



**Mission:** The Parks and Recreation 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.

## **Parks & Recreation Field Permit Policy**

### **I. Introduction**

#### **A. Purpose**

Due to the growing demands on playing fields in the City of Somerville, the Parks & 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 Parks & 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 Parks & 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 Parks & Recreation Department
4. Somerville Youth Organizations
5. Somerville Adult Organizations
6. Non-Somerville Resident Organizations

The Parks & 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 Parks &



**Mission:** The Parks and Recreation 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.

Recreation Commission meets the 1<sup>st</sup> Monday of the month. Special requests must be submitted 5 business days prior to the meeting.

**C. Fees Collected:**

The fees collected by Somerville Parks & 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 Parks & Recreation Department.
3. A portion of the fees collected will be used to help defray the costs of all Somerville Parks & 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 increased 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 1<sup>st</sup>
- **Summer** June 1<sup>st</sup>
- **Fall** September 1<sup>st</sup>

A season fee or per use fee also applies for youth programs using City parks/playgrounds. This could be for the purposes of commercial business and/or programs in which fees are being charged to the public. The fee would be based on the particular use and/or program. **Note:** Not all City parks/playgrounds are



**Mission:** The Parks and Recreation 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.

permissible for commercial business and/or program purposes. The permit request will be evaluated by the Director of Parks and Recreation.

Use of playgrounds for use of birthday parties is permissible. There is no fee for use of playgrounds for birthday parties. However, the playground cannot be closed to public. No grilling, fire pits, chalk, or painting allowed. The permittee must clean up after use.

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". 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.

Weddings fees are \$250 for up to 6 hours of use at only specific parks. Wedding specific parks are Powderhouse (not the building), Prospect Hill, and Stone Place park. For any park not listed please contact the Parks and Recreation office 617-625-6600 ext. 2980. No grilling, fire pits or lanterns allowed. **Note:** There is no access to a power source at parks for weddings.

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

### III. Permitting Procedures:

#### *How to apply for Field Permits:*

1. Go to the website [www.somervillerec.com](http://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



**Mission:** The Parks and Recreation 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.

- 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 1<sup>st</sup> come, 1<sup>st</sup> serve basis. Based on when you submitted your request, you will be 1<sup>st</sup> in the queue, 2<sup>nd</sup>, 3<sup>rd</sup> 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 Parks & Recreation Code of Conduct policies and procedures. You can view the Code of Conduct policies and procedures on the Parks & Recreation website under the Department Info tab. Additionally, the Code of 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



**Mission:** The Parks and Recreation 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.

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 Parks & Recreation Department will make its best effort to accommodate each league's request. If two or more organizations requests conflict, the Parks & 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 30<sup>th</sup> (Season: April 1<sup>st</sup>-June 30<sup>th</sup>)
- **Summer** February 28<sup>th</sup> (Season: June 1<sup>st</sup>-August 31<sup>st</sup>)
- **Fall** June 30<sup>th</sup> (Season: September 1<sup>st</sup>-November 30<sup>th</sup>)

##### **2. Preliminary Schedule**

For Somerville Adult leagues the president, manager, or athletic director must submit his/her schedule to the Parks & 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.

##### **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 organizations coach's mailing list. The Parks & Recreation Department may dispense pertinent information directly to the coaches.

##### **5. Emergency Permits**



**Mission:** The Parks and Recreation 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.

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 Parks & Recreation Director. The Parks & 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**

Applicant shall maintain commercial general liability insurance, with respect to the premises and its appurtenances, issued by insurance companies authorized to do business in the Commonwealth of Massachusetts, naming the City of Somerville as an additional insured, in an amount not less than One Million Dollars (\$1,000,000) combined single limit for both bodily injury and property damage. Applicant shall deliver to Somerville Parks & Recreation Department prior to commencing use of the field/facility, the policies of such insurance, or certificates thereof.

By submitting a permit Application or Request, Applicant acknowledges receipt of the Somerville Parks and Recreation Department Playing Field/Facility Policy and Rules and agrees to INDEMNIFY and HOLD HARMLESS the City of Somerville, and its officials, employees, agents, and representatives, against any and all injury, loss, or damage, and any and all claims for injury, loss, or damage, of whatever nature arising out of the use of the requested field or property, or caused by or resulting from any act, omission, or negligence of the applicant, or anyone claiming under the applicant (including, but not limited to officers, agents, invitees, guests, students, volunteers, of the applicant, and employees or contractors of the applicant), at, about, or upon the premises.

All users agree to hold the City of Somerville, and its officials, employees, agents, and representatives harmless from all property damage or personal injury, including death, resulting from the issuance of any permit, license, or other form of approval, or relating to the use of the facilities, grounds, equipment, fields, or furniture.

#### **7. Concussion Policy for Youth Athletes**

**Concussions Are Serious.** Medical providers may describe a concussion as a “mild” brain injury because concussions are usually not life-threatening. Even so, the effects of a concussion can be serious.

This policy provides guidelines for the prevention and management of sports-related head injuries. It shall apply to youth athletes who sustain head injuries or concussions while participating in Somerville Parks and Recreation Department (Department) sports programs





**Mission:** The Parks and Recreation 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.

and/or programs held at fields and/or facilities permitted by or supported by the Department.

The objective of this policy is to protect the physical and mental health of our youth athletes through the prevention and management of head injuries sustained during participation in organized youth sports. This objective will be achieved by educating the general public and youth leagues on how to prevent sports-related concussions, recognize the signs of concussions, report concussions appropriately, and determine when a participant is ready to return to play.

The Department recognizes the importance of education and sports-related concussion and head injury prevention associated with contact sports.

Youth sport leagues and sports programs using facilities and/or fields permitted or supported by the Department are required to adhere to the standards established in this policy regarding concussion prevention, training, and reporting. This policy outlines specific reporting requirements, including procedures for making an initial report and for following up post-recovery.

All Department program staff, coaches, and volunteers who participate in organized youth athletic activities, as well as coaches and volunteers of youth sports-related organizations using facilities and/or fields permitted or supported by the Department shall complete an annual training on the prevention and recognition of sports-related head injuries and the associated health risks, including second impact syndrome. Documentation of such training shall be maintained by the user group organization and verified by the Department prior to issuing permits for facility and/or field use each season.

All personnel, coaches, and volunteers participating in youth athletic activities at fields and/or facilities permitted or supported by the Department shall be required to complete concussion education training through one or more of the following approved programs:

1. CDC's concussion education training: [www.cdc.gov/concussion](http://www.cdc.gov/concussion) Use the [Concussion in Youth Sports training module](#). Then choose **Launch the Course** on right hand side.
2. NFHS concussion course: <https://nfhslearn.com/courses/61064/concussion-in-sports> [This course is more geared toward High School coaches.](#)
3. Concussion education event sponsored by the Department.

Independent youth leagues not under the Department are required to:

1. Provide the Department with a letter verifying the completion of concussion training by their staff, coaches, and volunteers. The letter must be signed by the youth league's board of directors.



**Mission:** The Parks and Recreation 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.

**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 Parks & Recreation Commission. Representatives from the league are required to appear in front of the Parks & Recreation Commission. The Parks & Recreation Commission meets the 1<sup>st</sup> Monday of the month September through May. Proposals must be submitted 5 business day prior to the meeting.

**Any questions please contact:** Jill Lathan, Parks & Recreation Director via email at [jlathan@somervillema.gov](mailto:jlathan@somervillema.gov) or via phone at 617-625-6600 ext. 2983. Thank you.