



Recreation Department 2015 Year-End Report

Introduction

Since the start of my tenure as Director of Recreation and Youth in November 2014, the Recreation Department team and I have steadfastly developed policies, procedures, and protocols to enhance our delivery of recreational services to the Somerville community. The team has also developed a set of core values: **Commitment, Accountability, and Integrity**, and it is through the lens of these values that all of our efforts are guided.

As the new Director of Recreation and Youth, my first task was to implement structural and systematic changes. These initial changes are providing a strong foundation for the department to build upon. The goal is to create an environment for innovation and sustainable growth within the department. To this end we are well on our way.

Our Vision. To be the most innovative, enthusiastic, and finest recreation department in the country.

Mission Statement. Why we exist, what we do, how do we do it, and why are the questions the mission statement should answer. To begin this journey of rebuilding, the mission statement was modified to ensure that our mission truly reflects the values of the community and the commitment of the department. The revised statement reads as follows:

“The Recreation and Youth Department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.”

Departmental Improvements

Early on in my tenure, I identified six areas that needed immediate attention within the Recreation Department. The six areas were: role clarification, programming, field permitting, improving clarity in communication, space needs, and brand development.

Role Clarification:

Currently we have eight key roles within the department. These roles are: Director, Program Developer, Outreach Coordinator (2), Facility Manager, Assistant Facility Manager, Rink Laborer, and Administrative Assistant. Primarily the Outreach Coordinator role needed clarification.

1. **Outreach Coordinator:** The role of Outreach Coordinator was changed to Program Coordinator and updated job descriptions were developed. Program Coordinators now have defined areas of expertise such as toddler to teen programming, special events, and/or athletic/camp programs. All Program Coordinators have specific duties related to their identified role and each have outreach responsibilities. So instead of having “outreach” as the title of the job, “outreach” is woven into the fabric of each role. This provides the department with clearer definitions that align with the mission and values of Somerville Recreation.
2. **Ice Rink Staff:** Based on sound rink management practices, it is evident that the ice rinks need three full-time employees to effectively manage and maintain both facilities. Rink management requires an enormous amount of organization, scheduling, maintenance, attention to detail, customer service, and the ability to effectively manage the utilization of the facility. Maintenance is ongoing and requires both ice and equipment expertise. Currently we have a Facility Manager, a part-time Assistant Facility Manager, and a Rink Laborer. I would like to increase the staffing at the Rinks by 0.5 FTE to ensure adequate coverage at both rinks and thus ensure the best conditions and access to our community and our athletes to these facilities.
3. **Operations Manager:** Currently, the City does not employ an Operations Manager in charge of the maintenance of all City and City-managed recreational facilities including our recreational fields. To best preserve our investments, provide improved facilities management, and best utilize and maintain our recreational resources, an Operations Manager position should be established.

Programming:

We have had three successful Rec Fairs since the start of my tenure. The Fairs showcased the department’s upcoming recreation programming, provided opportunities for registrations, encouraged connections with recreation staff, and brought awareness to community recreation leagues. Our latest Rec Fair took place on January 16th, 2016.

Our Winter Program Guide offered over 70 programs and our Spring/Summer Guide offered 77 programs. Participation was extraordinary.

2015 Recreation Program Participation Stats

	# of Programs	Total Participants	Female	Male	Resident	Non-Resident	Co-Ed Programs	Female Only Programs	Male Only Programs
Winter 2014/15	37	634	227 (36%)	408 (64%)	590 (93%)	44 (7%)	33 (89%)	2 (5.5%)	2 (5.5%)
Spring 2015	21	712	153 (21%)	559 (79%)	547	36	19 (90%)	1 (5%)	1 (5%)
Summer 2015	43	2,017	745 (37%)	1272 (63%)	1357	193	36 (84%)	3 (7%)	4 (9%)

A huge part of accountability for the department is the process of program development and resource acquisition. I created a Program Development process that includes stated goals, objectives, evaluation, and a break-even analysis, which is used as a fiscal analysis tool. However, it should be noted, that to achieve our goal of providing low-cost programming to all and subsidized programming for those in need, the department does not seek to break even on all programming. We seek rather to serve our community with needed and enriching programming that supports resident health and well-being. City investments to subsidize that programming to maintain accessibility for all reflect the values of our community.

