

Abington Park and Recreation



Field Permit Policy Handbook

Revised
2015

1. Purpose

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 Commission, 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 Commission's 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 Commission 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 Commission facilities may be used only with permission of the Park and Recreation Commission, Superintendent 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 Commission.
- 2.3 In all cases, permission to use the 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 Commission decision. Any and all refund request must be submitted to the Park and Recreation Commission, and will be voted on accordingly.**
- 2.4 Requests for use of Park and Recreation Commission 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 adults.
 - F. All organized adult recreational leagues or programs that include some Abington adult members.
 - G. Events of an educational, recreational, social, or philanthropic purpose 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 recreational 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 Commission 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

Any organization requesting on-going, regular use of Park and Recreation Commission 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 Commission 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 or picked up at the Park and Recreation Office located at 225 Central Street, Abington MA 02351 and all completed applications shall be mailed or delivered to the Abington Park and Recreation, 500 Gliniewicz Way, Abington MA 02351.

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 Park and Recreation Commission 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 Park and Recreation Commission, the Park and Recreation Superintendent and/or their designee shall review the request at the Park and Recreation Commission's next scheduled meeting.

Applications denied by the Park and Recreation Commission will be returned to the applicant stating the reason for such denial. At the time of the denial, the Park and Recreation Commission 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 Commission 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 Commission 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 Commission, 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 Commission and arrangements should be made (by the applicant) directly with the Abington Police Department.

4. General Regulations

4.1 General

- 4.1.1 The use of Abington Park and Recreation facilities is permitted in accordance with the policy set forth by the Abington Park and Recreation Commission herein.
- 4.1.2 The guidelines set forth in these regulations shall govern all use.
- 4.1.3 The Park and Recreation Commission reserves the right to amend these regulations from time to time as circumstances and precedent warrant.

4.2 Conditions of Use

- 4.2.1 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 Commission 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 of attendees is noted;
 - B. Discrimination because of race, religion, color, gender, 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;
- 4.2.2 Individuals and/or groups using any facility are responsible at all times for the observance of fire and safety requirements and must secure any additional permits from local or state governing bodies.
- 4.2.3 The Abington Park and Recreation Commission reserves the right to limit attendance in conjunction with an approved use as may be necessary to comply with occupancy limits for a particular site.
- 4.2.4 There will be no construction, modification, or physical changes to any facility without prior consent received by the Park and Recreation Commission. 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 Commission.
- 4.2.5 All equipment, accessories and any other materials brought onto the any facility by a use applicant is done at the applicant's peril and the Abington Park and Recreation Commission 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.
- 4.2.6 Costs associated with any use shall be the responsibility of the use applicant at such value as is determined in association with the attached fee schedule. The Abington Park and Recreation Commission 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 Commission 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.
- 4.2.7 The Abington Park and Recreation Commission reserves the right to cancel any approved use that, due to unforeseen circumstances, conflicts with another Park and Recreation program.
- 4.2.8 The Abington Park and Recreation Commission 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.

- 4.2.9 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.
- 4.2.10 The use or possession of alcoholic beverages, tobacco products, Electronic Cigarettes 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.
- 4.2.11 Individual/organizations may post signs/message boards provided they have acquired the appropriate permission from the Abington Park and Recreation Commission. All signs/message boards must meet specified requirements per the Town of Abington's Sign By-Law.
- 4.2.12 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.
- 4.2.13 The Park and Recreation Commission 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 users 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.
- 4.2.14 Permits are not transferable, and all users will ensure that no unauthorized third party is granted permission to use any Abington Park and Recreation Commission facility without proper approval by the Abington Park and Recreation Commission.
- 4.2.15 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.
- 4.2.16 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 Commission 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.

- 4.2.17 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 Commission and arrangements should be made (by the applicant) directly with the Abington Public School Department.
- 4.2.18 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 Commission and arrangement should be made (by the applicant) directly with the Abington Board of Health.
- 4.2.19 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 Commission/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 Commission may determine to be appropriate under the circumstances.
- 4.2.20 Field lining is not included in the services of the application, however the Abington Park and Recreation Commission will endeavor to line all facilities that require this service. There is no guarantee that the field requested will be lined. Applicants are NOT permitted to perform any type of maintenance including lining without the consent of the Abington Park and Recreation Commission.
- 4.2.21 An adult (18 years or older) must complete the Field Request Application.
- 4.2.22 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.

