



City of Woburn Recreation Department

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Playing Field and Facility Permit Policy

(Approved by the Recreation Commission: 4/5/2007)

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The City of Woburn (the City), acting through its Recreation Department, hereby adopts the following policy concerning the use of the City's playing fields and related facilities.

Woburn fields and facilities are in the public domain and a permit is not necessarily required for their use. However, a legally issued permit shall take preference over drop-in use on any site for playing surfaces.

NOTE: Regular meetings at City fields by a group or groups of individuals shall constitute organized use of the fields and so require the issuance of a Field Permit from the Woburn Recreation Department. Fees may be charged for permits issued as defined in this policy.

I. Permitting Uses of Fields:

- Organized or regular use of the City's playing fields by groups shall require a permit for such use.
- 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, Lacrosse, Track and Field
 - Summer Season – Softball, Baseball
- Allocations shall be based on availability, scheduled renovations and turf control measures, implemented by the Recreation Department and the Parks Department. Simply because a field looks open and available, does not mean use of that field will be permitted. The field may be scheduled for renovation with controls that are not readily visible, or have been deemed by the Recreation Department and Parks Department to be at its maximum use level in light of its condition. The City will make a concerted effort to schedule field renovations and turf maintenance after the athletic season is over to maximize field availability.
- In addition to the tier (which will be issued pursuant to the priority tier system and other factors as described below) to which a permit holder belongs, consideration will be given to a Woburn-Based Sports Organization that has been a permit holder at a site in the past. As a general rule, a permit will be renewed provided the holder has conducted itself in accordance with the conditions described in this policy. Items that will weigh in final permitting decisions will include the past history an organization has developed with the Recreation & Parks Department, length of time an organization has used a particular site, how good a neighbor the organization has been to the surrounding neighborhood (i.e. parking, no alcohol use, noise, etc.), condition in which the field is left after the organization is finished for the day (i.e. trash, field damage) and the ability of the organization to conform to the rules and regulations of the Recreation Department.

- Applicants that request a field during a season shall be considered for a site based on availability after the Tier 1 and Tier 2 permits have been issued. All Woburn-based organizations shall take priority over non-resident organizations.
- ***The field permit applicant or the responsible adults (League representatives, coach, parent, proper adult supervision) shall be present at all times a field allocated to them is in use. No group activities shall occur without proper adult supervision.***
- Reallocation or subletting of fields by a permit holder is strictly prohibited unless approved by the Recreation Department in advance. If permitted fields are not being used, the unused dates and times may not be assigned to non-permitted users and are to be turned back to the Recreation Department for allocation to other users.
- Unless specifically requested and approved by all applicable City Departments and Boards, it is understood that no fundraising activities may be conducted at the fields, no admission may be charged for use of fields, no tickets will be sold, no collections taken, and no items will be sold.
- Any violation of the permit's terms, conditions and/or limitations may result in suspension, modification, or revocation of a permit. There shall be no refund of the permit administrative fee.
- By submitting an application, all applicants agree to conform to all City policies for playing fields and related facilities use.
- The Recreation Department requires a certificate of insurance naming the City of Woburn as an additionally insured party for a minimum of \$1,000,000 per incident general liability coverage and \$2,000,000 aggregate general liability coverage.
- The City of Woburn Recreation Department, Woburn Parks Department, and the Woburn Recreation Commission reserve the final authority to approve or disapprove all field permit requests.

II. Permit Application Process:

- Permit applications are available from the Recreation Department beginning the first full week in December.

NOTE: The following seasonal starting and ending dates are approximate and depend upon weather and field conditions. The Recreation Department, in cooperation with the Parks Department will determine the start and end dates each season. Failure to adhere to seasonal dates may result in loss of field permits.

- Seasons:
 1. Spring- approximately mid April – mid June
 2. Summer- approximately mid June- mid August
 3. Fall- approximately mid August- mid November
- Single use field requests will be issued if field space is available. Requests will be considered on a first-come-first served basis. All Tier Categories and fees apply to single use requests. No refunds will be issued, but a rain date will be awarded in the event of cancellation due to weather. Permit holder must call the Woburn Recreation office no later than the first business day following the rain out to receive rain dates.

- No permit application will be considered unless the following conditions are met at the time of application:
 - a. Application is complete and signed.
 - b. The required documentation is attached, including a roster (with names, addresses and telephone numbers) demonstrating compliance with the residency requirements of the Tiers, insurance certificates, league schedules, and a letter from the organization stating that ALL volunteers in the organization have been CORI checked and approved by the organization (Youth organizations only).
 - c. Other evidence demonstrating such compliance satisfactory to the Recreation Department.
 - d. Adult organizations may submit copies of certified league rosters or copies of driver's license for all listed participants as evidence of residency requirement.

