TOWN OF BILLERICA
RECREATION DEPARTMENT
248 BOSTON ROAD
BILLERICA, MA 01821
978-671-0921 * FAX 978-671-0927
E-MAIL – billericarecreation@town.billerica.ma.us

PLAYING FIELD AND RELATED FACILITY PERMIT POLICY

The Town of Billerica, through authority granted to its Recreation Commission has adopted the following policy concerning the use of the Town's playing fields and related facilities. Billerica Fields and Facilities are in the public domain and do not necessarily require a permit for use. However, a legally issued permit does take preference over drop-in use on any site or playing surface. **A regular meeting of a group of individuals is considered organized use and does require a field permit.**

PROCEDURES

APPLICATION PROCESS

- Organized or regular use of a Town's playing field or facility by groups shall require a permit.
- When two or more applications are submitted for the same site the following priority will be given to the traditional in season sports:
    - Sanctioned School Athletic games and practice
    - Recreation Department programs
    - Billerica Youth Organizations (sanctioned by the Recreation Department)
    - Billerica Adult Organizations (sanctioned by the Recreation Department)
    - All other groups
- Consideration will be given to Billerica Sports Organizations that have been a permit holder at a site in the past. Issues that will weigh in the final decision will be the past history, how good a user (i.e. Parking, trash removal, no alcohol use, following policies and procedures), and condition of field.
- Reallocation or subletting of fields by a permit holder is strictly prohibited. If permitted fields are going unused, the unused times and dates must be turned back to the Recreation Department for allocation to other users.
- League Field request – Requests must be submitted with all required information by application deadline.

Season	Dates	Application Deadline
Spring Season	April 1 - June 30	March 1
Summer Season	July 1 – August 31	June 1
Fall Season	September 1–November 30	August 1
Winter Season	December 1 – March 31	November 1

- Single use field request – Requests will be issued upon completion of an application based on availability

Facility Reservation fee:

• #1	Recreation Department	No Fee
	School Department	No fee
• #2	Youth Organizations	$5.00 per person/per season
	85% Resident	Fee waived if organization contributes equal or greater value to field maintenance
	• Adult Organizations	$10.00 per person/per season
	85% Resident	Fee waived if organization contributes equal or greater value to field maintenance
• #3	Youth/Adult Organizations	$50 per game (2 hours)
• #4	One Time Use	
	• Resident	$25.00 per game (2 hours)
	• Non-Resident	$50.00 per game (2 hours
• #5	Special Use	Clinic, Camps, Tournaments, Special Events Charity, Non-Profit $50.00 per hour *Charities may request a waiver*
	• Tennis Courts	$10.00 per one hour block
	• Basketball Court	$10.00 per one hour block
	• Sand-volleyball Court	$10.00 per one hour block
	• Light Fee	$25.00 per hour
	• Field Damage	Field Permit revoked and fine minimum $500.00
PAL Hockey Rink		$25 per one hour block

Permitted Directly By Police Athletic League 978-671-0900 (Officer Dale Sarno)

- Parking Fee:
  - Manning State Park and Micozzi Beach $3.00 per auto/$35.00 season pass
- Cancellation – A full refund will be made if permit request is submitted 7 days in advance. Rain-outs or postponements may be made by contacting the recreation Department. There is no guarantee that a reschedule can be accommodated.
- Any violation of the permit's terms conditions and/or limitations shall be grounds for immediate revocation of the 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 limitations, there shall be no refund of the permit administrative fee.
- By submitting an application, all applicants agree to conform to all Town policies for playing fields and related facilities use.
- Hours of operation at all parks are dawn to dusk unless posted. Field with lights on may be used until 10:30 PM.

APPLICATION PROCEDURES

- Permit applications are available from the Recreation Department at 248 Boston Road.

- Permit applications must be completed with all required attachments and submitted to the Recreation Department.
- Organizations must identify one designated scheduler for their organization. We will communicate only with that person.
- The Town requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI has been performed **on all staff, including volunteers**, in accordance with Massachusetts General Law (Chapter 385 of the Acts of 2002, " An Act to Further Protect Children".
- The Recreation Department reserves the right to require a certificate of insurance naming the Town of Billerica as an additionally insured party for a minimum of $1,000,000 general liability coverage.
- Single use field requests will be issued on a first come basis. Requests should be made one week in advance. Refunds will be issued if requested seven days in advance. A credit may be issued in the event of rain cancellation if the permit holder contacts the Recreation Department the day following a rain out.
- All permits received by the Recreation Department on or before the seasonal deadline will be considered shortly after the deadline. Permits received after the seasonal deadline will be considered if there are playing fields available.
- Once a permit is issued, use of the playing fields and related facilities is covered by the Town of Billerica and/or Recreation Department rules and regulations.

