



Newton Parks and Recreation Department
 124 Vernon Street
 Newton, MA 02458
 617-796-1500
 Robert J. DeRubeis, Commissioner



**PLAYING FIELD/FACILITY APPLICATION FOR PERMIT
 (Please complete all information or application will not be considered)**

Application Date: _____

APPLICANT INFORMATION

Applicant Name: _____

Address: _____ City _____ MA Zip _____

Phone: Home _____ Work _____ Cell _____

E-Mail: _____

On-Site Responsible Party: Name: _____ Phone: _____

Please check priority/fee category:

___ **Tier 1:** Newton Parks & Recreation Department Leagues and Programs; Newton Public Schools Athletics and Events
 NO CHARGE

___ **Tier 2:** Youth Leagues with at least 50% Newton residents
 NO CHARGE except artificial turf fields \$50/hour

___ **Tier 3:** Adult Leagues with at least 50% Newton residents; Newton Private Schools; Newton Businesses
 \$10/hour, minimum \$75/season;
 \$50/hour, artificial turf fields

___ **Tier 4:** Youth and Adult Leagues with less than 50% Newton residents; Newton Nonprofits; Newton Charitable Organizations, including PTOs;
 \$10/hour, minimum \$150/season;
 \$75/hour artificial turf fields

___ **Tier 5:** Private Camps and Clinics not affiliated with Newton; One-time events
 10% of tuition for private camps and clinics; \$15/hour, minimum deposit \$250 for one-time events; \$75/hour, artificial turf fields

PLAYING FIELD/FACILITY INFORMATION

Name of Park: _____

Area of Playing Field/Facility: _____ Athletic Director Approval: _____
 (Only Required for Allocation of North & South High School Fields)

League/ Program: _____

Start Date: _____ End Date: _____

Day(s) of the Week: _____ Start Time: _____ End Time: _____

Participants: _____ # Residents: _____
 (Only Required for Newton Youth & Adult Leagues)

Lights Requested: _____ Yes _____ No
 (Applicant Required to Pay for Lights)

Applicant Signature: _____ *

* By signing this Application for Permit, Applicant acknowledges receipt of the attached Newton Parks and Recreation Department Playing Field/Facility Policy and Rules and agrees to INDEMNIFY and HOLD HARMLESS the City of Newton from any claims arising out of the City's playing fields and facilities.



NEWTON PARKS AND RECREATION COMMISSION
PLAYING FIELD/FACILITY POLICY AND RULES



The City of Newton, through its Parks and Recreation Commission (“P&R”), hereby adopts the following policy concerning the application process and rules for its playing fields and related facilities.

APPLICATION PROCESS

- Organized or regular use of P&R playing fields and related facilities by leagues and organizations requires a Permit each calendar year.
- Applications for Permits are available as of the first Monday in February at P&R offices or on-line at www.ci.newton.ma.us/parks .
- Incomplete Applications for Permits will not be considered.
- Decisions by P&R on the allocation of playing fields and related facilities in response to Applications for Permits will be made as follows:
 - o For requests covering April 1 – Father’s Day; decision by March 31
 - o For requests covering Father’s Day – third Friday in August; decision by May 31
 - o For requests covering fourth Monday in August – third Sunday in November; decision by August 1.
- Allocation and priority for playing fields and related facilities is left to the discretion of P&R. However, P&R will consider scheduled renovations, field conditions and turf control measures in allocating fields and facilities. In addition, P&R will prioritize allocation as follows:
 - o Tier 1: Newton P&R Leagues and Programs; Newton Public Schools athletics and Events
 - o Tier 2: Youth Leagues with at least 50% Newton residents¹
 - o Tier 3: Adult Leagues with at least 50% Newton residents; Newton Private Schools; Newton Businesses²
 - o Tier 4: Youth and Adult Leagues with less than 50% Newton residents; Newton Nonprofits; Newton Charitable Organizations, including PTOs
 - o Tier 5: Private Camps and Clinics not affiliated with Newton; One-time events.
- Any fees required for the allocation of playing fields or related facilities are set forth on the Application for Permit and must be paid in advance.
- Fees are nonrefundable unless an Application for Permit is denied.
- All Tier 2 and Tier 4 Youth Leagues must provide a certified league roster or team roster with the names and addresses of all participants.
- All Tier 3 Adult Leagues must provide a certified league roster or copies of drivers’ licenses of all participants.
- All Tier 2-5 applicants must provide a Certificate of Insurance in the amount of \$1,000,000 general liability insurance naming the City of Newton as an additional named insured.

¹ A resident is an individual who resides in Newton, Massachusetts.

² A Newton Business is a business physically located in Newton, Massachusetts with employees who wish to engage in athletic or recreational activities in Newton.

- All Tier 5 private camps and clinics must provide a Certificate from the Newton Health Department certifying that the group meets all state health requirements.
- Any applicant selling food at a P&R playing field or facility in connection with their event must provide additional permits as required by the Newton Health Department.
- Athletic Director approval is required for the allocation of any playing fields at Newton North High School or Newton South High School.
- Applicants are required to pay for the use of any lights on playing fields or facilities.

RULES FOR P&R PLAYING FIELDS/FACILITIES

- A valid Permit must be in the possession of all organized or regular users of P&R playing fields and facilities at all times.
- A responsible Newton adult named on the Permit must be present on the playing field or facility at all times.
- Subletting or reallocation of playing fields and facilities is not permitted.
- The use of any playing field or facility is limited to the terms of the Permit.
- Playing fields that are too wet cannot be used. P&R maintains a hotline at 617 796-1536 and website www.ci.newton.ma.us/parks to communicate field conditions.
- Any damage to City real or personal property beyond normal use will be the responsibility of the permitted user.
- P&R marks fields for Tier 1 groups only.
- P&R does not provide any movable equipment for permitted users.
- Alcohol is not permitted unless authorized by P&R and licensed through the Licensing Board.
- Permitted users must abide by all applicable laws, City ordinances and Parks and Recreation Commission Rules and Regulations associated with the playing field or facility.
- Any violation of applicable laws, City ordinances or Parks and Recreation Commission Rules and Regulations is grounds for immediate revocation of a Permit and denial of future Applications.