

TO: Youth and School Organizations Requesting Rental of City of Newton Fields

Please find enclosed information for the permitted use of field space in the City of Newton Parks and Recreation/School Department Outdoor Fields for Athletics and Youth Sports

- ◆ **Rental of City Fields – Rules and Regulations**
- ◆ **Application for Field Use Form**

Please submit both the Application and Current Certificate of Insurance to:

City of Newton Parks and Recreation Department
246 Dudley Road
Newton, MA 02459
Attn: Tom Cahill
tcahill@newtonma.gov
handerson@newtonma.gov

617-796-1500



NEWTON PARKS AND RECREATION DEPARTMENT
246 Dudley Road Newton, MA 02459

SPECIAL YOUTH LEAGUE AND SCHOOL FIELD PERMIT APPLICATION – RULES AND REGULATIONS

1. Any Newton youth group (named in the recreation policy) wishing to use the facilities must fill out the youth/school application form.
2. Application needs to be signed by the person accepting responsibility for the group. If the use of the high school athletic facility is requested, then the application needs to be signed by the athletic director at that high school. Once the request is submitted the recreation department will take into consideration all of the aspects of field distribution outlined in the field use policy attached.
3. Full liability for any and all damages to property and injuries to persons, whether on the grounds thereof, shall be assumed by the applicant, whether said damages or personal injuries are caused by the employees or members of the City of Newton. Liability insurance policies must indicate the City of Newton 1000 Commonwealth Avenue Newton, MA 02459 is listed as an additional named insured. Certified copies thereof must be submitted to the Parks and Recreation Department Offices upon approval of the use of the facilities and prior use of the site with approval from the City Law Department as to form of the insurance policy.
4. Application should be submitted a minimum of 2 weeks prior to the desired rental date.
5. **APPLICANT SHALL NOT ADVERTISE THE EVENT UNTIL OFFICIAL PERMIT IS APPROVED BY THE CITY OF NEWTON PARKS AND RECREATION DEPARTMENT OFFICE.**
6. Parks and Recreation Events and School District based activities, whether previously scheduled or not, shall take precedence over rentals.
7. Police details may be required for some events. It is the responsibility of the applicant to contact the police department and arrange for police presence for groups of over two (200) hundred attendees.
8. The requesting organization is responsible **for providing sufficient supervision of attendees.** Adequate and responsible adult supervision shall be provided at all activities for youth groups using City Fields, said supervision to be present at all times during the activity. The adult in charge of the activity should be present in the facility at least fifteen minutes prior to the arrival of the participants and until the last participant has left.
9. **The organization requesting permission to use the facility is responsible for keeping those attending their function or activity within the designated areas.** Attendees/participants in an activity sponsored by an outside group may be excluded from the premises indefinitely if they violate the rules under which the permission to use the fields has been granted. The organization requesting the use of the field is responsible for notifying all participants of which entrance they are to use.
10. Groups using the fields are not allowed to leave sports equipment on the field at the conclusion of the day's activities. The city is not responsible for any property or equipment left on the fields.

11. **Water in Parks.** As announced by the Public Works and Commissioner of Parks Recreation all city bubblers have been shut off over concerns of high lead content in the water. These bubblers are currently being re-tested and further evaluations are going to be made on a resolution. In the interim we ask that you bring you own water to each site when attending. Additional Information is available at this link. Water Information: http://www.newtonma.gov/gov/health/public/drinking_water.asp
12. The requesting organization is responsible for informing participants/attendees that state law prohibits smoking both within the school building and on school grounds. **SMOKING IS PROHIBITED ANYWHERE INSIDE SCHOOL FACILITIES AND ON SCHOOL GROUNDS.**
13. **Trash Removal:** Fields are to be left in prime condition. If you bring it in, take it out and please recycle properly. Additional information is available by copying this link into your web browser regarding the trash and BigBelly program implemented by the City in our public parks. Big Belly Link: http://www.newtonma.gov/gov/parks/maintenance/public_space_waste.asp - written trash plan from each group to be on file with the Parks and Recreation Department.
14. A custodian or custodians may be required by the Newton Public School to be present whenever school facilities are being used and paid at the salary rate set by the **CITY OF NEWTON SCHOOL COMMITTEE IN THEIR COLLECTIVE BARGAINING AGREEMENT WITH THE CUSTODIAL UNION.** Billing of custodian fees will be for a minimum of three (3) hours at time and one half double time on Sunday or Holidays.
15. **Cancellation:** If the administration needs to cancel your event for any reason, i.e. a school event scheduled after this field use form is processed or fields closed due to snow or rain, a credit will be given for a future event or a refund will be issued if a mutual date for the event cannot be scheduled.
16. Applicant must have permit to use facility with their organization at all times, if a conflict arises Newton Police will be asking for permit to determine the proper user.
17. Portable bathroom facilities will be allowed placement by the various youth and school leagues at the sole expense of the organization, the city shall bear no costs associated. **IT IS A REQUIREMENT THAT THE PLACEMENT BE SCHEDULED AND APPROVED WITH THE SUPERINTENDENT OF MAINTENANCE PRIOR TO ITS PLACEMENT.** The organization must also carry insurance indemnifying the City for the use if these items. That insurance is generally available from the vendor hired by the organization to provide the portable restroom.
18. **Signs** – Only two sites Newton Little League Field (Murphy Field) located at Albemarle Field and Newton South East Little League Field at Newton Center (Gordon Field) have permission to put advertising signs up on their outfield fences. The signs must be 4' x 8' and Kelly green background with white lettering, no advertising allowed only support of the league by the sponsoring agency.
19. **Concession Stands** – Only two sites Newton Little League at the Halloran Sports and Recreation Complex and the Lyons Little League/concession, storage and bathroom facility have permission for operation. Each Concession Stand must pass inspection by the Newton Health Department and post permit for their concession conspicuously at the stand.
20. **Contractual Maintenance** – Many of the leagues have contracted with private landscape companies to perform field improvements. All field improvements must have prior approval from the Commissioner of Recreation or his designee. Each company is to provide the City of Newton with an insurance policy on an annual basis naming the City of Newton as an additional insured on the policy prior to any work being performed.
21. **Equipment Storage bins** – The City of Newton will allow each league or school to place storage containers on the local fields for purposes of storing field maintenance equipment, or for storage of sports gear for games. These sheds should be no bigger than 12' x 20' feet and be capable of being secured with a single padlock. The Parks and Recreation Department Superintendent of Maintenance shall be provided with a key to each of the locked areas in case of emergency or need to access the area by emergency personnel.

