



**Beverly Parks & Recreation Commission
Beverly Recreation Department**
Lynch Park, 55 Ober Street, Beverly, MA 01915

Parks & Recreation
The Benefits are Endless

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Bruce M. Doig, Director

Field/Court & Facility Permit Policy

Approved by the Beverly Parks & Recreation Commission: 3/3/2005

UPDATED: 3/17/2016

The City of Beverly (the City), through authority granted to its Parks and Recreation Commission and the Recreation Department, hereby adopts the following policy concerning the use of the City's playing Fields/Courts and related facilities.

Beverly Fields/Courts and Facilities are in the public domain and do not necessarily need a permit for random or impromptu use. However, all legally issued permits take preference over drop-in use at any site or on any playing surfaces.

NOTE: Regular meetings of a group of individuals using Fields/Courts are considered organized use and require a Field Permit from the Beverly Recreation Department. Also, fees may be charged and all requirements must be met for permits to be issued as defined in this policy.

NOTE: All Field Permits issued by the Beverly Recreation Department are offered without regard to race, color, sex, religion, ancestry, national origin, sexual orientation, disability, and any other class or characteristic protected by law.

I. Permitted Uses of Fields and Courts:

- Organized or regular use of the City's playing Fields/Courts by groups shall require a permit.
- When two or more applicants are on an equal footing and applying for the same space, priority will be given to the traditional in-season sport or split equally based on available field/court space.
- Allocations will be based on availability, scheduled renovations and turf control measures, implemented by the Recreation Department and the Public Services Department. (Simply because a field looks open and available, does not mean it will be permitted. It may be scheduled for renovation or have been renovated with controls that are not readily visible, or to have been deemed by the Recreation Department and Public Services Department to be at its maximum use level in light of its condition). The City will make a concerted effort to schedule field renovations and turf maintenance after the athletic season is over to maximize field availability.
- In addition to the tier (which will be issued pursuant to the priority tier system and other factors as described below) to which a permit holder belongs, consideration will be given to a Beverly-Based Sports Organization (BBSO) that has been a permit holder at a site in the past. As a general rule, a permit will be renewed provided the holder has conducted itself in accordance with the conditions described in this policy. Items that will weigh in final decisions will be the past history an organization has developed with the Recreation Department, length of time an organization has been at a particular site, how good a neighbor the BBSO has been to the surrounding neighborhood (i.e. parking, no alcohol use, noise, etc.), condition the field is left in after user is finished for the day (i.e. trash, field damage) and the ability of the group to conform to the rules and regulations of the Recreation Department.
- Other than Tier 1 and Tier 2, applicants that request a field during a season will only be considered for a site based on availability after the Tier 1 and Tier 2 permits have been issued. All Beverly-Based organizations will take priority over non-resident (<85% residents) organizations.
- ***The field permit applicant or the responsible adults (League representative, coach, parent, proper adult supervision) shall be present at all times a field allocated to them is in use. No group activities should occur without proper adult supervision.***
- Reallocation or subletting of Fields/Courts by a permit holder is strictly prohibited unless approved by the Recreation Department in advance. If permitted Fields/Courts are going unused, the unused dates and times may not be assigned to non-permitted users and are to be turned back to the Recreation Department for allocation to other users.
- Unless specifically requested and approved by all applicable City Departments and Boards, it is understood that the function/activity to be held is not a fundraiser, that no admission is to be charged, that no tickets will be sold or collections taken and that no items will be sold.
- Any violation of the permit's terms, conditions and/or limitation shall be grounds for immediate revocation of the permit and denial of future applications for permits submitted by such team, group or organization.
- If a permit is revoked for failure to abide strictly by its terms, conditions and/or limitations, there shall be no refund of the permit administrative fee.
- By submitting an application, all applicants agree to conform to all City policies for playing Fields/Courts and related facilities use.
- **The Recreation Department requires a certificate of insurance naming The City of Beverly as an additionally insured party for a minimum of \$1,000,000 per incident general liability coverage and \$2,000,000 Aggregate general liability coverage.**
- The City of Beverly Recreation Department and Beverly Parks and Recreation Commission reserve the final authority to approve or disapprove all permit requests.

PRIORITY TIER DESCRIPTIONS

Tier 1 Priority Use:

- Beverly Recreation Department Sponsored Programs.
- Beverly School Department Use:
 - Beverly High School MIAA sanctioned athletic team (e.g., soccer, softball, lacrosse, baseball, football, field hockey, tennis, track and field, etc.) games and practices.
 - Beverly Middle School athletic team games and practices.
 - Beverly Public School Physical Education classes.
 - Beverly Public School/PTO special events such as “Moms Softball Tournament”, school fairs, field days, etc.

Tier 1 users may take priority over any permit previously issued by the Recreation Department. Conflicts will be resolved on a case-by-case basis.

