

Weston Recreation Department Field Reservation Policy Town of Weston, Massachusetts

The Town of Weston Recreation Department recognizes that we have a limited amount of resources that must be shared in an equitable manner by many user groups. This policy is designed to establish equitable use of prime time field slots and address potential issues over field space. The rules contained herein are not withstanding the final decision for field allocation sits at the discretion of the Recreation Director and/or the Recreation Commission. Organizations requesting use are not guaranteed fields based on this policy.

Facility Oversight:

Applications for use of Recreation Playing Fields through the Recreation Department apply to the following fields and courts:

- Alphabet Field – corner of Alphabet Lane and School Street.
- Brook School Apartment Field and Tennis Courts – 44 School Street.
- Mini Field – Country School on Alphabet Lane.
- Burchard Park Baseball Fields and Tennis Courts – 269 Concord Road.
- Burt Field – 99 Gail Road.
- Cherry Brook Field and Basketball Court – 5 Cherry Brook Road.
- Czarnowski Field and Basketball Court – corner of Brook Road and Viles St.
- Field School Field – 16 Alphabet Lane
- Ferelli Field – 48 Bogle Street.
- Malone Field – 99 Drabbington Way.
- Tennis Courts at the High School and Middle School Complex

Definitions:

<u>Organized Activity</u>	Any group of individuals that communicate and meet at a pre-determined date and time, including those meeting for multiple dates on a regular basis over an extended period of time.
<u>Permit</u>	A set of documents provided by the Recreation Director or his/her designee, including but not limited to: a calendar of approved dates, organizations, regulations for use and safety information.
<u>Priority Use</u>	The order of preference when allocating the use of facilities to organizations.
<u>Traditional Use</u>	Includes, but not limited to, practices, games and meets between teams.
<u>Standing Water</u>	Puddles that remain on the field surface after inclement weather.
<u>Authorized Maintenance</u>	Tasks undertaken by an organization, approved in advance by the Recreation Director or his/her designee.
<u>Private Lessons</u>	Provision of sport specific training or exercise to individuals or small groups for monetary gain.
<u>Lesson Providers</u>	Persons or organizations providing Private Lessons.
<u>Weston Community based Youth Sports Organizations</u>	Sport programs offered to school age children in Weston with at least 90% Weston residential membership. Program must be based in Weston with a voluntary board of directors consisting of at least 90% Weston residents.
<u>Youth or Adult Sport Organization teams</u>	Athletic teams that are not part of Weston Community based Youth Sports Organizations.

Procedures :

Persons or organizations interested in using fields or Recreation facilities in the Town of Weston, must adhere to the following procedures:

1. Submit a completed *Application for Use of Recreation Playing Field form*.
2. Submit a *Certificate of Liability Insurance* naming the Town of Weston as additionally insured (see below).
3. Submit a *copy of your schedule and roster* as appropriate. The roster must provide the home addresses for each participant.
4. Payments must be received within 30 days of scheduled use. Failure to pay in a prompt manner will result in the loss of field use for 90 days. Continued failure to provide prompt payment (3 late payments), will result in the loss of field use for 1 season.

Make up dates for rainouts or cancelled games for other reasons will be allowed to be made up if field is available, at the conclusion of the season, without additional fees. Users of the Town of Weston facilities are solely responsible for the fulfillment of the regulations for the following:

- a. Commonwealth of Massachusetts Department of Public Safety.
- b. State and Local Fire Laws.
- c. State and Local Police Laws.
- d. State and Local Department of Public Health Laws.

Residency Requirements:

The Town supports the philosophy that facilities provided with public funds for educational or recreational purposes should be made available to community groups, whose activities are recreational, educational, cultural, civic, or charitable in nature.

Except as specified below, groups shall be charged fees to cover the cost of utilities, maintenance, and any special costs, including supplemental insurance, as applicable.

The Recreation Director or his/her designee is authorized to approve and schedule the use of recreational fields in accordance with these regulations.

Procedures:

To minimize known conflicts, the scheduling of the fields will be done seasonally by the Recreation Director or her/his designee. In the event that conflicts cannot be worked out, the Director or designee will divide the time and space at their discretion.

Complete one form for your organization. The procedure outlines the priority of users.

Submit the form and the following information:

1. Youth sport organizations:
 - a. Game and practice schedule for each field.
 - b. Signed field use agreement.
 - c. Appropriate insurance documents.
2. Adult and other groups:
 - a. Official typed roster for each team.
 - b. Verification of Weston residency.