Sample Program Development Sheet and Break Even Analysis

Expense	Formula	Summary
Instructor Cost	Instructor Fee x # of Hours	\$10x 8 hr. = \$80
Fringes	Total Wages x .25	\$80 x .25 = \$79.75
Administration Fee	Staff Salary/Hours on Project	\$20 x 1 hr. = \$20
Building Permit Fee	\$50-\$75 depending on Room	Small Room \$50
Supplies/Materials	\$50	\$50
Special Equipment	Equipment Rentals \$100	\$100
Total Expenses		379.75

Staff will need to estimate the number of paid participants needed in order for the program to break even. If the program does not have the minimum number of registered individuals, it should be cancelled and considered for a future program.

Income	Formula	Summary
Participant Fee	379.75/8 = \$48	\$48
Minimum # Required	8	8
Break Even	8	8
Participants over Minimum	3 x \$48	\$144
Total Registered	11	11
Total Registered x Participant Fee	11 x \$48	\$528
Total Income		\$528

Programs should break even or show a positive net balance.

Net (Income-Expense)	(\$528-379.75) = \$148.25
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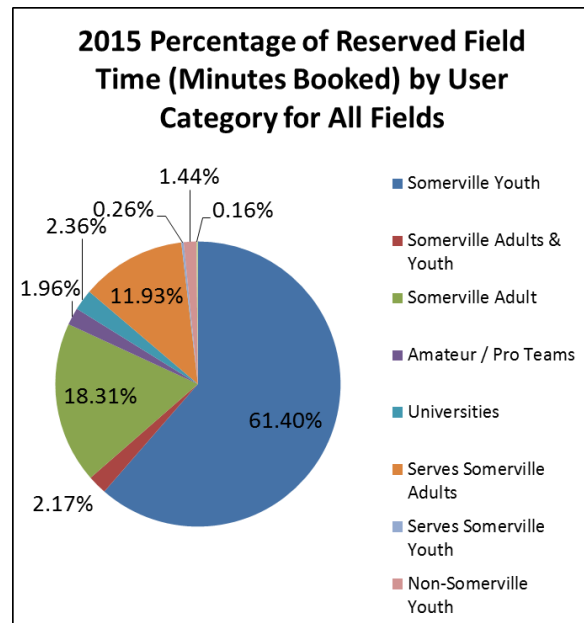
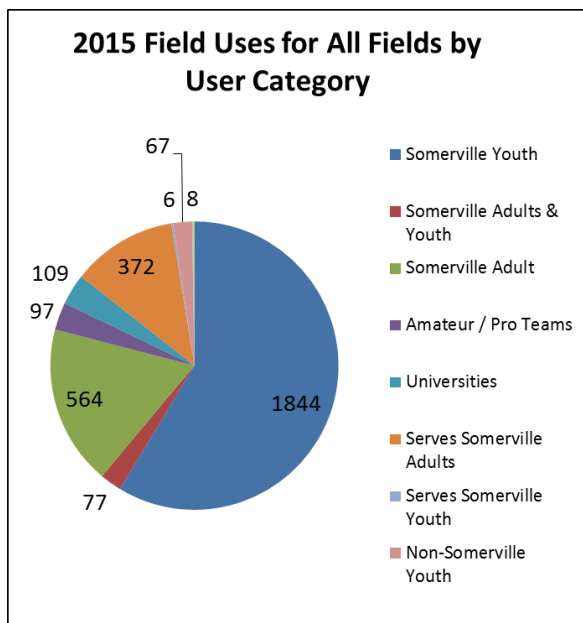
The Department is also tracking spending in regards to ordering supplies. Typically supplies are ordered in late Spring and early Fall. *See Appendix for Supplies List.*

Field Permitting:

The Somerville Recreation Department issues permits for the use of nine fields: Capuano Field, Conway Park, Dilboy Stadium, Dilboy Auxiliary Fields, Hodgkins-Curtin Field, Lincoln Park Soccer, Lincoln Park Softball, Nunziato Field, and Trum Field. Dilboy Stadium and Dilboy Auxiliary Fields are DCR-owned fields that the City is contractually obligated to make available for regional use.

