



Newton Parks, Recreation & Culture

246 Dudley Road

Newton, MA 02459

617-796-1500

Field Permit Application Process:



- All Applications must be made in writing on the official application form. No emails, calls or other methods of request will be acceptable. Even if online reservation is allowed a follow-up with the official signed application is a requirement or the application will be considered incomplete and no action will be taken on the request.
- Permit applications are accepted at P,R&C on a continuous basis, beginning the first business Monday in February.
- An adult Newton resident must be the applicant and responsible individual for the permit request
- 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 schools only 3rd Monday in March
 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&C 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 and insurance certificate) is submitted!** If any part of the application is incomplete or missing, P,R&C shall take no action on such request.
- 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 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&C . i.e. For Newton Based Sports Organizations with many teams, P,R&C 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 shall 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. If the request is made on-line all requests are tentative, The fee will not be charged against your credit card until the field permit has been approved The user's credit card will be charged at that time. Payment Cards include Visa, Master Card, Discover Card (we do not accept American express)
- A schedule of permit fees is listed on the application which must be signed and submitted to P,R&C.
- Special Application process must be met for each tournament/clinic application. For an application download at http://www.newtonma.gov/parks/applications_n_permits/reserve.asp

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

The City of Newton (the “City”), through authority granted to its Parks, Recreation & Culture Department (“P,R&C ”), hereby adopts the following policy concerning the use of the City’s playing fields and related recreation facilities. This policy is meant to provide guidance to Newton Recreation Facilities users; however, all decisions regarding the use of Newton Facilities shall be subject to the discretion of the P,R&C .

Permitted Uses of Fields:

- Organized or regular use Newton Recreation Facilities by groups shall require a permit.
- The Department must receive completed applications no later than February 1 of each year for spring and summer reservations, and no later than July 1 for fall reservations.
- Reservation attempts past deadlines will be filled on an as available basis.
- **No action** will be taken on incomplete applications.

Order of Priority:

- Parks and Recreation recognizes the commitment of the many dedicated youth organizations and regrets that not all permit requests can be met due to limited space and field constraints of the various seasons.
- The Parks and Recreation will recognize groups and take under permit request each use based on the following order for use:
- Tier 1: Newton Parks, Recreation & Culture/School Department requests
- Tier 2: Youth Organizations as follows:
 - Newton North Little League, Newton South East Little League
 - Newton Babe Ruth League
 - Newton Senior League
 - Newton 15-18 Baseball League
 - Newton Post 440 American Legion
 - Newton Youth Lacrosse Leagues, Newton Girls Lacrosse
 - Newton Youth Soccer, Newton Girls Soccer
 - Newton Girls Softball
 - Newton Youth Football (Mustangs)
- Tier 3: Newton Adult Groups with more than 65% residents on their official league roster, Newton Private Schools, Newton charitable organization
- Tier 4: Newton Businesses, School P.T.O., Schools based outside of Newton and adult leagues with less than 60% newton residents
- Tier 5: Private camps, clinics or other organizations running a business regardless of number of Newton residents associated with the program.

- When two or more applicants are on an equal footing (applications filed and complete with insurance certificates and administrative fees attached) and applying for the same space, priority will be given to the traditional in season sport based on school athletics, and assigned to spaces that are used for the same school sport:
 - Fall Season – Football, Field Hockey, Soccer, Cross Country
 - Spring Season – Baseball, Softball, and Lacrosse
 - Summer Season – Baseball, Softball, Frisbee

- Additional consideration may include the past history an organization has developed with P,R&C , 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.
- 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
- Assigned permit is a permit only for the named permit holder/organization and is non-transferable under any circumstances and may not be shared or transferred to any other organization except through the Parks and Recreation Department Permitting Office.
- 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 this includes NSBO’s and PTO’s.
- **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 any reason, 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.
- Goals and other equipment ancillary to the Newton Recreation Facilities:
 - (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&C 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. If moving a piece of equipment that has sandbags to weigh it down those sandbags must be moved with the equipment on and off the field of play each time.
 - (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.

Field Marking:

- The Newton Parks, Recreation & Culture Department marks fields consistent with traditional in-season school sports (this includes grooming of fields and spaces considered not in season). 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,

Insurance:

- A certificate of Insurance naming the City of Newton as an additionally insured party for (Limits of \$1,000,000.00 general liability, just naming the city as a certificate holder is insufficient, however the insurance agency may state that the certificate holder (City of Newton 1000 Commonwealth Avenue Newton, MA 02459) is listed as an additional insured.
- If the organization requesting a space is holding a camp/clinic a certificate from the Newton Public Health Department certifying the camp meets all state requirements is to be part of the application and no permit will be issued until this criteria is met.
- If food is to be given/sold or donated a Health Department Permit must be submitted prior to the actual event.

Fees:

- All fees are considered a reservation fee for use of Newton Recreation facilities is non-refundable unless a field is not issued for a request or a field is unexpectedly closed by P,R&C for various reasons (not weather related). If a field permit is revoked for failure to abide by the terms, conditions and/or limitations of use outlined here, 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 City of Newton Officials. 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&C may determine to be appropriate under the circumstances.
- Appropriate notices will be posted for fields under repair and maintained by P,R&C 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. Users are expected to keep off areas under repair.

