



248 BOSTON ROAD, BILLERICA, MA 01821
978-671-0921 * FAX 978-671-0927 * recinfo@town.billerica.ma.us

FIELD PERMIT APPLICATION

Alcoholic beverages & smoking are NOT permitted at any Parks & Recreation Facilities

Applicant Name: _____ Group/Organization Name: _____

Address: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

Email Address: _____

 Signature of Applicant (See Disclaimer below)

Field Requested: _____

Type of Activity: _____ Youth _____ Adult _____

Single-Use Request: _____ Date: _____ Time: _____

Multi-Use Request (use table below): _____ Start Date: _____ End Date: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							

Permit Applications will not be accepted without the following:

- _____ COVID-19 Safety/Operating Manual
- _____ The Recreation Department requires a Certificate of Insurance naming the Town of Billerica as an additionally insured party for a minimum of \$1,000,000.00 general liability coverage.
- _____ CORI Certification Letter – required for all organizations servicing youth under 18 years of age.
- _____ Signed acknowledgement of Billerica Recreation field/facility policies and procedures.
- _____ Permit Fee

DISCLAIMER

The person whose name appears above is responsible for the action of all persons using the field site in association with this permit. This includes responsibility for the removal of all litter, and all damages to the site. The permit will immediately be revoked for the use of alcohol, smoking, any illegal substance, violation of the law and any behavior deemed inappropriate by the Director of Recreation or his/her duly appointed representative. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Director of Recreation or his/her duly appointed representative reserves the right to discontinue all activities or dismiss the persons detrimental to the activity. As a condition of use, the permit holder agrees to furnish at their own expense, Police or other protection, if deemed necessary by the Director of Recreation or his/her duly appointed designee, and to reimburse the Town of Billerica for any damages done to the site. I further agree to release and hold harmless the Town of Billerica, its officers, employees, agents and attorneys from any and all liability or expenses arising out of any incident occurring at the permitted facility.

***My signature above indicates that I have read and agree to the above Disclaimer, and the information listed on the Field/Facility Policies and Procedures document, and I understand and will fully abide by the terms, conditions and provisions contained or referred to therein.**



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FIELD AND FACILITY PERMIT POLICY

The Town of Billerica, through authority granted to its Recreation Commission has adopted the following policy concerning the use of the Town’s playing fields and related facilities. A field permit is required for any organized activities on Town of Billerica fields.

PROCEDURES

APPLICATION PROCESS

- Organized or regular use of a Town’s playing field or facility by groups shall require a permit.
- When two or more applications are submitted for the same site the following priority will be given to the traditional in-season sports:
 - o Sanctioned School Athletic games and practice
 - o Recreation Department programs
 - o Billerica Youth Organizations
 - o Adult Organizations
 - o All other groups
- Consideration will be given to Billerica Sports Organizations that have been a permit holder at a site in the past. Issues that will weigh in the final decision will be the past history, how well a user has abided by policies in the past (i.e. Parking, trash removal, no alcohol use, following policies and procedures), and condition of field.
- Reallocation or subletting of fields by a permit holder is strictly prohibited. If permitted fields are going unused, the unused times and dates must be turned back to the Recreation Department for allocation to other users.
- League Field request – Requests must be submitted with all required information by application deadline.

<u>Season</u>	<u>Dates</u>	<u>Application Deadline</u>
Spring Season	April 1 - June 30	February 19
Summer Season	July 1 – August 31	May 14
Fall Season	September 1 – November 30	July 16
Winter Season	December 1 – March 31	October 22

- Single use field request – Requests will be issued upon completion of an application based on availability

- **Facility Reservation fee:**

o #1	Recreation Department	No Fee
	School Department	\$3/hour
• #2	Youth Organizations	
	Seasonal 100% In-Town	\$3/hour
	Outside Leagues	\$25/hour

- #3 Adult Organizations
 - Residents \$25/hour
 - Non-Residents/Business \$50/hour

