



TOWN OF ARLINGTON
FIELD PERMIT POLICY

**APPROVED 10/2002 BY TOWN MANAGER &
PARK AND RECREATION COMMISSION**

**REVISION APPROVED 4/10/2007
REVISIONS APPROVED 4/13/2010**

Statement of Purpose:

The Parks and Recreation Commission has developed the following field permit policy to assist in the scheduling and permitting of Town of Arlington Fields and Outdoor Spaces.

Permitting Priority:

- 1) Arlington High School teams and all Arlington Public Schools uses, Monday – Friday until 5:30 PM during the school year. Varsity games shall be played to completion.
- 2) Arlington Recreation Programs, Arlington Youth Organizations, Arlington Town Leagues and Sports Organizations, Monday – Friday after 5:30 pm, are defined as any organization that is requesting one or more fields for four or more dates during a specific season. Rosters must contain at least 60% Arlington Residents under the age of 18.
- 3) Private, Parochial and non-Arlington Public Schools located within the Town of Arlington, Monday – Friday until 5:30 PM during the school year. Varsity games shall be played to completion.
- 4) Arlington Adult Organizations- Any Sports Organization requesting one or more fields for four or more dates during a specific season. Rosters which must contain at least 60% Arlington Residents of the age of 18 or older.
- 5) Arlington Residents –defined as any person(s) with either residence and/or employment in the Town of Arlington.
- 6) Non-Resident Organizations- Any Sports Organization requesting one or more fields for four or more dates during a specific season. Roster which must contain less than 60% Arlington Residents
- 7) Non-Residents- defined as any person(s) with residence, employment, and school outside the Town of Arlington.

Permitting Procedures:

For Individuals and Teams Seeking Permits

- A. Complete Field Request Forms- Fill out appropriate field permit request form.
- B. The fields should be permitted at least 48 hours in advance of the date requested.
- C. You may inquire about field availability via phone (781-316-3880), but written requests must be received at least 48 hours in advance before a permit can be issued.
- D. Submit Rosters- Each team is required to submit roster lists of all participants, which must include registrants’ addresses 2 weeks prior to first game date requested. This information will be used to determine resident and non-resident qualification. These rosters must be officially stamped rosters that are submitted to your parent organization/league at the beginning of the season.
- E. Submit Payment for Permit(s)- Due one week prior to first date requested. Checks must be made out to ARLINGTON RECREATION.

Permit Rates

1. Arlington Residents, \$20 an hour per field and \$6 per person on team roster
2. Non-Resident Organizations and Individuals, \$50 an hour per field and \$6 per person on team roster

For Sports Organizations Seeking Permits

STEP ONE

- A. Complete Field Request Forms- Fill out appropriate field permit request form (1 form per field).

<u>Season</u>		<u>Deadline</u>
Spring	(April 1 - June 30)	January 30
Summer	(July 1 - August 31)	April 30
Fall	(September 1 - November 30)	July 30

- B. Only the league presidents or athletic directors shall apply for the fields necessary for all home games and practices throughout the season by the designated deadline.
- C. Submit Preliminary Schedule- The league presidents or athletic directors shall submit some form of preliminary schedule at this time. This preliminary schedule may be a copy of last year's permits, and will act as an estimator of all field needs for the specified season. The preliminary schedule must be handed in at the time of the initial field application.
- D. Submit Liability Insurance- Organizations are asked to submit a copy of their organizations liability insurance (minimum of \$1 million dollar coverage) naming the Town of Arlington as an additional coinsured with their initial field application. If an organization does not have liability insurance this must be stated in writing at the time of their initial field application.

STEP TWO

- A. Submit Final Schedule- The league presidents or athletic directors must then finalize his/her schedule. A final schedule must be handed into Arlington Recreation no later than 2 weeks prior to the first game date requested by that organization. The number of HOME games will determine field permit fee for the season. This schedule will show the following:
 - 1) All scheduled home and away games for the season.
 - 2) All possible play-off dates. ** Only if the league or coach wants these dates reserved.
If the league or coach does not want to reserve play-off dates, they may request any dates needed at the end of the season. Permits will be granted on a first come, first serve basis.

STEP THREE

- A. Submit Payment for Permits- Due prior to first game date requested. Checks must be made out to Town of Arlington.