We initiated our online permitting system on January 1, 2015. This easy, convenient system allows users to go online to request a particular field and time. They can also view all field calendars to review what other permitted users have booked. Field Permit and Cancellation policies were developed to ensure a clear, consistent, and fair process with clear, easily understand guidelines. All permitting adheres to our now formalized priority process, which gives priority booking to permit requests, within a predetermined time, to Somerville High School, youth leagues, and finally, adult leagues in that order. ***See Appendix for Field Permitting Policy.***

In its first season, the online permitting system has been very successful. A total of 238 unique, multi-use Field Permits were issued Spring/Summer 2015 to 94 organizations. Please note multiple field uses can be accommodated on a single permit. The charts below show the number and percentage of field uses for all nine fields permitted by the Recreation Department from January through November 2015. Please also note that “non-Somerville” indicates that the league or organization requesting the permit is itself not based in Somerville, but these organizations nonetheless often serve a significant number of Somerville residents alongside other members.



Communication:

With the addition of the online permitting system, we effectively streamlined our field scheduling policies. Additionally, a redesign of the website now offers residents and patrons improved access to pertinent policies, recreational activities, registration, and real-time field occupancy. Internal communication has also improved with weekly staff meetings and monthly one-on-one staff check-in meetings.

Since coming on board in November of 2014, I have created and implemented over 30 policies and procedures (see list below). Everything I have accomplished thus far is with the intent of having the very best work force and recreation opportunities the City has to offer. I will continue to add and refine

policies in concert with the Personnel Department to ensure predictability and transparency in the work we do.

FY15 Recreation Policies & Procedures Developed

- Liability Forms Youth & Adult
- Photo Releases
- Buildings Access
- Keys
- Sliding Scale fee policy
- Equipment Check out
- Internal Staff running programs-Renting Gym Space, Purchasing, Ordering, etc.
- Buzzer system/Camera – explore options
- Dilboy Opening & Closing Building procedures
- Security Alarm Protocol
- Building cleaning procedures
- In-Kind Donations
- Field Use Policies
- Staff Weekly Progress Reports
- Intramural policies/process
- Volunteer application / process
- Lifeguard advertisement
- Dilboy staff scheduling procedures
- Dilboy Rules
- Rental policies
- Request process/policies
- Permitting Prioritization
- Code of Conduct
- Online Permitting process
- Calendars
- Incident reports both employee & participant
- Vacation Requests
- Sick Leave notification
- Snow Days
- Time Cards
- Rest Break /Time Clock Waiver
- Inventory Protocols
- Safety – Fire Drills
- Max Solutions - software
- MyRec - software
- Contract Agreement at Rinks
- Cancellations
- Boxing club policies
- Vehicle Use form
- Vehicle Cleaning check list
- Dilboy/Ice Rink Attendance Sheets
- Refund policies

Space Needs & Building Upgrades:

- 1) **19 Walnut Street:** The Recreation Department is currently housed in a historical Somerville building, and although it has wonderful character, it needs a facelift. It is my understanding that a potential transfer into a more suitable building may occur in the future; however, our current space requires some attention.

I am proposing the transformation of 19 Walnut St into a bright and colorful space to work and play. We have the opportunity to have community murals and art work throughout the building, interactive play structures on walls and hallways. The Rec Department also has historical photos and memorabilia that should be displayed in a place of honor. It is my hope that when people enter our building that it not only represents our goals but also exemplifies the passionate enthusiasm of community recreation.

Policies regarding keys and building access have resulted in the building being re-keyed.

- 2) **Blessing of the Bay Boat House:** We have an incredible resource on the Mystic River. As we work toward the Mayor's vision of redesigning the Boat House, the current structure requires interim improvements. Basic internal repainting, floor maintenance, plumbing improvements, and facility storage organization will go a long way in improving the appearance of the boat house. In May of 2015, Recreation staff made some of these pressing improvements. The internal walls of the Boat House were repainted, floors re-tiled, and the bathrooms were renovated. This greatly improved the appearance and community satisfaction.