- #4 One Time Use
 - Residents \$25/hour
 - Non-Residents \$50/hour

- #5 Special Use
 - Clinics/Camps \$50/hour
 - Tournaments \$250/facility (daily charge)

- Tennis Courts \$10/hour
- Street Hockey Rink - Youth \$10/hour
- Street Hockey Rink - Adult \$15/hour
- Basketball Court - Youth \$10/hour
- Basketball Court – Adult \$15/hour
- Sand-Volleyball Court \$10/hour
- Light Fee \$10/hour (tournaments only)
- Field Damage Field Permit revoked and fine minimum \$500.00
- **Picnic Pavilions See Picnic Permit Application**

- Parking Fee:
 - Manning State Park and Micozzi Beach - \$5.00 per auto/\$45.00 season pass
- Cancellation – A full refund will be made if cancellation request is submitted 7 days in advance. Rain-outs or postponements may be made by contacting the Recreation Department. There is no guarantee that a reschedule can be accommodated.
- Any violation of the permit’s terms conditions and/or limitations shall be grounds for immediate revocation of the 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 administrative fee.
- By submitting an application, all applicants agree to conform to all Town policies for playing fields and related facilities use.
- Hours of operation at all parks are dawn to dusk unless posted. Fields with lights may be used until 10:30 PM.

APPLICATION PROCEDURES

- Permit applications are available from the Recreation Department at 248 Boston Road.
- Permit applications must be completed with all required attachments and submitted to the Recreation Department.
- Organizations must identify one designated scheduler for their organization. We will communicate only with that person and league president.
- The Town requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI has been performed on all staff, including volunteers, in accordance with Massachusetts General Law (Chapter 385 of the Acts of 2002, “ An Act to Further Protect Children”.)
- The Recreation Department requires a certificate of insurance naming the Town of Billerica as an additionally insured party for a minimum of \$1,000,000 general liability coverage.
- Single use field requests will be issued on a first come basis. Requests should be at least made one week in advance. Refunds will be issued if requested seven days in advance. A credit may be issued in the event of rain cancellation if the permit holder contacts the Recreation Department the day following a rain out.

- All permits received by the Recreation Department on or before the seasonal deadline will be considered shortly after the deadline. Permits received after the seasonal deadline will be considered if there are playing fields available.
- Once a permit is issued, use of the playing fields and related facilities is covered by the Town of Billerica and/or Recreation Department rules and regulations.

PERMIT RULES

- A field area, equipment or facilities will be used to provide safe, healthy recreation for the residents of the Town of Billerica.
- Participants are not allowed to play in any unsafe conditions. Report such conditions to the Recreation Department as soon as possible. To prevent damage and for safety reasons, fields are not to be used in rain or wet conditions.
- Applicant or responsible adult/coach is required to have a copy of the permit with them when at allocated field.
- No alcoholic beverages, or controlled substances are permitted anywhere on town property. Violators are subject to arrest and permits will be revoked.
- Use of tobacco products is prohibited on playing fields and at recreation facilities.
- The areas must be kept clean. Trash is to be removed after each use. Dumpsters are provided at each site. If an area is not clean, report conditions to the Recreation Department and clean area. If an area is reported to have been left unclean a fine of not less than \$50.00 will be assessed.
- Motor vehicles are not permitted on any field. Park in designated areas.
- No structures – permanent or temporary, will be erected without written approval from the Recreation Commission and/or Department.
- Any field or structure improvements require written approval from the Recreation Commission and/or Department.
- Any damage to the playing area, structures or fences (excluding normal wear and tear) that occurs during the use of a permit holder will be restored to the original condition at the expense of the permit holder.
- Inclement weather or standing water voids permit use. When in doubt, contact the Recreation Department. See statement below. Once the game begins the umpire/referee is responsible for determination of field playability.
- Any violation of the permits' terms, conditions, and/or limitations shall be grounds for immediate revocation of the permit and denial of future applications for permits by such teams, group or organization.
- Violation of any Town, State or Federal law will be grounds for immediate revocation of the permit.
- If a permit is revoked there will be no refund of the permit fee.
- By submitting an application, all applicants and their organization agree to conform to the policies and procedures as outlined.
- All players, coaches and spectators are required to abide by generally accepted standards of good sportsmanship.
- *The Town of Billerica carries NO MEDICAL INSURANCE for users of its playing fields or facilities. Users participate at their own risk of injury.*
- The Billerica Police Department has a copy of all permits, and will take notice. They will take action if any policy rules are violated.
- Cancellation of this permit can occur at any time if it is deemed in the best interest of the Town.
- In the event of an emergency call 911.