Tier 2 Priority Use: (Must have 85% or greater Beverly Residents)

- Beverly-Based Youth Organizations, (i.e. Little League, Babe Ruth Baseball, Beverly Girls Softball, Beverly Youth Soccer, Beverly Youth Lacrosse, etc.)
- Beverly-Based Adult Leagues/Teams (i.e. Beverly Co-Ed Softball League, Beverly Rotary Softball, Sunday Morning Softball, etc.)
- Groups/Teams with at least 85% residents or employees of Beverly businesses.

Tier 3 Priority Use: (Must have 50% or greater Beverly Residents)

- Beverly-Based Youth Organization, (A team that participates in area leagues will be considered provided that no fewer than fifty percent (50%) of the officially rostered members of such teams (e.g., 5/10, 6/11, 6/12, 7/14, 8/16, 9/17, 9/18 etc. are residents of the City.)
- Beverly-Based Adult Leagues/Teams with >50% Beverly residents.
- Groups with at least 50% Beverly residents or employees of Beverly businesses.
- All Beverly-based schools other than Beverly Public Schools (i.e. Regional, Charter or Private Schools)

Tier 4 Uses:

- Other Organizations, Adult teams, groups, or leagues, which are otherwise qualified but cannot meet the Tier 3 requirements, will be considered. Such organizations will be accommodated on a case-by-case basis pending availability of field space..

Tier 5 Uses:

- Private Clinics, camps, tournaments or other special uses shall not be eligible for a playing field and/or related facility use permit unless such use is sponsored by the Recreation Department, Beverly Public Schools or on a case-by-case basis a recognized Beverly-Based Sports Organization. Any playing field and/or related facility use permit issued for such use shall be subject in all instances to the terms, conditions and limitations of the City Department or agency's sponsorship, including permit priority.

II. Permit Application Process:

- Permit applications are available from the Recreation Department beginning the first week in January. *NOTE: The following seasonal starting and ending dates are approximate and depend upon weather and field conditions. The Recreation Department, in cooperation with the Department of Public Services will determine the start and end dates each season. Failure to adhere to these dates may result in loss of field permits.*
- **Seasons:**
 1. **Spring** - approximately April 15 – June 15
 2. **Summer** - approximately June 16 – August 17
 3. **Fall** - approximately August 18 – November 15
- **Single Use field/court requests** will be issued if field space is available. Requests will be considered on a first-come basis. Phone reservations will be accepted after 8:30AM. Reservations made over the phone should be picked up and paid for at the Recreation Department by 12:00 noon the last business day before the scheduled event. All Tier Categories and fees apply to single use requests. No refunds will be issued, but a rain date will be awarded in the event of cancellation due to weather. Permit holder must call the Beverly Recreation office no later than the first business day following the rain out to receive rain dates.
- No permit will be considered unless the following conditions are met at the time of application:
 - a. An application is completed and **signed by a team/league representative.**
 - b. The required documentation is attached, including:
 - A roster (with names, addresses and telephone numbers) demonstrating compliance with the residency requirements of the Tiers
 - Certificate of Insurance (As defined on page 6 of this document)
 - League schedules
 - **CORI Documentation (Youth organizations – under 18 - only) – A letter from the organization stating that ALL volunteers in the organization have been CORI checked and approved by the organization.**
 - **In addition, ALL youth organizations are required to submit a copy of the letter from the Commonwealth of Massachusetts stating that their CORI Administrator has been approved.**
 - **A list of all coaches and volunteers in the organization**
 - c. Other evidence demonstrating such compliance satisfactory to the Recreation Department.
 - d. Adult organizations may submit copies of certified league rosters or copies of driver’s license for all listed participants as evidence of residency requirement.
- A schedule of permit fees is listed at the end of this document. The Recreation Department will issue a permit/invoice based upon the Tier Category the organization falls under. **All permit fees are due upon receipt of the permit.** No future permits will be issued to a group/organization until all outstanding fees are paid.
- An application requesting use of any Beverly High School field or facility may require the additional approval of the BHS Athletic Director. The Recreation Department shall make this determination and notify the applicant if such approval is required.
- All completed permit requests received by the Recreation Department on or before the seasonal (i.e., spring, summer and fall) deadline will be considered shortly following the seasonal deadline. Permits received after the seasonal deadline will be considered only if there remains playing field availability. Following is an approximate timetable for submission of playing field and related facility applications and issuance of permits.

	Spring Season	Summer Season	Fall Season
Application Period Opens	January 1	January 1	May 1
Applications Due	March 15	May 15	August 1
Permits Issued	April 15	May 31	August 15

- Once issued a permit, use of the playing Fields/Courts and related facilities covered by such permit is strictly limited to the terms, conditions and limitations contained in the permit. These shall include, without limitation, all applicable City ordinances and such further rules and regulations as may be promulgated and in effect from time to time by the City and/or the Recreation Department.

