

Town of Medfield

Office of

Medfield Parks & Recreation

124 North Street, Medfield, MA 02052
Phone (508) 359-2715 Fax (508) 359-8638



2024 Field/Court Permit

Organization Information

Type of Event: _____

Organization Name: _____

Head of Organization: _____

Cell Number: _____

E-mail: _____

Mailing Address: _____

Field Contact: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-mail: _____

Permit Request: (attach Schedule if needed)

Starting Date: _____

Ending Date: _____

Day: _____

Time: _____

Field/Court Requested

- _____ McCarthy Softball 1
- _____ McCarthy Softball 2
- _____ McCarthy Baseball 1
- _____ McCarthy Baseball 2
- _____ McCarthy Baseball 3
- _____ McCarthy Baseball 4
- _____ McCarthy Small Field 1
- _____ McCarthy Small Field 2
- _____ McCarthy Large Field
- _____ Metacomet Large Field
- _____ Metacomet Baseball Field
- _____ Metacomet Tennis Court 1
- _____ Metacomet Tennis Court 2
- _____ Metacomet Tennis Court 3
- _____ Metacomet Tennis Court 4
- _____ Other _____

Attached Board of Health Permit to run a camp/clinic/program according MDPH MGL 105 CMR 430. _____ NO _____ YES
(No reservation will be taken without a BOH permit classifying your event as a camp, program, academy or clinic)
(Medfield Board of Health office will need at least 90 days to review all permit requests before you step on a field)

Attached proof of Liability Insurance? (Minimum of \$1,000,000 per incident general liability coverage) _____ NO _____ YES

Attached copy of the Alcohol Permit from the Selectman? _____ NO _____ YES

Will you be charging a fee? (100% of fees must go to a legitimate charity unless you are a 501c3) _____ NO _____ YES

Medfield Youth Sports or Resident:	\$20 /hour/field X _____ uses = \$ _____
Non-Medfield or For-Profit Group:	\$75 /hour/field X _____ hours = \$ _____
Senior Groups(55+) years of age:	\$25 /hour/field X _____ hours = \$ _____
Tennis Courts:	\$10 /hour/field X _____ hours = \$ _____

I have read and accept all of the policies and procedures and will provide all associated permits as described in the Field/Court Permit.

Signature of Responsible Person

Date

MPRC Approval

RULES & REGULATIONS SUMMARY

FIELD INFORMATION AND WEATHER CANCELLATION –

If the Parks & Recreation Department has not closed the fields due to unfavorable conditions, it shall be the responsibility of the permit holder to close the facility and reschedule the event under the following wet or unfavorable conditions including but not limited to:

- Standing Puddles of water on the field.
- Footing is unsure and slippery.
- Ground is water logged and “squishy”.
- Grass can be pulled out of the ground easily.
- Severe weather storms
- Lightning (you cannot play a game within ½ hour of the lightning)

Teams are not allowed to play on a field if there is standing water, muddy surfaces or during thunder/lightning storm. The team may not push water and material (clay) into the grass to make a field "playable". The permit holder will be responsible to pay for repairs on a field that should have been closed and consequently may have their permit revoked. Failure to pay for repairs may result of revoking all future permits.

The Parks & Recreation Department will sometimes close the athletic fields and any permit for that field will be revoked until such time that the field is judged to be usable. If the field is closed due to weather conditions, a refund will be given to the permit holder.

PARKING: **ALL** vehicles associated with the permit holder’s organization must be parked legally. **ALL** illegally parked vehicles will be ticketed and towed as stated on parking regulation signs. Please advise all users and spectators to seek parking on adjacent streets to the permitted field. Permitted organizations that violate the posted parking regulations risk the permit to be rescinded. **Vehicles are prohibited to park on any field.**

DAMAGE TO THE FIELDS: All permit holders are responsible to repair any superficial damage or replace any divots that occur during their use of any field. Please report field concerns to the Medfield Parks & Recreation Department at (508) 359-2715 or e-mail medfieldpr@gmail.com.

ETIQUETTE: All participants using the field under permit are expected to act in an appropriate manner at all times. Appropriate behavior is required within the neighborhoods surrounding all fields. Most fields have nearby toilet facilities. If a field does not have nearby toilet facilities individuals must refrain from toileting in any area of any field. All individuals using Medfield fields must be respectful of the people that live in the area and the neighborhood as a whole.

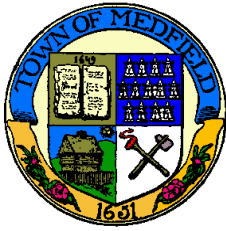
TRASH: All permit holders are responsible to ensure that **ALL** trash is placed in the proper receptacles at each field location. In cases when receptacles are full or not available, the permit holder is responsible to remove any trash that has accumulated during their permit time.

ALCOHOL: Alcohol is **PROHIBITED** in all Medfield parks. It is the permit holder’s responsibility that any person affiliated with the permitted organization or their guests refrain from the use of alcohol.

DOGS: All permit holders are responsible to insure that all dogs accompanying their group are leashed at all times and that the person or persons responsible for the dog clean up after their animal.