TRASH POLICY - CARRY-IN/CARRY-OUT – Users are expected to clean up after their event and use the dumpsters or trash cans. Trash and trash bags being left behind at fields is unacceptable. ***It is the permit holder's responsibility to make sure trash is properly disposed of at the end of each use.*** Please instruct users to monitor field sidelines, and spectator areas to make sure they

are clean of any trash after each game/practice. **Failure to leave fields trash free may result in the following repercussions:**

- 1st Offense: Warning**
- 2nd Offense: \$100 Fine**
- 3rd Offense & Beyond : \$200 Fine**

FIELD CONDITIONS

In the event of inclement weather, fields may be deemed unplayable by the Parks Superintendent. We will do our best to contact each permit holder by email in the event fields are closed, however all permit holders are expected to use common sense if they find fields are wet and proactively cancel their use. This information will also be posted on the Billerica Recreation Department's Facebook Page. **No group should attempt to make a field playable by doing work to them. Damage to a field may result in fines or revoking of permits.**

POSSIBLE CONSEQUENCES

Teams and leagues which do not comply with these policies may be subject to the following actions:

1. Written warning to the President or Chairman of the organization.
2. Suspension of the team or organization from practicing on fields for one week.
3. Forfeiture of a team's privilege to either practice or play games on the fields for the remainder of a season.
4. Having the league pay for damages caused by disregard to this policy

ACKNOWLEDGEMENT

Date:

Organization:

Permit Holder Name:

I have received and reviewed the Playing Field and Related Facility Permit Policy. I agree to abide by its requirements and conditions.

Authorized Signature: _____



Field Permit Policies & Procedures Addendum Covid-19 Restrictions

Prior to receiving a field permit on any town field, each user group must submit an operation/safety manual expressing how that group will operate. This should reflect current town health and safety guidelines.

Current Town Guidelines (subject to change)

- Keep gathering size to state mandated number
- No sharing of equipment, this includes: gloves, bats, sticks, helmets, pads, etc.
- Coaches and players must wear masks at all times (player removal during running drills is okay with proper social distancing)
- No use of dugouts or team benches. Players will distance themselves and their equipment along the fence line/designated area assigned, at least 6 feet apart.
- Use of spectator bleachers is prohibited.
- Leagues may record and/or livestream games online, with parent consent.
- All practices/games must be time staggered to allow at least a 15 minute window to avoid overlapping teams.
- No team huddles or post game/practice "hands in" or high fives.
- League/user should assign a Safety Director for each location to ensure safety procedures and guidelines are being followed.
- Leagues/users must provide proper PPE for players and coaches. This includes: masks and hand sanitizers.
- Players should hand sanitize before, during, and at the conclusion of practice/games.
- User groups will need to put in place procedures on how they will safely operate concession stands and gain approval from the Town prior to operating.
- For fields with trash barrels on site, please make sure to properly dispose of all trash. For those without barrels, please adhere to a carry-in, carry-out policy.
- Drinking fountains will remain off for the 2020 season.

I have received and acknowledge the above guidelines, and as permit holder agree to adhere and enforce these safety policies set forth by the Town of Billerica.

Printed Name

Signature

Date