- A schedule of permit fees is listed at the end of this document. The Recreation Department will issue a permit/ invoice based upon the Tier Category the organization falls under. All permit fees are due upon receipt of the permit. All light fees are due at the end of the month. No future permits will be issued to a group / organization until all outstanding fees are paid.

- No permit request will be considered confirmed until the requestor has a Woburn Recreation Department Permit in hand issued by the Recreation Department.

- The Woburn Recreation Department permits all school fields after school hours and during the summer with the exception of Woburn High School Fields. All applications requesting use of school fields may require the approval of the WHS Athletic Director.

- All completed permits received by the Recreation Department 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 an approximate timetable for submission of playing field and related facility applications and issuance of permits.

	Spring Season	Summer Season	Fall Season
Application Period Opens	December	December	June
Applications Due	March 15th	May 15th	August 1st
Permits Issued	April 1st	June 15th	August 15th

- Once a permit is issued, use of the playing fields and related facilities covered by such permit is strictly limited to the terms, conditions and limitations contained in the permit. These 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 and / or the Recreation Department. Field Permits may be revoked for:
 - Use of wet fields (defined below)
 - Use of alcohol or other controlled substances at field sites
 - Excessive litter
 - Cars parked on fields and other grass areas
 - Use of foul and abusive language
 - Failure to adhere to City ordinances.

- Any violations 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 limitation, there shall be no refund of the permit fee.
- Appropriate notices will be posted and maintained by the Recreation Department and the Parks Department at all playing fields and facilities that may be under renovation.
- For information about playing field and related facility conditions when a field is closed due to wet or unfavorable conditions you can contact the Recreation Department (781) 897-5805. After regular Recreation office hours (Monday – Wednesday 9:00 AM – 4:30 PM, Thursdays 9:00 AM – 7:00 PM, Friday 9:00 AM – 1:00 PM) it shall be the responsibility of the permit holder to determine if an activity can be held due to wet or unfavorable conditions. Teams are not allowed to practice or play games on any field that has standing water or muddy surfaces on it, or during thunderstorms/ lightning activities. Teams will be held responsible for the repair of any field on which they played in standing water, muddy, wet or unfavorable conditions and caused damage to the field. Failure to pay for repairs shall be cause for denial of future permits.
- Teams shall be held responsible for any field damage caused by misuse. Misuse of a field or related facility and failure to pay for repairs shall be cause for denial of future permits.
- There is no guarantee that the field permitted will be lined. Field lining is not included in the administrative permit fee. If the league or organization required lines it is the responsibility of the permit holder to make arrangements for such lining with approval of the Recreation Department.
- Users are not permitted to perform any type of maintenance on Woburn Fields with out the approval of the Parks Department.
- In submitting an application for a permit under this policy, the applicant:
 - i. Agrees that he/she will abide by the rules of the City, the Recreation Department and their representatives and designees;
 - ii. Recognizes the possibility of physical injury associated with use of playing fields and related facilities, and in consideration for the City and Recreation Department accepting his/her/its application for a playing field and related facility use permit, shall indemnify, defend, and hold the City, its departments, employees and officials, harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the use of the playing fields and facilities by the applicant, its members and players.
- The Recreation Department reserves the right:
 - i. To require evidence of adequate liability insurance for a minimum of \$1,000,000 per incident (\$2M aggregate) liability coverage as a condition to the issuance of any playing field and/or related facility use request.
 - ii. To have such insurance name the parties indemnified in the preceding paragraph named as an additional insured's and loss payees.

- iii. To require a police detail, where deemed necessary by the Recreation Department, may be required as a condition to any permit issued. The cost of such a police detail shall be borne by the permit holder.
- iv. To revoke permits issued for violation of Policy, City Ordinance or Recreation Department Rules and Regulations.

III. Basketball Court/Tennis Court/ Outdoor Hockey Rink

*Public use of the Basketball courts, tennis courts, and Outdoor Hockey rink is handled on a first come, first serve basis. Although, Woburn Resident and Woburn-organizations may request a permit for a court usage for a fee of \$10 for 2-hour blocks of time per court.

IV. Large Group or Special Event Permits

Any special event with expected attendance of over 150 people might require signatures from other department heads and may require approval of the Woburn Recreation Commission.