BY SIGNING THE APPLICATION YOU ARE INDICATING THAT YOU HAVE READ THE ABOVE AND ACCEPT THE TERMS AND CONDITIONS INDICATED FOR THE USE OF THE FACILITIES

I/We, the undersigned do hereby consent to use of City of Newton Fields and or Facilities. I/We forever RELEASE, acquit, discharge and covenant to hold harmless the City of Newton, a municipal corporation of the Commonwealth of Massachusetts and its successors, departments, officers, employees, servants and agent, of and from any and all actions, caused of action, claims, demands, damages, cost, loss of services, expenses and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damages which I/We may now or hereafter have also all claims or rights of actions or damages which has or hereafter may acquire, either before or after participation use of City of Newton Fields and or Facilities.. FURTHERMORE, I/We hereby agree to protect the City of Newton and its successors, departments, officers, employees, servants and agents against any and all claims for damages, compensation or otherwise on the part growing out of, or resulting from, injury in connection with participation or the use of City of Newton Fields and or Facilities and to INDEMNIFY, reimburse or make good to the City of Newton or its successors, departments, officers, employees, servants and agents any loss or damage or cost, including attorney's fees, the City of Newton or its representatives may have to pay if any litigations arise from participation or the use of City of Newton Fields and or Facilities

Signature of Applicant

Date _____.



NEWTON PARKS AND RECREATION DEPARTMENT
246 DUDLEY ROAD
NEWTON, MA 02459
617-796-1500
PARKS@NEWTONMA.GOV

APPLICATION TO USE CITY FIELDS FOR YOUTH AND SCHOOL LEAGUES

1. NAME OF ORGANIZATION
2. DATE HOME, BUSINESS or CELLULAR NUMBER
3. NAME OF REPRESENTATIVE
4. MAILING ADDRESS
5. EMAIL CONTACT INFORMATION
6. CITY, STATE, ZIP CODE

7. DATE(S) REQUESTED:
DAY(S) OF WEEK: (Please List)

8. SET UP TIME: A.M. / P.M. END OF ACTIVITY: A.M. / P.M.
9. START OF ACTIVITY: A.M. / P. M. BREAK DOWN TIME: A.M. / P.M.

10. TYPE OF FIELD REQUESTED: LITTLE LEAGUE FIELD, REGULATION BASEBALL FIELD 90', ARTIFICIAL TURF FIELD (\$50/hr \$75/adults), GRASS LACROSSE FIELD (BOYS), GRASS SOCCER FIELD (BASEBALL OUTFIELD), GIRLS SOFTBALL FIELD, GRASS LACROSSE FIELD (GIRLS), FOOTBALL FIELD, FIELD HOCKEY FIELD.
TYPE OF AMENITIE AT USER COSTS: PORTABLE TOILET FACILITIES, STORAGE CONTAINER, LIGHTED ATHLETIC FIELD (\$50/hr.), LIGHTED SOFTBALL FIELD (50/hr.), SCOREBOARD W/ TIMEKEEPER

11. Athletic Director Signature of needed for High School Sites. Signature of A.D. at high school. Playing Field (s) requested - list all needed by site

12. TYPE OF ACTIVITY:

*City of Newton does NOT line out of season fields, we use the high school athletic season as our guideline for lining purposes. Organizations needing special lining my contract with a private vendor

13. NUMBER OF PEOPLE ATTENDING:

Recreation Approval Newton Police Dept. (when required)

Applicant's Signature and acceptance and understanding of the rules and regulations for facility rental:

PLEASE RETURN COMPLETED/SIGNED APPLICATION TO:
Newton Parks and Recreation Department - 246 Dudley Road Newton, MA 02459

THERE IS A RENTAL CHARGE OF \$ PER FOR A TOTAL OF \$. THIS IS THE CHARGE FOR THIS ACTIVITY. A bank check or money order made payable to the City of Newton must be received 2 weeks in advance at the Parks and Recreation Department Offices

PLEASE DO NOT ADVERTISE YOUR EVENT UNTIL YOU RECEIVE APPROVAL FROM OUR OFFICE

APPROVED DISAPPROVED DATE Commissioner/Designee