Our canoe rentals were up this year from 2 rentals in 2014 to 26 rentals in 2015. The Recreation Department Canoe Clinics were a huge success with 95 children participating. Additionally, this Fall we facilitated eight P.E. classes for International School of Boston. I intend to continue to grow the utilization of this resource.

In 2016 there are opportunities for returns on investment in the form of renting canoe/kayak and rowing scull storage. Many die-hard water sport enthusiasts would welcome the chance to be able to store their water craft in a safe and convenient location. I intend to draft a policy and potential pricing structure to allow for seasonal storage.

- 3) **Dilboy Pool:** This year the organizational structure of the pool was changed. Lifeguards received three separate in-service trainings over the summer. An improved fiscal accounting system provided consistent revenue recording, participation, and expenditures throughout the season. This year the pool was extremely active and well run. Hundreds of children and adults enjoyed the pool atmosphere, swimming lessons, and organized facilitation. While the revenues generated do not cover the full costs of operation, the City remains committed to investing in this community resource, which along with Foss Park Pool, provides the only source of recreational water access for many of the residents who frequent them.

Dilboy Pool Summer 2015: Attendance	
Children	3,335
Adults	3,788
Total	7,123

Summary of Summer Pool Use: Expenses and Revenue		
	Summer 2014	Summer 2015
Revenue (Attendance Fees)	+\$7,500	+\$16,570.56
Salaries (Staff)	-\$56,069.32	-\$47,005.19
Supplies	-\$8,262.40	-\$9,402.12
Total	-\$56,831.72	-\$39,961.75

Brand Development:

Branding is important to set the tone and expectations of community recreation. Our brand not only represents the Somerville Recreation Department, but also the vibrancy of the City. This branding included the creation of a Rec logo, the development of an interactive and functional website, updating of policies/procedures, and professionalized employee attire. All of our programs and personnel now represent the Recreation Department with a professional appearance. The summer attire includes logoed polo and t-shirts and pocketed mesh shorts that are either khaki or black. In addition, other recreation gear such as hats, warm-ups, and jackets were available for purchase. Summer part-time staff had a 2 shirt allotment and full-time staff had a 4 shirt allotment.

This fall, Dilboy and Rink personnel attire will be appropriately dressed in logoed attire relevant to their work environments. The implementation of the workplace attire requirement speaks to the professionalism expected in the workplace, while also enhancing customer service and safety, as staff are clearly identifiable.

Looking Ahead - Development of a Parks & Recreation Department:

I believe the City could benefit from a cohesive Parks & Recreation Department that works together to enhance the recreational, leisure and athletic opportunities within the City of Somerville. The Recreation Department is developing an Open Space Master Plan that encompasses a Fields Master Plan in coordination with OSPCD. The implementation of these plans would be best achieved within this recommended Parks & Recreation Dept. However, once in place, I am confident that I can effectively manage the implementation of these plans either from within the existing departmental structure or within a unified Parks & Recreation Department.

Fields & Open Space Master Plans

We know that our natural turf fields in Somerville are overused and lack necessary periods of rest. Unfortunately, without a sound turf maintenance plan, dedicated field staff, and additional synthetic turf options, our fields will continue to be in peril, resulting in unsafe play surfaces.

Components of the Master Plan include:

- Evaluating the use (and overuse) of our natural turf fields
- Scheduling field capacity by use type
- Identifying “swing spaces” for uses while fields are offline for reconstruction
- Establishing policies around natural turf fields once they are rehabilitated
- Phasing improvements to fields over time with the goals of
 - o More efficient use of current fields
 - o Using artificial turf to maintain current capacity
 - o Using lights to increase capacity

- o Exploring opportunities to partner with Tufts, DCR and other area institutions to increase access to high-quality fields.

This plan would also require the Department to expand its work force to be able to properly maintain and oversee the parks and fields. Within 10 years, my goal is to make Somerville Parks and Recreation fields premiere playing fields and facilities that residents can be proud of. Ultimately, I would like to expand this effort to examine the rehabilitation and maintenance of our parks and playgrounds, again working in coordination with Capital Projects & Planning, OSPCD, and DPW. Various City playground parks need surface repainting and equipment upgrades such as netting, swing chains, etc. Many of our newer playgrounds have been designed exceptionally well. I would like to commit to having all of the City's playgrounds reflect the most up-to-date and urban development needs. This will again take thoughtful planning and oversight working in conjunction with OSPCD.