PERMIT RULES

- A field area, equipment or facilities will be used to provide safe, healthy recreation for the residents of the Town of Billerica.
- Participants are not allowed to play in any unsafe conditions. Report such conditions to the Recreation Department as soon as possible. To prevent damage and for safety reasons, fields are not to be used in rain or wet conditions.
- Applicant or responsible adult/coach is required to have a copy of the permit with them when at allocated field.
- No alcoholic beverages, or controlled substances are permitted anywhere on town property. Violators are subject to arrest and permits will be revoked.
- Use of tobacco products is prohibited on playing fields and at recreation facilities.
- The areas must be kept clean. Trash is to be removed after each use. Dumpsters are provided at each site. If an area is not clean, report conditions to the Recreation Department and clean area. If an area is reported to have been left unclean a fine of not less than $50.00 will be assessed.
- Motor vehicles are not permitted on any field. Park in designated areas.
- No structures – permanent or temporary, will be erected without written approval from the Recreation Commission and/or Department.
- Any field or structure improvements require written approval from the Recreation Commission and/or Department.
- Any damage to the playing area, structures or fences (excluding normal wear and tear) that occurs during the use of a permit holder will be restored to the original condition at the expense of the permit holder.
- Inclement weather or standing water voids permit use. When in doubt, contact the Recreation Department. See statement below. Once the game begins the umpire/referee is responsible for determination of field playability.
- Any violation of the permits' terms, conditions, and/or limitations shall be grounds for immediate revocation of the permit and denial of future applications for permits by such teams, group or organization.

- Violation of any Town, State or Federal law will be grounds for immediate revocation of the permit.
- If a permit is revoked there will be no refund of the permit fee.
- By submitting an application, all applicants and their organization agree to conform to the policies and procedures as outlined.
- All players, coaches and spectators are required to abide by generally accepted standards of good sportsmanship.
- The Town of Billerica carries NO MEDICAL INSURANCE for users of its playing fields or facilities. Users participate at their own risk of injury.
- The Billerica Police Department has a copy of all permits, and will take notice. They will take action if any policy rules are violated.
- Cancellation of this permit can occur at any time if it is deemed in the best interest of the Town.
- In the event of an emergency call 911.

WEATHER

The purpose of these conditions is to protect the playing fields from long term damage.

- If a footstep leaves an impression in the grass or grass is removed easily with a cleat, this is considered a wet field.
- Standing puddles or water on the field.
- Footing is unsure and slippery.
- Ground is water logged and squishy.
- Lightning or periods of forecasted severe weather.
- Unsafe field due to exposed rocks.
- Frozen field.
- On inch or more of rain in a 24 hour period.

Received _____

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RECREATION DEPARTMENT

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FIELD /COURT PERMIT APPLICATION

Group Name: _____

Type of Organization: _____

Check best description (s):

_____ Youth _____ Adults _____ Family _____ League _____ Recreational

Contact Person: _____

Address:

_____
Street

_____ _____ _____
City/Town *State* *Zip Code*

Telephone (Home) _____(Work) _____(Cell) _____

E-Mail: _____

Type of Field Needed: _____

Field / Court Requested: _____

Purpose: _____

☐ Single Use request: Date: _____ Rain Date: _____Time: _____

☐ Multi-Use request please circle season:

Spring Summer Fall Winter

Date Start _____ Date End _____

Please indicate times being requested.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							
Start							
End							
Start							
End							

Indicate use P=Practice G=Game M=Make-up (game only)

Check list of required attachment on next page.

_____

Attach to permit request the following documents:

_____ CORI Certification Letter – required for all organizations servicing youth under 18 years of age.

_____ Team roster with players names, address and phone numbers.

_____ List of all coaches names, addresses and phone numbers.

_____ The Recreation Department requires a Certificate of Insurance naming the Town of Billerica as an additionally insured party for a minimum of $1,000,000.00 general liability coverage.

_____ Signed acknowledgement of Billerica Recreation field/facility policies and procedures.

_____ Permit Fee