

# Abington Park and Recreation



## Field Permit Policy Handbook

Revised  
2023

## **1. Purpose**

This document established the polices and This document establishes the policies and procedures that govern allocation and use of facilities (athletic fields, parks, playgrounds and any other grounds) under the management, control and/or jurisdiction of the Abington Park and Recreation Committee, with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive permitted use of public athletic fields, parks, playgrounds and any other grounds and the process used to allocate and schedule fields, athletic leagues/organizations, individuals, groups and corporate applicants.

## **2. Policy**

**2.1** It is the Park and Recreation Committees desire that citizens of Abington enjoy use of Town property. It is the Commission's intent that such use should take place with proper regard to the safety of the participants and with respect for the preservation of the property for the Town of Abington use. The Park and Recreation Committee will strive to charge the fees that are customary and reasonable to maintain the fields and grounds under its care.

**2.2** The Abington Park and Recreation Committee facilities may only be used with permission of the Park and Recreation Committee, Recreation Coordinator, DPW Director or their designee. Permission for use of said facilities will be granted for a period of time as described within the permit acquired by the intended party, at the discretion of the Park and Recreation Committee.

**2.3** In all cases, permission to use fields and grounds is granted with the understanding that the use shall be subject to cancellation for weather and/or any other Park and Recreation Committee decision. Any and all refund requests must be submitted to the Park and Recreation Committee and will be voted on accordingly.

**2.4** Requests for use of Park and Recreation Committee facilities will be considered in the following order of priority:

- A. All Abington High School sports on school facilities including but not limited to all practices and games.
- B. All Park and Recreation programs.
- C. All organized youth recreational leagues or programs that are open to all Abington youth.
- D. Organized youth recreational leagues or programs that include teams comprised solely of Abington youth selected on a try-out basis.
- E. All organized adult recreational leagues or programs that are open to all Abington adult members.
- F. All organized recreational leagues or programs that include some Abington adult members.
- G. Events of an education, recreational, social, or philanthropic purposes by Abington-based organizations where at least half of the organization's members are Abington residents.
- H. All youth organized recreational leagues or programs that have no Abington youth as members of the team.

- I. All organized adult recreation leagues or programs with no Abington adults as members of the team.
- J. Events of an educational, recreational, social, civic or philanthropic purpose sponsored by all other organizations.

**2.5** The Park and Recreation Committee has established a Field Request Application period to allow for scheduling of facilities according to the priority list. That is as follows:

Spring Season – February Meeting  
Summer Season – May Meeting  
Fall Season – July Meeting  
Winter Season – October Meeting

Any organization requesting on-going, regular use of Park and Recreation Committee facilities must apply during the Field Request Application period, in order to ensure consideration of its request in accordance with the priority list stated above. After the Field Request Application period, use of facilities will be granted on a first-come, first served basis.

**2.6** Field Request Applications may also be made at any time during the year, but all applications prior to or during the Field Request Application period will be considered received on the same day. All applications received after the Field Request Application period will have lower priority than those received during the Field Request Application period and then be considered on a first come, -first served basis. Applications made after the Field Request Application period must be received a minimum of twenty-one (21) days prior to the request use date to assure to can be processed, although the Park and Recreation Committee will endeavor to fill applications on shorter notice if possible. Any requests for use tentatively granted before the end of the application period for the requested dates are not guaranteed and are subject to change following the open Field Request Application period.

**2.7** The Town of Abington assumes no liability for any injury to any person(s) using any Abington Park and Recreation facility.

### **3. Procedures**

**3.1** Field Request Applications may be obtained online at [www.abingtonrec.com](http://www.abingtonrec.com), picked up at the Park and Recreation Office located at 350 Summer Street, Abington MA 02351 or requested via email by emailing [kjohnson@abingtonma.gov](mailto:kjohnson@abingtonma.gov). All completed applications shall be mailed or delivered to the Abington Park and Recreation office or email to the address listed above.

**3.2** All applicants must submit all items listed in Appendix “B” in order for the Field Request Application to be processed.

**3.3** The Recreation Coordinator will promptly advise any applicant as to any information that is incomplete. The file date for any application shall be the date that the complete application is received.

**3.4** Upon receipt of a complete Field Request Application, the Recreation Coordinator, DPW Director, and Field Coordinator shall review the request. Any applications that have

significant changes from the year prior or are outside of the typical request will be reviewed by and voted on by the Park and Recreation Committee. Applications denied by the Park and Recreation Committee will be returned to the applicant stating the reason for such denial. At the time of the denial, the Park and Recreation Committee will endeavor, to the extent practical, to suggest alternative times or facilities that might be available to meet the applicant's needs.

**3.5** Charges for field use fees associated with the requested use shall be made in accordance with the Field Use Fee Schedule as described in Appendix "A".