Conclusion

In summary, these are the initial changes I've made in my efforts to build a strong foundation to allow the Recreation Department to grow, thrive, and meet the needs of Somerville residents. As I continue to become more integrated into the community and department, I'm sure there will be more to come. However, I believe this is a good place to start. Thank you for your time and commitment to the process.



Appendix A: FY16 Supplies List

Appendix B: Field Permitting Policy

Somerville Recreation Program: FY16 Proposed Supply Budget

FY16 RECREATION DEPARTMENT: SUPPLIES BUDGET PROPOSAL*

*Estimated totals are subject to enrollment, programmatic needs, and market prices



ATHLETIC SUPPLIES: 551006				
Program	Equipment	Estimated Quantity	Estimated Costs	Estimated Totals
Dilboy Stadium Baseball	Rubber Pellets	3 Bundles	\$450.00 Per Bundle	\$1,350.00
	Glove Paddles	8	\$22.00	\$176.00
	Baseballs	8 Doz	\$45.00 Per Doz.	\$360.00
Soccer	Pug Nets	2 Sets	\$150.00 set	\$300.00
	Select Balls sz. 5	15 Balls	\$33.99	\$509.85
	Select Balls sz. 4	15 Balls	\$33.99	\$509.85
	Scrimmage Vests	24	\$6.00	\$144.00
	Bow Flex Goals	2	\$329.99	\$659.98
	Replacement Nets	4	\$250.00	\$1,000.00
	Corner Flags	2 Sets	\$65.00 set	\$130.00
	Disc Cones	36	\$12.99 Doz	\$38.97
	Pro Net	2	\$149.00 per net	\$298.00
	Goals 8x24	2	\$1,885.99	\$3,771.98
	Goals 6.5x18.5	2	\$1,639.99	\$3,279.98
	Sand Bags	4	\$59.85	\$59.85
Rec Football Programs	Flags	4	\$8.99 Each	\$35.96
	Flags	1	\$189.99	\$189.99
	Field Pylons	2	\$41.99 Each	\$83.98
	Footballs	6 yth	\$46.99 Each	\$281.94
		6 Jr	\$46.99 Each	\$281.94
		6 Lrg	\$72.99 Each	\$437.94
	Kick Off Ts	8	\$4.50	\$36.00
Youth Football	Helmet Refurbish (every 2 yrs)			\$4,884.71
Pop Warner Equipment Lease	Helmets	6	\$91.95	\$551.70
	Helmets	3	\$91.95	\$275.85
Fitness Program	Agility Ladders	4	\$49.99 Each	\$199.96
	Agility Sticks	4	\$154.99Each	\$619.96
	Disc Cones	36	\$12.99 Doz	\$38.97
	Speed Jump Ropes	12	\$4.99Each	\$59.88
	Hurdles	24	\$60.99set of4	\$365.94
	Yoga Mats	10	\$21.99 Each	\$220
Tennis	Ball Retrievers	2	\$40.00Each	\$80.00
	Balls	12Doz	\$10.99Doz	\$131.88
	Small Racket	4	\$16.99Each	\$67.96
	Jr Racket	4	\$17.99Each	\$71.96
	Youth Racket	4	\$19.99 Each	\$79.96
Golf	Plastic Golf Balls	12 Doz.	\$1.99 Pack 6	\$47.76
	Golf Clubs	4Sets	\$169.99Set	\$679.96
	Golf Driving Net	2	\$197.99Each	\$395.98
Basketball	Balls 28.5	20	\$49.99Each	\$999.80
	Balls 29.5	20	\$49.99Each	\$999.80
	Scrimmage Vests	24	\$6.00 Each	\$144.00
	Scoreboards	30	\$8.49Each	\$254.70
	Electric Scoreboards	6	\$300.00Each	\$1,800.00
Track & Field	Relay Batons	3packs	\$7.99 Pack	\$23.99
	Tape Measures 200ft	2	\$31.99Each	\$75.98
	330 Ft	1	\$47.99	\$47.99
	50 Ft	2	\$15.99	\$31.98
	Javelins	4	\$40.00Each	\$160.00
	Water Bottles	24	\$7.00 Each	\$168.00
	Bottle Racks	4	\$28.99 Each	\$115.96
	Stop Watches	2packs of 6	\$54.99 Pack	\$109.98
Women's Softball	Double Bases	4	\$49.99 Each	\$199.96
	Softballs	24 Case of 12	\$20.00 Case	\$480.00
	Scorebooks	30	\$8.00 Each	\$240.00
Sprout Sports	Youth Basketballs	2 Packs	\$55.99 Pack	\$111.98
	Youth Baseball Gloves	8	\$24.00 Each	\$192.00
Miscellaneous Equipment	Hand Held Pumps	6	\$5.99	\$35.94
	Electric Pump	1	\$94.99	\$94.99
	Pins for Pump	2Packs 100	\$24.99 Pack	\$49.98
	Whistles	12 Doz	\$9.99 Doz	\$119.88
	Lanyards	12 Doz	\$9.99 Doz	\$119.88
	Clip Board	24	\$5.00 Each	\$120.00
Come Inside and Play	Basketballs	24	\$12.50 Each	\$300.00
	Nerf Footballs	12	\$8.99 Each	\$107.88
	Parachutes	3	\$229.99 Each	\$689.97
	Wiffle Ball Bats	10	\$3.99 Each	\$39.90
	Wiffle Balls	10 Sets 6	\$9.99	\$99.90
Youth Sports Partnership	Rental equipment for programs			\$22,500.00
Lacrosse	Misc. supplies			\$8,000.00
TOTAL				\$61,142.98