V. Tiers

Tier 1 Priority Use:

- Woburn Recreation Department Sponsored Programs.
- Woburn School Department
 - Woburn High School MIAA sanctioned athletic team (e.g., soccer, softball, lacrosse, baseball, football, field hockey, tennis, track and field, etc.) games and practices.
 - Woburn Middle School athletic team games and practices
 - Woburn Public School Physical Education classes.
 - Woburn Public School/PTO special events such as “Moms Softball Tournament”, school fairs, field days, etc.

Tier 1 users take priority over any permit previously issued by the Recreation Department. Conflicts will be resolved on a case-by- case basis.

Tier 2 Priority Use: (Must have 75% or greater Woburn Residents)

- Woburn-Based Youth Organizations, (i.e. Little League, Babe Ruth Baseball, Woburn SOX Softball, Woburn Youth Soccer, etc.)
- Woburn-Based Adult Leagues/Teams (i.e. Woburn co-ed Softball League, Woburn Rotary Softball, Men’s Softball, Men’s Night Baseball, etc.)
- Groups/Teams with at least 75% residents or employees of Woburn businesses.

Tier 3 Priority Use: (Less than 75% Woburn Residents)

- Woburn-Based Adult Leagues/Teams with less than 75% Woburn Residents.
- All other groups with less than 75% Woburn Residents or employees of Woburn Businesses.

Tier 4 Uses:

- 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 Recreation Department, Woburn Public Schools or on a case-by-case basis a recognized Woburn-Based Sports Organization. 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.

Tier 5 Uses: Tournaments

- Any organization looking to use fields for a scheduled tournament. All organizations will be charged a \$200 refundable security deposit for each tournament scheduled. The deposit will only be cashed if the Parks and Recreation Department find any damages to the field that were the direct result of the tournament. (i.e. excessive trash, damages to field structures, etc.)
- In addition to permit fees you may be subject to pay for any supplies necessary to prepare the field for the tournament. (i.e. Speedy dry, bathroom cleaning, etc.) You will be notified of this before your tournament in regards to the cost.

ACKNOWLEDGEMENT OF RECEIPT OF POLICY

The undersigned, and 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 Woburn Playing Field and Facility Permit Policy”, 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: No action will be taken on permit application until all aspects are complete.

1. Completed application with signed acknowledgement of policy statement.
2. Associated rosters signed by league etc. Authenticating residency requirements for Tier 2 & 3 users.
3. Insurance Certificate listing the City of Woburn as additionally insured.
4. For all youth organizations using Woburn fields, a letter from the organization’s administrators stating that all volunteers have been CORI checked as required by MA state laws.
5. Payment of all required permit fees.

This Form is to be returned with the permit application indicating the applicant has read and agrees to the terms listed in this document.

Administrative Fees: (WOBURN FACILITIES)

These fees apply to all City fields permitted by the Woburn Recreation Department.

Fees are based on two- hour blocks of time unless otherwise noted.

Use of lights at any field is subject to additional fees.

	Youth Permit	Adult Permit	Light Fees	Tier Description
Tier 1	No Charge	No Charge	No Charge	<i>City of Woburn (Recreation Department, School Department, PTO, etc.)events.</i>
Tier 2	No Permit fee *Subject to field maintenance fees from the Woburn Parks Department. That fee will be determined by the Parks Superintendant and the League President at the beginning of each season	No Permit fee *Subject to field maintenance fees from the Woburn Parks Department. That fee will be determined by the Parks Superintendant and the League President at the beginning of each season	\$110/Night Adults \$50/Night Youth *Leland field Lights are billed based on usage*	<i>Woburn- Based Youth/Adult Organizations with > 75% Residents > 75%</i> Residents
Tier 3	\$25/2 hours	\$25 per hour	\$110/Night Adults \$50/Night Youth	<i>Woburn- Based Youth/Adult Organizations with < 75 % Residents</i> < 75% Residents
Tier 4	Non-Profit: \$10/ 2 Hours For-Profit: \$75/ 2 Hours	Non-Profit: \$10/ 2 Hours For-Profit: \$75/ 2 Hours	\$110/Night Adults \$50/Night Youth	Special Uses: Private clinics, camps, special events *Fee can be waived for Non-profit by the Recreation Commission
Tier 5	\$200 Refundable Security Deposit \$100 per field per day (i.e. Library I is considred 1 field and Library II is considered another) Additional fees will be applied if necessary to get the field ready for the upcoming tournament and during the tournament such as speedy dry, cleaning of the bathrooms, etc.)	\$200 Refundable Security Deposit \$100 per field per day (i.e. Library I is considred 1 field and Library II is considered another) Additional fees will be applied if necessary to get the field ready for the upcoming tournament and during the tournament such as speedy dry, cleaning of the bathrooms, etc.)	\$110/Night Adults \$50/Night Youth	Tournaments