PERMITTED USES

1. Any organized activity held at Weston's parks and fields shall require a permit. This includes any type of practice, game, clinic or any other activity clearly being lead by a coach or other organizer.
2. Field allocation will be managed by the Recreation Department and will be based on the categories listed in the next section, but may also take into account field conditions, scheduled maintenance and renovations, age and history of the organization, past practices of the organization (positive and negative), and impact on neighborhood.
3. Priority use of baseball and softball fields is given to baseball and softball organizations; priority use on a multi-purpose fields will be given to organizations that play on rectangular fields, including but not limited to soccer, lacrosse, and football.
4. All permit holders agree to abide by the most current set of regulations for use as provided by the Recreation Department and/or the Recreation Commission.
5. A field with standing water is automatically closed. No unauthorized maintenance work may be done to move the standing water and use the closed field. Permits may be revoked from organizations allowing use of Recreation fields with standing water, and a fine may be charged to cover the costs related to the needed repairs.
6. A representative of the organization holding the permit must be present at the field when in use, to represent the organization when there are questions and insure that all regulations are followed. The representative may be a coach, referee, umpire or league official.
7. All trash must be removed from the fields and placed in proper trash receptacles or removed from the location. A permit may be revoked if an organization leaves behind trash.
8. No unauthorized vehicles are allowed on playing fields.
9. Permit requests should be submitted at least two weeks in advance.
10. Permit is only valid for the field(s), day(s) and time(s) that is/are indicated on the permit.
11. A permit may not be sub-let to a different organization. The Recreation Director will work with current permit holders on any exchanges when both permit holders agree to the exchange. Unauthorized permit sub-letting shall result in an immediate loss of permit.
12. Permits may be revoked if an organization does not abide by the Field Reservation Policy, or allows a facility to be damaged through its actions or lack of action. Organizations with revoked permits may be denied permits in the future.
13. Parking in designated areas only; no parking on the fields, in fire lanes, etc.

The Town of Weston and/or the Recreation Department reserves the right to cancel a reservation at its discretion.

Prioritization of Recreation Field Users:

User groups will be prioritized as indicated below. The highest priority groups will have their scheduling needs accommodated before any subsequent level priority groups are considered.

Group use for team or league practices, games, tournaments or clinics

Priority 1 - Weston Recreation Programs, Weston Public School Athletic Programs.

Priority 2 - Weston Community based Youth Sports Organizations (i.e. Weston Soccer Club, Weston Little League Baseball & Softball, Weston Youth Lacrosse); private schools based in Weston.

Priority 3 - Youth or Adult Sport Organization team with at least 50% Weston residency.

Priority 4 - Youth or Adult Sport Organization team with at least 25% Weston residency.

Priority 5 - Youth or Adult Sport Organization team with between 1 and 25% Weston Residency*.

Priority 6 - Single event tournaments through a Weston Community Based Sports Organization.

**Exception for Burchard Park: Priority 5 includes groups with no Weston Residents.*

Fees:

- Priority 1 will be held responsible for staffing and basic maintenance only.
- Priority 2 will be held responsible for general field maintenance and staffing needs as negotiated with the Recreation department. In the absence of such an arrangement, the group will be charged \$15 per hour per field.
- Priority 3 will be charged \$25 per hour per field.
- Priority 4 will be charged \$50 per hour per field.
- Priority 5 will be charged \$75 per hour per field.
- Priority 6 will be considered on a case-by-case basis. Application must be received at least four (4) weeks in advance of tournament.

Clinics and camps must be organized through the Weston Recreation Department and/or a Weston Community based Youth Sports Organization and have minimum of 50% Weston residency among participants. Private camps and clinics are prohibited. **Private lessons of any kind are prohibited on Recreation fields.**

PERMITTED ONE-TIME USES

Fields may be made available to residents and Weston based business for single-day events such as birthday parties, community picnics, staff picnics, friendly pickup softball game, etc. Such events must not involve the transfer of money. A security check of \$100 must be given to the Weston Recreation Department one month prior to the event. Checks can be made out to The Town of Weston. The check will be returned if there are no damages to the field.

Protection of Fields:

To protect the playing fields from long-term damage, the following guidelines must be adhered to:

1. Regardless of weather, a practice or game should not commence, or continue, on a field if:
 - a. The field has been closed by the Town for any reason.
 - b. The field has standing water on it.
 - c. The field is saturated with water.
 - d. The field is deemed unsafe.
 - e. By playing on the field, the players are, or would be, damaging the field beyond normal wear and tear (i.e. tearing up the turf, creating muddy areas, etc.).
 - f. Once a game begins, the referee, umpire, or league official is responsible for the decision to suspend a game due to the above or other, conditions.
 - g. Users must leave the facility within 30 minutes after the end of the permitted time. Failure to do so may result in loss of field permit for the remainder of the season.
2. Additional Considerations:
 - a. Each organization will be required to appoint a contact person, accessible via email and cell phone, who is to be their designated contact person who is responsible for notifying the rest of the organization of any field closures.
 - b. Recreation Director or her/his designee has the exclusive rights in determining whether fields are open or closed.
 - c. Failure to adhere to this policy can result in an organization forfeiting their field permit for the remainder of the season, incurring a field repair fee, and/or loss of permit for the following year.
 - d. Tobacco, drugs, and alcohol are prohibited at all times.