**3.6** An approved permit will be returned to the applicant and will include any modifications or restrictions. Notice of cancellation of an event by the applicant must be made to the Park and Recreation Committee immediately upon the decision to cancel.

**3.7** A reasonable effort shall be made to accommodate applications and process them in a timely manner. In the event a conflict arises for a particular date and venue, use shall be granted in accordance with this policy. The Park and Recreation Committee SHALL NOT BE LEGALLY responsible for locating or coordinating potential use dates in the event of a denial of a permit.

**3.8** At the discretion of the Abington Park and Recreation Committee, and in conjunction with the Abington Police Department, a detail officer(s) may be required for a particular use. The cost of this service shall be borne by the individual/group making the application at such rate is determined by the Abington Police Department. Payment for detail officers are not collected by the Abington Park and Recreation Committee and arrangements should be made (by the applicant) directly with the Abington Police Department.

## **4. General Regulations**

### **General**

**4.1** The use of Abington Park and Recreation facilities is permitted in accordance with the policy set forth by the Abington Park and Recreation Committee herein.

**4.2** The guidelines set forth in these regulations shall govern all use.

**4.3** The Park and Recreation Committee reserves the right to amend these regulations from time to time as circumstances and precedent warrant.

### **Conditions of Use**

**4.4** Violation of the facility use regulations, or any misrepresentations in any materials submitted in connection with an application for a facility, may result in cancellation or termination of approved facility use. The Park and Recreation Committee or their representative reserves the right to cancel such granted use and may further limit applicants right to reserve or secure future facility use if it is determined that substantial evidence exists that one or more but not limited to the following has occurred.

A. A history of field damage, regulations violations, or inadequate supervision attendees is noted;

- B. Discrimination because of race, religion, color, gender, sexual orientation, national origin, disability, or any other basis prohibited by state or federal law;
- C. Participants of the requesting organization have demonstrated dangerous or violent behavior towards others or among themselves, and /or participants/organizations whose literature/stated philosophy promotes hatred and/or violence.
- D. progressive disciplinary measures to address spectator, coach, official, or athlete behavioral problems are not established and followed;

**4.5** Individuals and/or groups using any facility are responsible for the observance of fire and safety requirements at all times and must secure any additional permits from local or state governing bodies.

**4.6** The Abington Park and Recreation Committee reserves the right to limit attendance for a particular site in conjunction with an approved use as may be necessary to comply with occupancy limits.

**4.7** There will be no construction, modification, or physical changes to any facility without prior consent received by the Park and Recreation Committee and Department of Public Works. Any type of maintenance, including field maintenance, clean ups, etc. by organization volunteers and/or contractors must have the consent of the Abington Park and Recreation Committee.

**4.8** All equipment, accessories and any other materials brought onto any facility by an applicant is done at the applicant's peril and the Abington Park and Recreation Committee accepts no responsibility or liability for the security, care, use or integrity of such items. Any such items shall be removed from the field/grounds immediately upon the completion of the use and all affected areas shall be returned to pre-use condition.

**4.9** Costs associated with any use shall be the responsibility of the applicant at such value as is determined in association with the attached fee schedule. The Abington Park and Recreation Committee reserves the right to bill for additional time/services should an event/use extend beyond the requested time. Failure to remit payment to the Abington Park and Recreation Committee for the use of facility will result in the revocation of the individual's or group's permit to use any Park and Recreation facilities and may jeopardize such use in the future.

**4.10** The Abington Park and Recreation Committee reserves the right to cancel any approved use that, due to unforeseen circumstances, conflicts with another Park and Recreation program.

**4.11** The Abington Park and Recreation Committee may cancel or postpone any non-school use of a school field when such use is in conflict with a school event. The Park and Recreation Commission will make every attempt to notify the affected organization(s) as soon as the cancellation information is received.

**4.12** Parking is limited to designated spaces in the lots or designated unlined lots. Parking will not be permitted on grass, travel lanes, emergency access lanes or areas required for fire/safety access. Violations of this provision will be enforced by the Abington police Department in accordance with the applicable traffic laws.

**4.13** The use or possession of alcoholic beverages, tobacco products, Electronic cigarettes, vape pens, marijuana (in any form) or illegal substances within Park and Recreation facilities or grounds is prohibited. Pursuant to M.G.L. Ch. 270, section 22(j) smoking, and the use of any tobacco product is hereby prohibited in Abington at town-owned playgrounds, parks, beach/pool areas, and recreational facilities.

**4.14** Individual/organizations may post signs/message boards provided they have acquired the appropriate permission from the Abington Park and Recreation Committee. All signs/message boards must meet specified requirements per the Town of Abington's Sign By-Law.