MEDFIELD HIGH SCHOOL COMPETITIVE GAME: When Medfield High School Athletics is involved in a competitive match or game with another school, be advised that this match or game must be completed without interruption regardless of a permit. Permitted users waiting for a game or match to be completed should stay completely off the field surface and away from the sidelines to ensure that their participants do not impede the game that is in progress.

EACH PERMIT HOLDER IS REQUIRED TO SIGN-OFF THAT THEY HAVE READ AND WILL COMPLY WITH THESE RULES AND CONDITIONS. ANY BREACH OF THESE RULES AND CONDITIONS WILL BE GROUNDS FOR REVOCATION OF ANY PERMIT.



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Field/Court Permit Policies

The Town of Medfield, through the authority granted to the Parks and Recreation Commission (MPRC), hereby adopts the following policy concerning the use of the Town's outdoor facilities including Athletic Fields to ensure the safety of participants and prevention of long-term, irreversible damage to parks and/or fields.

Medfield athletic fields and facilities are in the public domain and you do not necessarily need a permit for a one time use (ie. practice or party). However, a legally issued permit does take preference over drop-in use in any facility or athletic field.

All regularly scheduled meetings of groups of individuals are considered organized use and require the issue of an Outdoor Facility Permit for use for the Medfield Parks and Recreation Department.

The Medfield Parks & Recreation Commission reserves the right to deny or revoke an activity or event from use of a town property. Medfield Parks & Recreation Commissioners, employees, Police Officers, and/or other assigned people may deny the use of a field and/or require an activity to conclude due to inclement weather, unsafe, poor field conditions and/or failure to comply with the permitting policies.

Fees generated from this policy will be used for capital improvements and general maintenance of the facilities including mowing, weeding, fertilizing, limited infield care, trash, netting, fencing and resurfacing (courts).

User Priority

- | | |
|--|---------------------------|
| A. Medfield Parks & Recreation | D. Private Organizations |
| B. Medfield Public Schools | E. Private Rentals |
| C. Recognized Medfield non-profit Groups | F. First come first serve |

Procedures and Scheduling

- A. The responsible person must fill out and sign the Outdoor Facility Permit to reserve a field or court.
 1. Applicant must be over 25 years old and will take responsibility for all the participants.
 2. One permit per field should include the field/court, all dates, days and times requested
 3. Include a certificate of insurance naming the Town of Medfield as additionally insured.
 4. Attach any applicable Food, Alcohol and Certified Camp Permits from Medfield Board of Health.
 5. Submit your check made out to Medfield Park & Recreation for all maintenance fees.
- B. The applicant is solely responsible for the Permits and fulfillment of the regulation of the following:
 1. Board of Health Permit to run a camp/clinic/program according MDPH MGL 105 CMR 430.
(No reservation will be taken without a signed BOH permit classifying your organization.)
 2. State Department of Public Safety
 3. Internal Revenue Admission Laws
 4. State and Local Police Laws
 5. State and Local Fire Laws
- C. Submit Permit Forms before Deadline
 1. Fall Season - Submit Permit between April 15 and May 15.
 2. Winter Season - Submit Permit between August 1 and September 1.
 3. Spring Season - Submit Permit between December 1 and January 1.
 4. Summer Season - Submit Permit no later than March 1 and April 1.

Weather Policy

The MPRC's facilities may be used only with the permission of the MPRC, the Director of Parks and Recreation or their designee. Applicants must fill out one form per field requested. Permission for use of said facilities will be granted by user priority to an adult for a period of time on a first come first serve basis as described within the permit acquired by the intended party, at the discretion of the MPRC.

In all cases, permission to use the facilities is granted with the understanding that the use shall be subject to cancellation as a result from inclement weather, maintenance and/or at Medfield Park & Recreation discretion.

Weather Cancellation – If the Park & Recreation Department has not closed the fields due to unfavorable conditions, it shall be the responsibility of the applicant to close the facility and reschedule the event under the following wet or unfavorable conditions including but not limited to:

- Standing Puddles of water on the field.
- Footing is unsure and slippery.
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Medfield Board of Health, Additional Permits and Liability

The Permit Holder is responsible for their organizations and their guest's behavior at all times including wearing the proper safety equipment for you sport. There will be no foul language, littering, parking on fields or destruction of property permitted on Town fields. Medfield Police will be notified if any violations occur.

The MPRC requires a certificate of insurance from your organization naming the Town of Medfield as an additionally insured party for a minimum of \$1,000,000 per incident general liability coverage.

The Permit Holder is responsible for providing a letter from the organization stating that ALL volunteers that are working with children and older adults have been CORI checked and approved by the organization.

The Selectman's office may grant you an Alcohol Permit, otherwise alcohol is not permitted on Town facilities.

You must attach a Board of Health Permit to run a camp/clinic/program according MDPH MGL 105 CMR 430. No reservation will be taken without a BOH permit classifying your event as a camp or otherwise.

Abuse of Policy

The following steps will be taken in the event that anyone from your organization abuses this policy:

- First Offence** – Written warning to team and the head of the organization.
- Second Offence** - \$250 Fine - Suspension of the team or organization from using MPR fields for 1 week.
- Third Offence** - \$500 Fine - Forfeiture of a team or organization's privilege to either practice or play games on Town of Medfield facilities for the remainder of the season.