4.3 Priority of Requests

- 4.3.1 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 Commission 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 Commission 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 Commission and shall be periodically reviewed and approved by the members of the Commission.
- 5.2 The Park and Recreation Commission 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. An invoice will be generated and mailed shortly thereafter, except that high volume users who qualify for an installment payment plan by the Park and recreation commission, in their discretion, will not receive an invoice at the time of the issuance of such permit. The Abington Park and Recreation Commission reserves the right to bill the applicant for additional time/services should a use extend beyond the requested time.
- 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 Commission, 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 Commission 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 Commission, at their discretion, may accept goods or services in lieu of their fees. The Park and Recreation Commission 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 but limited to all practices and games.	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.	\$25 per participant
Group D	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 E	All organized adult recreational leagues or programs that are open to all Abington adult.	\$25 per participant
Group F	All organized adult recreation leagues or programs that include some Abington adult team members.	\$25 per participant
Group G	Events of an educational, recreational, social, or philanthropic purpose by Abington-based organizations where at least half of the organization’s members are Abington residents.	\$25 per hour
Group H	All organized youth recreational leagues or programs that have no Abington youth as members of the team(s).	\$40 per participant
Group I	All organized adult recreational leagues or programs with no Abington adults as members of the team(s).	\$40 per participant
Group J	Events of an educational, recreational, social, civic or philanthropic purpose sponsored by all other organizations.	\$30 per hour
Group K	Weekend Long Tournament	\$500.00
Group L	One Day Tournament	\$250.00

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

Appendix "B"

Field Permit Application Required Documentation For Leagues

Required by the seasonal due date:

- ____ Permit Application
- ____ A roster including the names of all registered participants as of permit application date.
- ____ 25% Non Refundable deposit payment of User Fee (see League user Fee schedule)
- ____ Schedule of games and tournaments including times for the field(s) requested.
- ____ List of current Board of Directors (with Titles) and Field Manager including email and cell phone information.
- ____ Confirmation in writing on league/organizational letterhead, by the League/organization president that CORI checks have been completed on all coaches, volunteers or anyone involved with children less than 18 years old.
- ____ Copy of a Certificate of Insurance general Liability naming the Town of Abington as additionally insured for a minimum of \$1,000,000 per incident coverage and \$3,000,000 aggregate general liability coverage.
- ____ Copy of the signed Abington Park and Recreation Indemnity Clause & Disclaimer by League President.

ALL OF THE ITEMS MUST BE SUBMITTED IN ORDER FOR THE APPLICATION TO BE PROCESSED.

Required Within Two Weeks after Final League Deadline:

- ____ A final roster including the names of all registered participants as of the date that the league **will no longer accept registrations.**
- ____ Remaining payment of League User Fee per registered participant for the difference between the 25% deposit payment made at permit application and the total due based on the final roster submitted.

Any league/organization not disclosing the final roster and payment will be subject to our disciplinary policy.

Abington Park & Recreation

Indemnity Clause & Disclaimer

I have read, understood and agree to all of the rules, regulations, terms, conditions and limitations listed in the Abington Park and Recreation "Field Permit Policy Handbook" and understand the consequences of not complying with these policies. In consideration of being permitted to use the Abington Park and Recreation facilities, I, behalf of my members and players from my organization, league or group, shall indemnify, defend and hold the Town of Abington, its departments, employees and officials harmless from any and all claims, demands, liabilities, actions, cause of actions, cost and expenses, including attorney fees arising out of the use of the playing fields, parks, facilities and equipment. Any one person or group utilizing and Abington Park and recreation facilities, fields, parks, and equipment will do so at their own risk.

The permit will be immediately revoked for the use of alcohol, tobacco products, any illegal substance and violation of the law and any behavior deemed inappropriate by the Abington Park and Recreation Commission or Department or his duly appointed representatives. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Park and Recreation Superintendent or his duly appointed representative reserves the right, in the interest of public safety, to discontinue all activities or dismiss the person or persons detrimental to the activity.

All incidents or accidents should be reported immediately to the Abington Park and Recreation Department.

My signature below indicates that I have read and agree to the above disclaimer, received and read a copy of the "Field Permit Policy Handbook" and will fully abide by the terms, conditions and provisions contained or referred to therein.

Signature of Applicant/League President

Organization/League

Address: _____
 Street City State Zip Code

Home #: _____ Work #: _____

Cell #: _____ Email: _____