**4.15** All individual/organizations using Park and Recreation facilities shall be responsible for any damage incurred by or as a result of their use. All facilities must be left in reasonable condition as established by pre-use condition.

**4.16** The Park and Recreation Committee has adopted a "Carry In, Carry Out" policy in which no trash is to be left on the fields by any participant, spectator or coach. The facility being used must be left clean or cleaner than found. All trash from the event must be disposed of properly. This includes picking up all trash and placing the trash in the appropriate receptacles. It is the user's responsibility to dispose of trash. The applicant assumes the responsibility for the cost of additional trash collection if the facility is not left clean after the event.

**4.17** Permits are not transferable, and all users will ensure that no unauthorized third party is granted permission to use any Abington Park and Recreation Committee facility without proper approval by the Abington Park and Recreation Committee.

**4.18** Any individual or group found guilty of damaging, destroying or defacing school, Park and Recreation or any other public property may be excluded from further use of any Park and Recreation facility and shall be held responsible for such damage.

**4.19** All league presidents, managers, coaches, or any person in charge of facility use will be responsible for the conduct of all participants, spectators and others connected with the event, including visiting teams and opponents. The Abington Park and Recreation Committee reserves the right to suspend or expel any organization, groups of individuals or individual from use of facilities if their use of the facility causes or may cause damage to the facility or harms or threatens to harm any individual.

**4.20** When using school facilities, restrooms facilities are not available unless arrangements are made with the Abington Public Schools. The cost of this service shall be borne by the individual or group making the application at such rate as determined by the Abington Public Schools Superintendent. Payment for restroom facilities are not collected by the Abington Park and Recreation Committee and arrangements should be made (by the applicant) directly with the Abington Public School Department.

**4.21** Food concessions must have the approval of the Abington Board of Health. All arrangement for food concession shall be made with Abington Board of Health and cost of this service shall be borne by the individual or group making the application at such rate as determined by the Abington Board of Health. Payment for food concession 's services are not collected by the Abington Park and Recreation Committee and

arrangement should be made (by the applicant) directly with the Abington Board of Health.

**4.22** The approved permit must be in possession of the applicant at all times while using the facility and be prepared to produce the application upon proper request by representatives of the Abington Park and Recreation Committee /Department, or any Town official, including the Abington Police Department. Failure to produce a valid permit when requested is grounds for expulsion from the facility and such further action as the Park and Recreation Committee may determine to be appropriate under the circumstances.

**4.23** Fields will be lined only upon request to the Recreation Coordinator, DPW Director, or Field Coordinator with reasonable (2+ weeks) notice. The DPW, in conjunction with the Park and Recreation Committee, reserve the right to deny this request on the basis of time constraints, short notice, or if the request is made to line fields that are meant to remain as open space.

**4.24** An adult (18 years or older) must complete the Field Request Application.

**4.25** Goals and other ancillary equipment to be used by the applicant while on Abington Park and Recreation facilities may be made available. If made available, the applicant may use such goals and equipment but shall do so at its own risk. The applicant shall be responsible for all damages or loss of such goals or other equipment. The applicant is responsible to ensure that all goals and ancillary equipment that is used is returned to its original location on the site after every use.

#### **Priority of Requests**

**4.26** All request for uses of Park and Recreation facilities will be granted in accordance with the order of priority established in Section 3 of this document, following the procedures for application period established in Section 3. The Park and Recreation Committee shall have the authority to resolve conflicts among conflicting uses in the priority category. In exercising that authority in connection with the use of fields for athletic events, the Park and Recreation Committee will give preference to an in-season sport over an out-of-season sport.

### **5. Fee Schedule**

**5.1** Fees for use of the Abington Park and Recreation facilities are established by the Park and Recreation Committee and shall be reviewed and approved by the members of the Commission.

**5.2** The Park and Recreation Committee reserves the right to waive or amend any or all fees at the request of the applicant.

**5.3** Approved applicants shall receive a permit indicating the estimated cost associated with the requested use upon return of an approved use form.

**5.4** Payment, if in the form of a check, must be made payable to the Abington Park and Recreation. However, the Park and Recreation Committee, in their discretion, may grant high volume users of facilities the right to use facilities upon compliance with a payment schedule based on expected usage, in which case the Abington Park and Recreation

Committee or such user, as the case may be, will make an adjustment payment to the other at the end of the applicable season to reflect actual usage. In addition, the Park and Recreation Committee, at their discretion, may accept goods or services in lieu of their fees. The Park and Recreation Committee reserves the right of final determination in all cases.

**5.5** The Field Usage Fee shall be assessed to each player, per sport, per year.

**5.6** The Park and Recreation reserve the right to review the Fee Schedule and make changes as necessary. It is the intention that it should be done yearly at the January meeting.



