conditions and provisions contained, or referred to therein.

Signature

Date

Print Name

Checklist for permit application: **N.B. No action will be taken on permit application until all aspects are complete.**

1. Completed Application with appropriate administrative fees (if permit denied, fees will be refunded)
2. Application to use Newton North or Newton South High School Site has Athletic Director endorsement for the field and site you are applying for.

If you want to be considered for the reduced rates associated with tier 1, 2, 3 & 4 you will need to provide us with the following information. If no information your application must be accompanied with payment in form of \$15.00/hour reserved.

3. Associated rosters signed by league etc...authenticating residency requirements for Tier 2 & 3 users
4. Copy of Driver's License of all participants on roster as supporting residency requirement for Tier 4 & 5 users only if you want lower rate associated with that tier of use. No documentation and fee defaults to highest payment.
5. Completed and signed acknowledgement of policy statement.

Administrative Fees:

Tier 1 – N/C

Tier 2 – N/C

Tier 3 - \$5.00/hr adult groups (minimum \$75.00 per session – N/C Youth groups

Tier 4 - \$10.00/hr adult groups (minimum \$150.00 per session) - \$5.00/hr Youth groups (minimum \$75.00 per session)

Tier 5 - \$15.00/hr all users

Tier 6 - \$15 - \$25.00/hr case by case basis

Individual one time use administrative fee is \$15.00/hour reserved

	Youth Organizations	Adult Organizations
Turf Field use	\$15.00/hour tier 3 and higher	\$50.00/hour tier 3 and higher \$75.00/hour tier 4 and lower

This form (**only this page**) is to be returned with the permit application indicating the applicant has read and agrees to the terms listed in this document.