Somerville Recreation Program: FY16 Proposed Supply Budget



RECREATION SUPPLIES: 558005				
Program	Equipment	Estimated Quantity	Estimated Costs	Estimated Totals
Medical Supplies				\$3,000.00
Pool Supplies	Chemicals			\$5,000.00
	40" Tubes	2	\$54.99	\$109.98
	Swim Goggles	4 Sets	\$29.99 Set	\$119.96
	Portable Basketball Hoop	1 Set	\$589.00	\$589.00
	Water Game Tubes	4	\$18.95 Each	\$75.80
	Wet Ball Football	2	\$16.95 Each	\$33.90
	Wet Ball Volleyball	2	\$18.95 Each	\$37.90
	Wet Ball Rec Ball	2	\$13.95 Each	\$27.90
	Swim Noodles	1 Set 24	\$74.95 Set	\$74.95
	Water Polo Balls	2	\$34.95 Each	\$69.90
	Diving Games	2 Sets	\$64.95 Set	\$129.90
Recreation Activities/Programs	Equipment Bags	15	\$10.99 Bag	\$164.85
New Parks	Gator Balls	90	\$100 set 6	\$1,500.00
Kidstop	Jump Ropes	24	\$2.99	\$71.76
Somertime	Hoola Hoops	36	\$100.00 Doz	\$300.00
Come Outside & Play	Board Games			\$1,300.00
	Arts & Crafts			\$1,895.00
TOTAL				\$14,500.80

UNIFORMS: 558006				
Program	Equipment	Estimated Quantity	Estimated Costs	Estimated Totals
T-Shirts	Sports	800 Ts	\$7.00 Each	\$5,600.00
	Somertime	700 Ts	\$7.00 Each	\$4,900.00
	Employee	700 Ts	\$7.00 Each	\$4,900.00
Swim Suits				\$3,500.00
TOTAL				\$18,900.00



Mission: The Recreation and Youth department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities.

Recreation Field Permit Policy

I. Introduction

A. Purpose

Due to the growing demands on playing fields in the City of Somerville, the Recreation Department has developed the following field permit policy to assist in the scheduling and permitting of City of Somerville Fields and Outdoor Spaces. The policy is intended to provide guidelines that will assist in the equitable distribution of playing fields.

B. Objective

To clarify the process of requesting and applying for a field permit. Adherence to this policy will be stringently enforced to encourage sustainable the use of resources.

II. Overview

A. Department Philosophy

The Recreation Department understands that the City's fields are important in supporting various programs within Somerville. In order to be good stewards of the resources provided it is imperative that proper procedures are in place and respected.