**Appendix “A”  
Field Use Fee Schedule**

Group A	All Abington High School sports on school facilities including all games and practices.	No Charge
Group B	All Park and Recreation programs.	No Charge
Group C	All organized youth recreational leagues or programs that are open to all Abington youth, playing only on town owned grass fields.	No Charge
Group D	All organized youth recreational leagues or programs that are open to all Abington youth, playing consistently on town owned grass fields in addition to the Turf field or other non-town fields.	No Charge
Group E	All organized youth recreational leagues or programs that include teams comprised solely of Abington youth selected on a try-out basis.	\$25 per participant
Group F	All organized adult recreational leagues or programs.	\$25 per participant
Group G	All organized youth recreational leagues or programs that have no Abington youth as members of the team(s).	\$40 per participant
Group H	All organized adult recreational leagues or programs with no Abington adults as members of the team(s).	\$40 per participant
Group I	Events of an educational, recreational, social, civic or philanthropic purpose sponsored by all other organizations.	\$30 per hour
Group J	Weekend Long Tournament	\$500.00
Group K	One Day Tournament	\$250.00

**All Field Use Fees are subject to change without notice as approved by the Abington Park and Recreation Committee.**

This policy applies to all Town of Abington fields when scheduled by the Parks & Recreation Commission. All guidelines included in this policy must be met or the Parks & Recreation Commission has the right to revoke use of requested fields by applicants.

The Parks & Recreation Commission will make every reasonable effort to treat all organizations, teams, and individuals using town fields in a fair and equitable manner when establishing priorities for use. Further, all players, coaches, and spectators are expected to abide by generally accepted standards of good sportsmanship, standards set forth by the user groups. User groups must allocate field usage so as not to discriminate on the basis of disability, gender, race or religion.

**Checklist (per playing season)**

Field Request Form \_\_\_\_\_

Indemnity Clause \_\_\_\_\_

Schedule of Games \_\_\_\_\_

Updated List of Board of Directors and Contact Info \_\_\_\_\_

Certificate of Insurance \_\_\_\_\_

Items must be submitted via email to [kjohnson@abingtonma.gov](mailto:kjohnson@abingtonma.gov) or via mail/drop off to the Abington DPW, 350 Summer Street prior to the opening of the season.

**General Field Use Reminders**

- Coaches and volunteers are expected to treat all participants and onlookers fairly and respectfully.
- The BOD is responsible for reviewing the Field Use Handbook and following set policies.
- Each organization is responsible for training coaches and volunteers on current concussion protocol and Code of Conduct. It is expected that the BOD will hold coaches and volunteers accountable.
- Permit requests must be submitted in advance of season start dates for field preparation. Fields will not be prepared if we are not aware of their use.
- Game/practices should be avoided during Town Meetings and Town Elections to the best of the organization's ability.
- All work that changes or alters fields or field structures must be communicated to the DPW Director, Field Coordinator, Recreation Director, or Recreation Commission prior to starting regardless of funding.
- Each group is responsible for picking up the field space at the end of each use. Excessive trash or damage found upon arrival should be communicated to the Field Coordinator or Recreation Director.
- Fields may be closed to due excessive water or inclement weather for the safety of participants and to avoid field damage.

- Abington based organizations will receive priority for field use.
- Fields are not considered reserved unless a field permit request has been filed.

### Contacts

Steve Perakslis: Field Use Coordinator

C: 508-498-7512 [steveperakslis@aol.com](mailto:steveperakslis@aol.com)

Kelly Johnson: Recreation Director

O: 781-982-2122 C: 781-857-4194 [kjohnson@abingtonma.gov](mailto:kjohnson@abingtonma.gov)

John Stone: DPW Director

O: 781-982-2122 [jstone@abingtonma.gov](mailto:jstone@abingtonma.gov)



**TOWN OF ABINGTON  
PARK AND RECREATION DEPARTMENT**

781-982-2125  
350 SUMMER STREET  
ABINGTON, MA 02351

APPLICATIONS FOR FIELD ASSIGNMENTS / PERMITS

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Event Description (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Are you charging a fee for the event? \_\_\_\_\_

**FIELDS REQUESTED**

**Arnold Park:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_

Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Beaver Brook Fields:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_

Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Green Street:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_  
Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Griffin Dairy:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_  
Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Laidler:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_  
Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Memorial Field:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_  
Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Murphy:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_  
Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Plymouth Street:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_  
Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Reilly Field:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_  
Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**Woodsdale:** Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_  
Dates: \_\_\_\_\_ Time: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

The person whose name appears above is responsible for the actions of all persons using the field site in association with this permit. This includes the collection and payment of the fee set by Park and Recreation Board used as a "Field Maintenance Fee". This fee will be assessed on each athlete during each season of play. Payment must be provided prior to the beginning of the season.