Field Permits may be revoked for:

- *Use of wet fields (defined below)*
- *Use of alcohol or other controlled substances at field sites*
- *Failure to remove all trash*
- *Cars parked on fields/courts and other grass areas*
- *Use of foul and abusive language*
- *Failure to adhere to City ordinances.*
- Any exceptions to any regulations and city ordinances related to use of Fields/Courts in Beverly must be approved in writing by the Beverly Recreation Department and/or the Beverly School Department for fields/courts on school property. NOTE: Since the Beverly Recreation Department issues all permits for use of Fields/Courts in Beverly, users must notify the Recreation Department of any exceptions to these regulations or ordinances even if permission is granted by the School Department to avoid miscommunication.
- Any violations of such permit's terms, conditions and/or limitations shall be grounds for immediate revocation of such permit and denial of future applications for permits submitted by such team, group or organization.
- If a permit is revoked for failure to abide strictly by its terms, conditions and/or limitation, there shall be no refund of the permit fee.
- The permit holder(s) must be in possession of the permit at the playing Fields/Courts and/or related facility, and be prepared to produce the permit upon proper request by representatives of the Beverly Recreation Department, or any City official, including the police. Failure to produce a valid permit when requested is grounds for expulsion from the playing field or related facility, and such further action as the Recreation Department may determine to be appropriate under the circumstances.
- Appropriate notices will be posted and maintained by the Recreation Department and the Public Services Department at all playing Fields/Courts and related facilities that may be under renovation.
- **The Recreation Department will communicate, by means of email and social media, playing field and related facility conditions when a field is closed due to wet or unfavorable conditions. Please make sure that the email contact information for your group is up to date and that someone from your organization is following the "Beverly Recreation Field Information" Facebook page.**
It shall always be the responsibility of the permit holder to determine if an activity can be held due to wet or unfavorable conditions by checking the Facebook page and using common sense:
 - Teams are not allowed to practice or play games on any field that has standing water or muddy surfaces on it, or during thunder storms/lightning activities.
 - Teams will be held responsible for the repair of any field on which they played in standing water, muddy, wet or unfavorable conditions and caused damage to the field. Failure to pay for repairs will be sufficient to revoke all future permit use.
- Teams will be held responsible for any field damage caused by misuse. Misuse of a field or related facility and failure to pay for repairs will be cause to revoke all future permit use.
 - Goals and other equipment ancillary to the use of City playing Fields/Courts and/or related facilities may be made available. If made available, the permit holder may use such goals or other equipment but shall do so at its own risk.
 - The permit holder shall be responsible for using such goals and other equipment in accordance with such rules and regulations as the Recreation Department may establish from time to time.
 - The permit holder shall be responsible for all damages or loss of such goals or other equipment resulting from its use.

- The permit holder is responsible to ensure that all ancillary equipment that is used is returned to its original location on the site after each use.
- **There is no guarantee that the permitted field will be lined. Field lining is not included in the administrative permit fee. If the league or organization requires lines, it is the responsibility of the permit holder to make arrangements for field preparation.**
- **Users are not permitted to perform any type of maintenance on Beverly Fields/Courts without the approval of the Department of Public Services.**
- In submitting an application for a permit under this policy, the applicant
 - i. Agrees that he/she will abide by the rules of the City, the Recreation Department and their representatives and designees;
 - ii. Recognizing the possibility of physical injury associated with use of playing Fields/Courts and related facilities, and in consideration for the City and the Recreation Department accepting his/her/its application for a playing field and related facility use permit, hereby releases, discharges and/or otherwise indemnified the City, its several departments and agencies (including the Recreation Department), any sponsoring BBSO, and their respective officers, directors, coaches, committees, employees, attorneys and associated personnel, including the owner of playing Fields/Courts, facilities and/or equipment utilized under, or in any way in connection with any field use permit which may be granted hereunder, of and from any claim, demand, action, cause of action, suit or liability arising as a result of the applicant's use of any City-owned playing field or related facility.
- The Recreation Department reserves the rights:
 - i. **To require evidence of adequate liability insurance for a minimum of \$1,000,000 per incident (\$2M general aggregate) liability coverage as a condition to the issuance of any playing field and/or related facility use request.**
 - ii. To have such insurance name the parties indemnified in this paragraph named as an additional insured and loss payees: **City of Beverly, 191 Cabot Street, Beverly, MA 01915**
 - iii. A police detail, where deemed necessary by the Recreation Department, may be required as a condition to any permit issued. The cost of such a police detail shall be borne by the permit holder, at such rates as are in effect from time to time established by the Police Chief.
 - iv. To revoke permits issued for violation of Policy, City Ordinance or Recreation Department Rules and Regulations.