B. Permitting Priority:

The City of Somerville Recreation Department has set the following priorities for field distribution:

1. Somerville High School and all Somerville Public Schools: Monday - Friday until 5:30 PM during the school year. SHS Varsity games shall be played to completion.
2. Private, Parochial and non-Somerville Public Schools: Monday - Friday until 5:30 PM during the school year. Varsity games shall be played to completion.
3. Somerville Recreation Department
4. Somerville Youth Organizations
5. Somerville Adult Organizations
6. Non-Somerville Resident Organizations

The Recreation Commission may grant a special permit to an organization that does not conform to the above written priorities. An organization must submit a special request in writing to the Commission and must come before the Commission at a regularly scheduled meeting to be eligible for a special permit. The Recreation Commission meets the 1st Monday of the month. Special requests must be submitted 5 business days prior to the meeting.



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C. Fees Collected:

The fees collected by Somerville Recreation serve the following functions:

1. A portion of the fees collected will be used to recondition and improve existing Recreation Facilities.
2. A portion of the fees collected will be used to cover the administrative costs of field scheduling by the Somerville Recreation Department.
3. A portion of the fees collected will be used to help defray the costs of all Somerville Recreation programs.

D. Fee Payment:

In order to maintain our fields appropriately and efficiently starting January 1, 2015 permit fees for Somerville field use will increase to a flat rate of \$200.00 per season for Somerville Youth leagues. *Somerville Youth leagues season fee permits up to six (6) hours per day. Extension of a permitted six (6) hour day would be for an advertised tournament or special event. For fields such as Trum, Conway, and Argenziano softball field, Somerville Youth league permitted season fee holders may use field up until 8:15pm. The exception would be for a scheduled league night game, tournament, or special event. However, the six (6) hour limit still applies.* Youth season permit fee holders are charged a lighting fee of \$55. The lighting fees are billed every thirty (30) days.

The season fee for Somerville Youth Leagues is intended to ensure that the Somerville Youth leagues have ample time needed for their programs. However, if discovered that such youth leagues are not consistently using fields as scheduled or are using inappropriately, those permits may be revoked.

Somerville Youth Leagues Season Fee Due Dates:

- **Spring** April 1st
- **Summer** June 1st
- **Fall** September 1st

The permit rate for Adult leagues will be \$100.00 per day. Additionally, the season flat rate does not include the lighting at the Capuano-Glen, Argenziano, Nunziato, and Trum field. The use of the lights at the fields is \$55. The rate fees will allow us to provide consistent service in our management of the City's resources. Payment for the permit is due within 24 hours of confirmation of permit. For extended multiple permitted days a thirty (30) day billing cycle is permitted with Director approval.

This rate does not include the use of Dilboy Stadium. Rates for Dilboy are a flat fee of \$185.00 per rental hour. *The flat rate of \$185 per hour does not include "events".*



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Events are charged accordingly based on scale, duration, and services required in overseeing stadium operations. Discounted rates for extended day use (6 hours or more) can be negotiated for a tournament or special event by special request.

However, please keep in mind that special discounted rates are not guaranteed until a complete fiscal assessment is completed based on the nature of the request.

*******ALL PERMIT FEES ARE NON-REFUNDABLE*******

III. Permitting Procedures:

How to apply for Field Permits:

1. Go to the website www.somervillerec.com to make a facility reservation request.
2. You will need to create an organization or personal account with a user name and password.
3. Once an account is created you can:
 - Login
 - View the calendar and openings
 - Choose your facility location, dates, and times
 - There is a “notes” section in which you can add additional information such as lights, concessions, etc.
 - Submit the request
4. Once we receive the request, we will confirm with you either by email or phone based on the nature of the request. Keep in mind there are times when we have to wait to receive Somerville school events/sports requests before we can confirm.
5. If we cannot confirm your requests immediately, you will be notified that your request is “pending”. This means that we have to wait on the high school or other Somerville schools before confirming. Requests are on the 1st come, 1st serve basis. Based on when you submitted your request, you will be 1st in the queue, 2nd, 3rd etc. We intend to communicate with you regarding your request within 2 business days of submission.
6. If a Resident and Non-Resident submit a field request simultaneously, Somerville Residents will receive preference. Once a Non-Resident has received a field permit, that permit cannot be revoked to meet a Somerville Resident’s request.
 - Somerville Residents are defined as any person(s) with either residence and or employment in the City of Somerville.
 - Non-Residents are defined as any person(s) with residence and employment outside the City of Somerville.
7. The Fields should be permitted within 5 business days of the date requested.
8. In order to be permitted to use City fields, every organization/individual must adhere to the applicable Somerville Recreation Code of Conduct policies and procedures. You can view the Code of Conduct policies and procedures on the Recreation website under the Department Info tab. Additionally, the Code of