Permit Rates

1. Arlington High School teams and all Arlington Public Schools are EXEMPT for Recreation Fee but must pay \$6 per participant/season to DPW.
2. Arlington Recreation Programs, Arlington Youth Organizations, Organized Town Leagues and Sport Organizations, \$1.25/participant/season to Recreation and \$6/participant/season to DPW.
3. Private, Parochial and non-Arlington Public Schools located within the Town of Arlington, \$5/participant/season to Recreation and \$6/participant/season to DPW.
4. Arlington Adult Organizations, \$15/game/field and \$6/participant/season to DPW.
5. Arlington Residents/Team, \$20 an hour per field and \$6/participant/season to DPW.
6. Non-Resident Youth Organizations, Team and Individuals, \$35 an hour per field and \$6/participant/season to DPW.
7. Non-Resident Adult Organizations, Team and Individuals, \$50 an hour per field and \$6/participant/season to DPW

Fees Collected:

The fees collected by Arlington Recreation serve two functions:

- 1) A portion of the fees collected will be used for emergency repairs to Parks (i.e. lights, fencing, bases, etc.)
- 2) A portion of the fees collected will be used to cover the administrative cost of field scheduling by Arlington Recreation.

Field Closings (Week Day)

Under the following condition, the Department of Public Works DPW may determine that a field is closed to all users. These conditions include, field under water, severe damages that make it unsafe/unplayable, field reconstruction and the need to rest fields. Information on field closings can be accessed by town's website (www.arlingtonma.gov) and will be communicated to league presidents and athletic directors. It is the responsibility of league presidents and athletic directors to notify their coaches and players.

Field Closings Due to Inclement Weather (Weekends)

Due to unpredictable weather conditions and the different effects the weather has on various fields, it's up to each individual organization to determine if a field is playable for a practice or a game. If an organization determines that a field is unplayable on a particular day, it is the responsibility of league presidents and athletic directors to notify their coaches and players and send an email or phone message to the Director of Recreation. Organizations/Leagues who choose to play during inclement weather and cause damage to a field will be held liable for the damage and risk having permits for that field revoked.

Make-up Dates

Should be handled by each league president or Athletic Director using his or her existing permits. Requests may be made for additional permits for make-ups if they cannot be accommodated within their existing permits. Arlington Recreation will make a concerted effort to find available field space.

New Town Leagues/Current League Expansion

A new league is defined as any league that is not currently permitted field space from the Town of Arlington as of the approval of this policy. League expansion is defined as any growth in the number of teams or games within an existing league. Any new in town league requesting Town of Arlington field space or any existing league looking to expand is required to submit a written proposal to the Director of Recreation. Representatives from the league are required to appear in front of the Park and Recreation Commission and/or provide the Commission with written explanation of their organization's increase.

Basketball Court/ Tennis Court

* Public use of the tennis courts and basketball courts is handled on a first come, first serve basis. Although, individuals or organizations may request a permit for a court for usage for a fee of \$20 for 2-hour blocks of time per court.

Large Group or Special Event Permits

Any special event with expected attendance over 150 people. Signatures from other department heads is required and possible approval of the Park & Recreation Commission

Non-Arlington Recreation Clinic Field Fee

Non-Arlington Recreation Clinics are defined as any clinic that is offered within the Town of Arlington that is not sponsored by Arlington Recreation. Groups must also submit a copy of their professional liability insurance policy to Arlington Recreation at the time of request.

Non-Arlington Recreation Clinics will be assessed fees according to the following fee schedule:
Fees Based on 15% of Gross Income

Clinic Fee # of Participants	\$0 - \$30	\$31 - \$50	\$51 - \$100	\$101-\$200	\$201 +
0-20	\$90	\$150	\$300	\$400	\$750
21-40	\$180	\$300	\$400	\$1,200	\$1,500
41-60	\$270	\$450	\$600	\$1,800	\$2,250
61-80	\$360	\$600	\$1,200	\$2,400	\$3000
81-100	\$450	\$750	\$1,500	\$3000	\$3,750
101-150	\$675	\$1,125	\$2,250	\$4,500	\$5,625
151-200	\$900	\$1,500	\$3,000	\$6000	\$7,500
201+	\$1,125	\$1,875	\$3,750	\$7,500	\$9,375

Non-Arlington Recreation Clinics will be responsible for submitting a completed registration list and payment to Arlington Recreation on or before the first permitted field date.

Lighted Fields

All fields in Arlington are to close at 9 PM without prior approval of a special permit from the Park Commission. Unless otherwise stated in writing by the Park Commission all lights at lighted fields must be off by 10 pm. No inning, period, or quarter should begin after 9:40 pm. All necessary grooming of the field and equipment pick-up requiring the use of lights should take place prior to 10:00pm or deferred until the next day so that the lights are off

no later than 10:00pm. All participants must vacate the field of play and parking areas within 15 minutes of end of games - No Loitering.

If for any unexpected reason, the lights remain on past 10:00 pm, a written explanation of the extended light use must be submitted to the Director of Recreation by noon on the next business day.