RULES FOR P,R&C PLAYING FIELDS/FACILITIES

- A valid Permit must be in the possession of all organized or regular users of P,R&C playing fields and facilities at all times.
- A responsible Newton adult named on the Permit must be present on the playing field or facility at all times.
- Assigned permit is a permit only for the named permit holder/organization and is non-transferable under any circumstances and may not be shared or transferred to any other organization except through the Parks and Recreation Department Permitting Office..
- The use of any playing field or facility is limited to the terms of the Permit and use is allowed in as is conditions.
- Playing fields that are too wet cannot be used. P,R&C maintains a hotline at 617 796-1536 and website www.newtonma.gov/parks to communicate field conditions.
- Any damage to City real or personal property beyond normal use will be the responsibility of the permitted user.
- P,R&C marks fields for Tier 1 groups only.
- P,R&C does not provide any movable equipment for permitted users.
- Alcohol is not permitted unless authorized by P,R&C and licensed through the Licensing Board.
- Permitted users must abide by all applicable laws, City ordinances and Parks and Recreation Commission Rules and Regulations associated with Newton recreation facilities.
- Any violation of applicable laws, City ordinances, Parks and Recreation Commission Rules and Regulations for this policy are grounds for immediate revocation of a Permit and denial of future Applications.

The amount of time scheduled and allowed for games shall be as follows rates for use are based on minimum reservation requirements:

Type of Field	Minimum Reservation Daily
• Baseball (90 ft. bases)	3 hours •
• Baseball (60 ft. bases)	2 hours
• Slo-pitch Softball and T-Ball	2 hours
• Fast-pitch Softball	2 hours
• Youth Soccer	2 hours
• Adult Soccer	2 hours
• Ultimate Frisbee	2 hours
• Football	2 hours
• Lacrosse	2 hours
• All other sports	2 hour



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246 Dudley Road
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617-796-1500



Robert J. DeRubeis, Commissioner

PLAYING FIELD/FACILITY APPLICATION FOR PERMIT
 (Please complete all information or application will not be considered)

APPLICANT INFORMATION

Applicant Name: _____ Application Date: _____

Address: _____ City _____ MA Zip _____

Phone: Home _____ Work _____ Cell _____

E-Mail: _____

On-Site Responsible Party: Name: _____ Phone: _____

Please check priority/fee category:

- | | |
|--|--|
| _____ Tier 1: Newton P,R&C Department Leagues
and Programs; Newton Public Schools Athletics and Events
NO CHARGE | _____ Tier 4: Youth and Adult Leagues with less
than 65% Newton residents; Newton
Nonprofits; Newton Charitable
Organizations, including PTOs; |
| _____ Tier 2: Youth Leagues see list above
NO CHARGE except artificial turf fields \$50/hour \$20/hour, minimum \$200/season; | |
| _____ Tier 3: Adult Leagues with at least 65% Newton residents; \$100/hour artificial turf fields
Newton Private Schools; Newton Businesses | _____ Tier 5: Private Camps and Clinics not
affiliated with Newton; One-time events \$75/hour, artificial turf fields 10% of tuition private
camps/ |
| | clinics; or \$25/hour greater of \$100/hr
artificial turf fields |

PLAYING FIELD/FACILITY INFORMATION

Name of Park: _____

Area of Playing Field/Facility: _____ Athletic Director Approval: _____
 (Only Required for Allocation of North & South High School Fields)

League/ Program: _____

Start Date: _____ End Date: _____

Day(s) of the Week: _____ Start Time: _____ End Time: _____

Participants: _____ # Residents: _____
 (Only Required for Newton Youth & Adult Leagues)

Lights Requested: _____ Yes _____ No Insurance Certificate _____ Exp. Date _____
 (Applicant Required to Pay for Lights)

Applicant Signature: _____ * Date: _____

* By signing this Application for Permit, Applicant acknowledges receipt of the attached Newton Parks and Recreation Department Playing Field/Facility Policy and Rules and agrees to INDEMNIFY and HOLD HARMLESS the City of Newton from any claims arising out of the City's playing fields and facilities.

RULES FOR PARKS & RECREATION PLAYING FIELDS/FACILITIES

- A valid Permit must be in the possession of all organized or regular users of P,R&C playing fields and facilities at all times.
- A responsible Newton adult named on the Permit must be present on the playing field or facility at all times.
- Subletting or reallocation of playing fields and facilities is not permitted.
- The use of any playing field or facility is limited to the terms of the Permit.
Playing fields that are too wet cannot be used. P,R&C maintains a hotline at 617-796-1536 and website www.newtonma.gov/parks to communicate field conditions. It is permit holders responsibility to stay off wet fields and areas of puddles.
- Any damage to City real or personal property beyond normal use will be the responsibility of the permitted user.
- P,R&C marks fields for Tier 1 groups only.
- P,R&C does not provide any movable equipment for permitted users.
- Alcohol is not permitted unless authorized by P,R&C and licensed through the Licensing Board.
- Permitted users must abide by all applicable laws, City ordinances and Parks and Recreation Commission Rules and Regulations associated with the playing field or facility.
- Any violation of applicable laws, City ordinances or Parks and Recreation Commission Rules and Regulations is grounds for immediate revocation of a Permit and denial of future Applications.