- e. Concerns with scheduling or field conditions should be directed to the Recreation Department at 781-786-6260.
- f. Every effort will be made to notify field users of any field closings in a timely manner.
- g. Nothing may be sold, given, exhibited, or displayed without prior written authorization. This includes fundraising activities, concessions, etc.
- h. Employees of the Town of Weston must have free access to fields at all times.

Inclement Weather (Thunder and Lightning):

In order to protect the users of the fields, inclement weather rules must be followed. Thunder and lightning necessitates that all activities be suspended. When thunder is heard or when lightning is seen, the following must occur:

- Suspend play and direct participants to a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a metal top (e.g. bus, van, car).
- Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.

Wait 30 minutes after the last observance of lightning or thunder before occupying the fields again.

- *Adopted from the MIAA Thunder and Lightning Policy; MIAA Handbook 7/1/2013 – 6/30/2015*

Groups will be permitted to schedule a date to make-up an event canceled by weather, at no extra cost, as scheduling permits. There will be no refunds for weather related cancelations.

LIABILITY INSURANCE REQUIREMENT

The Town of Weston requires all groups that use the fields/buildings/pool owned by the Town to show proof of Liability Insurance. The General Liability insurance should be in the amount of \$1M single occurrence and \$3M aggregate. The Town of Weston must be listed as additionally insured. Exceptions are made for “One-Time Use” events described above, in which case the requestor must sign a liability waiver assuming all risks associated with the planned activity.

A Certificate of Insurance must be submitted to the Weston Recreation Department with any written application for field use, or may be mailed directly from the insurance company to:

Weston Recreation Department, 20 Alphabet Lane, Weston, MA 02493 (Fax: 781-786-6269)

All groups must provide the Certificate of Insurance.

1. If your organization uses field space in more than one season, provide the full year range of dates to your insurance company.
2. If your organization does not currently hold insurance, you must notify the Recreation Department *immediately* in writing, with your plan to purchase insurance or to submit a request for further information and clarification.
3. If your organization has hired staff, it must comply with the laws regarding Workers’ Compensation and automobile laws.
4. All insurance documents must be submitted no less than two weeks prior to the schedule of the first use of the field. Failure to have the appropriate paperwork on file by the deadline may result in the loss of permit.

Food Products:

If the use of the fields involves using a caterer or the sale or serving of food to the public, please contact the Town of Weston Board of Health at 781-786-5030. Applications are due at least 30 days before an event. The application and guidelines are available on line at: <http://www.weston.govoffice.com/> under the Board of Health / Food Service / Temporary Permits.

Ancillary equipment:

Users may use AT YOUR OWN RISK such goals or other equipment available at playing fields.

Permit holder shall be held responsible for damages or loss of such goals or other equipment resulting from use thereof.

Tennis Courts

Tennis courts are available for use by Weston Public Schools, Weston Recreation Programs, other schools and organizations via permit through the Recreation Department. A charge of up to \$10 per hour per court may be applied. Tennis courts are available only for Tennis related practices, training, competition or informal tennis-related use.

Private Tennis Lessons are permitted under the following conditions:

- Lesson provider must complete a field application form to reserve a court through the Weston Recreation Department and provide a Certificate of Liability Insurance per the specifications above.
- All reservations for private lessons will be charged \$10 per hour. Maximum one court per hour per lesson provider.
- Lesson providers must produce a permit upon request at all times during court use. Lack of a permit or use of a court for a lesson without a permit will result in a \$100 fine.
- Lessons are limited to 4-people or less. Each group must meet a 50% Weston Residency requirement.
 - If lesson is being taught to one individual, then that individual must be a Weston resident.
- Lesson providers must submit a roster of clients to prove resident status.
- Court availability will be limited at the discretion of the Recreation Department.
- Lessons are not permitted at any time at the High School and Middle School courts.
- Lesson provider is responsible for complying with all laws, codes, rules and regulations applicable to providing private tennis lessons.

*Town of Weston, MA - Recreation Department
On behalf of the Weston Recreation Commission
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