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Conduct policies and procedures are included in the youth and adult activity registration forms. Your acceptance and payment of a permit confirms your compliance to such Code of Conduct expectations.

9. **Cancellations:** To discontinue the use of field, lights, or facilities, vendors must provide appropriate notification by noon during a Monday-Friday rental and within 48 hours of a weekend rental. If a weekday rental occurs prior to noon on a week day, then notification must be made by 4pm prior to the cancellation date. For example, by 4pm the day before the rental dates.
If pre-scheduled lights are no longer required for a field rental, then notification must be made by noon in order for the lights to be cancelled. Otherwise, all applicable light fees still apply. Should a permit holder fail to cancel their field/facility permit within the required time frame, then applicable fees still apply.

IV. **Organized City Leagues and Sport Organizations**

Organized City Leagues and Sport Organizations are defined as any in town organization that is requesting one or more fields for four or more dates during a specific season. The Recreation Department will make its best effort to accommodate each league's request. If two or more organizations requests conflict, the Recreation Department will handle the situation as fairly and equitably as possible.

1. **Apply for Fields Permits**

The league president or athletic director shall apply for the fields necessary for all home games throughout the season by the designated deadline. These requests will be for games only. Rain dates should not be requested at this time.

Season Deadline:

- **Spring** December 30th (Season: April 1st-June 30th)
- **Summer** February 28th (Season: June 1st-August 31st)
- **Fall** June 30th (Season: September 1st-November 30th)

2. **Preliminary Schedule**

For Somerville Adult leagues the president, manager, or athletic director must submit his/her schedule to the Recreation Department no later than one week prior to the first date requested by that organization. This schedule will show the following:

- All scheduled home games for the season.
- All possible play-off dates. **** Play off dates** only need to be included if the league or coach wants these dates reserved, if the league or coach does not want to reserve play-off dates, they may request any dates needed at the end of the season. Permits will be granted on a first come, first serve basis.



Mission: The Recreation and Youth department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities.

3. Rain Dates

Request for rain dates should be made at the time the final schedule is turned in. A league may request as many rain dates as needed. Rain dates will be awarded based on field availability.

4. Coaches Mailing List

The league president must submit an updated copy of his/her organization's coach's mailing list. The Recreation Department may dispense pertinent information directly to the coaches.

5. Emergency Permits

Because some things cannot be controlled and urgent matters may arise throughout the season, fields may be permitted after the schedule has been submitted. If an emergency matter arises and a rain date cannot be used, the league president shall contact the Recreation Director. The Recreation Director will work with the league president to try to meet the desired need, as much as possible, to help the team/teams involved. Emergency permits should not be used on a regular basis. If a pattern seems to form with an individual organization, such organization may lose their emergency permit right.

6. Liability Insurance

Organizations are asked to submit a copy of their organization's liability insurance with their initial field permit application.

V. New City Leagues/ Current League Expansion

A new league is defined as any league that is not currently permitted field space from the City of Somerville as of the approval of this policy. League expansion is defined as any growth in the number of teams or games within an existing league. Any new in town league requesting City of Somerville field space or any existing league looking to expand is required to submit a written proposal to the Park and Recreation Commission. Representatives from the league are required to appear in front of the Recreation Commission. The Recreation Commission meets the 1st Monday of the month September through May. Proposals must be submitted 5 business day prior to the meeting.

Any questions please contact: Jill Lathan, Recreation Director via email at jlathan@somervillema.gov or via phone at 617-625-6600 ext. 2983. Thank you.