All lights will be turned on and off by the user groups with security check by a third party coordinated by the Arlington Recreation Department and paid for by the individual user groups. It is the expectation of the Park & Recreation Commission that light access will be limited to a select group of individuals within the organization. A list of the parties responsible for turning on and off lights will be provided in advance to the Director of Recreation. A report of lighting activity must be submitted to the Recreation Department periodically throughout the season and final report submitted at the end of the season. This report should state the date and times the lights were used.

The following is the disciplinary actions that will be taken for extended light use past 10:00 pm by any team in the organization:

- a. **First offense** – Groups will be notified by Director of Recreation of the incident and will be given a written warning of the violation.
- b. **Second Offense** – Groups shall lose light privileges at the field of the second offense for one permitted day.
- c. **Third Offense** – Groups shall lose light privileges for one week of permitted use at the field of the third offense.
- d. **Fourth Offense** – Groups shall lose light privileges for the remainder of the permitted season at the field of the fourth offense. If the fourth offense is at the end of the season then an appropriate penalty will be recommended by the Director of Recreation and approved by the Park Commission for the next permitted season.
- e. Any organization can appeal a disciplinary action. In which case, a public hearing will be held at the next Park & Rec Commission meeting to determine the appropriate action.

Violations

Any violation of the permit policy can result in loss of permits and future permit requests. Possible fines may be applied in cases of destruction of property due to vandalism, misuse of permit, use of field without a permit or use of a field when fields are deemed closed.

Artificial Amplification

Any use of artificial amplification must receive prior approval from the Park and Recreation Commission or the Director of Recreation. A written request must be submitted at least two weeks prior to the event and shall include the dates and times requested, the intended use and the reason for amplification.

Any amplification must also adhere to any and all noise regulations set forth by Board of Health and Town Bylaw. The Park and Recreation Commission may restrict the amount of amplification used, how amplification is used and the time of day amplification is used.

Town of Arlington Equipment Storage Facility Policy

Statement of Purpose:

The following policy has been developed to define the process and regulations for the placement of sports equipment storage sheds on Arlington's Park and Recreation property.

Permitting Procedure:

High Schools and Arlington Sports Organizations may seek permission to erect any non-permanent equipment storage shed on town property through the following procedure. For the purpose of this policy, "non-permanent" is defined as a structure without a poured foundation that is capable of being moved to another location if necessary.

- A. Complete Equipment Shed Request Form – This form will identify the field location and details of the request, including dimensions, materials and use of proposed structure. An authorizing member of the board of the sports organization making the request must sign the request.
- B. Submit to Director of Recreation – The Director of Recreation will review the application and in consultation with DPW staff, determine the appropriateness of the request and a specific location. The Director will make a recommendation to the Commission concerning the request.
- C. Review of Park & Recreation Commission – The Commission will review the request and recommendation at its regularly scheduled meeting and approve, deny or approve with modifications/restrictions (such as, height restrictions in a particular location, safety or appearance requirements).
- D. Submit Key for Permit – Before the structure can be placed on town property an extra key (or combination) to the lock must be brought to the Recreation Office.
- E. Annual Permit Renewal – Permits will be issued for a one-year period and must be renewed through the same process each year. This will give the opportunity to inspect the structure to make sure that its ownership is established and that it is being properly maintained. Failure to renew the permit will result in the equipment structure being removed from town land at the expense of the most recent permit holder.

Restrictions and Guidelines:

1. Insurance for the structure and its contents is the responsibility of the organization to which the permit is issued.
2. Maintenance of the structure, including any damage due to vandalism, is the responsibility of the organization to which the permit is issued. It is the expectation of the Park & Recreation Commission that any equipment structure receiving a permit will remain safe and well maintained. The Commission reserves the right to remove, at the permit holder's expense, any structure found to be in a state of disrepair.
3. It is recommended that equipment structures be made of metal or plastic and not exceed 8ft. in height, unless specifically exempted (all dimensions are subject to approval). At no time, should pressure treated woods be used in the construction of an equipment structure. The color of the structure is subject to the approval of the Commission.
4. The following must not be stored in any equipment shed approved under this policy:
 - Alcohol or tobacco products;
 - Flammables or explosives (gasoline, flares, fireworks, etc.);
 - Chemicals or fertilizers, or;
 - Any item that would be a violation of the Town of Arlington Bylaws.
5. The name of the organization responsible for the equipment structure should be displayed visibly on the outside of the structure.
6. All equipment structures are to remain locked, except in the presence of/by permission of designated members of the permit holding organization. At least one extra key (or combination) to the structure, will be held at the Recreation Office.
7. The approved permit should be displayed inside the equipment structure, along with up to date contact information for responsible members of the permit holding organization.

The Park & Recreation Commission reserves the right to remove, at the permit holder's expense, any structure found to be in violation of this policy at any time.