See the following page for a list of penalties for violation of these rules and regulations and this policy:

NOTE: A signature on the "Acknowledgement of Receipt of Policy" page and the permit application is required to issue permits

List of Penalties for Violation of Rules & Regulations

It is the responsibility of the league or team representatives to inform every participant in their program about the rules and regulations specified in this policy.

No excuses will be tolerated for not knowing the rules for usage of and field, court or facility.

Failure of leagues or teams to enforce these penalties as directed may result in loss of permit for the organization.

TEAM VIOLATIONS:

FIRST OFFENSE: One game suspension for coach or manager responsible for the team(s) practicing or playing in violation of these rules.

SECOND OFFENSE: Three game suspension for coach or manager responsible for the team(s) practicing or playing in violation of these rules.

THIRD OFFENSE: Loss of permit for the team(s) or entire league if the team is playing in a Beverly-based league. No refunds for permit fees will be refunded for games missed due to suspension or loss of permit.

LEAGUE VIOLATIONS: (Not canceling games in severe weather, scheduling games or practices before approved time)

FIRST OFFENSE: Loss of permit for one week’s worth of games for entire league.

THIRD OFFENSE: Loss of permit for the entire league for the remainder of the season. No refunds for permit fees will be refunded for games missed due to suspension or loss of permit.

ACKNOWLEDGEMENT OF RECEIPT OF POLICY

The undersigned, an applicant of a playing field and/or related facilities use permit, acknowledges that the undersigned has received and read a copy of the “City of Beverly Playing Field and Facility Permit Policy”, and understands and will fully abide by the terms, conditions and provisions contained or referred to therein.

Signature

Date

Print Name

League Position

Checklist for permit application: No action will be taken on permit application until all aspects are complete.

1. Completed Application with signed Acknowledgement of Receipt of Policy statement (This page).
2. Rosters signed by league officials authenticating residency requirements for Tier 2 & 3 users.
3. Copy of Driver’s License of all participants on roster as supporting residency requirements for Tier 4 & 5 adult users.
4. For all youth organizations using Beverly Fields/Courts, a list of all volunteers and a letter from the organization’s administrators stating that all volunteers have been CORI checked as required by MA state laws and a copy of the letter from the state’s CORI office stating that your organization’s CORI Administrator has been approved by the state.
5. Payment of all required field permit fees.

Administrative Fees: (BEVERLY FACILITIES) – NOTE: RATES WILL CHANGE IN 2017!!

These fees apply to all City Fields/Courts permitted by the Beverly Recreation Department. Fees are based on two-hour blocks of time unless otherwise noted.

Use of lights at any field is subject to additional fees.

	Youth Permit	Adult Permit	Adult League Fees	Light Fees	Tier Description
Tier 1	N/C	N/C	N/A	N/C	<i>City of Beverly (Recreation Department, School Department, PTO, etc.) events.</i>
Tier 2	N/C	One Time Use: \$30 (up to 3 hours) \$10/hour (> 3 hours)	\$10/Hour Minimum \$150	\$35/Night	<i>Beverly-Based Youth/Adult Organizations with >85% Residents.</i> >85% Residents
Tier 3	\$25.00/Hour	\$25.00/Hour	\$25/Hour Minimum \$375/Team	\$35/Night	<i>Beverly-Based Youth/Adult Organizations with >50% Residents.</i> 50-84% Residents
Tier 4	\$40.00/Hour	\$40.00/Hour	\$40/Hour Minimum \$600/Team	\$35/Night	<i>Beverly-Based Businesses/Other Organizations with <50% Residents.</i> < 50% Residents
Tier 5	Non-Profit: \$10/Hr. For-Profit: \$50/Hr.	Non-Profit: \$10/Hr. For-Profit: \$50/Hr.	Non-Profit: \$10/Hr. For-Profit: \$50/Hr.	\$35/Night	Special Uses: Private clinics, camps, or tournaments.

NOTE: This form is to be returned with the permit application indicating the applicant has read and agrees to the terms listed in this document.



Field/Court Permit Application 2016



Beverly Parks & Recreation Commission Beverly Recreation Department

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Office: (978) 921-6067

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Bruce M. Doig, Director

League/Team Name:	Application Date:
League President's Name:	Applicant's Name:
President's Address:	Applicant's Address:
Email Address:	Email Address:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
# of Teams:	# of Players:

FIELDS/COURTS REQUESTED:	Permit Dates		Please enter times for each day requested							
	Field Name	Start Date	End Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

- FIELD USE FEES:** (NOTE - Permit fees must be paid in full before permit will be issued.)
- Beverly Youth Organizations (>85% Residents): **NO FEE**
 - Beverly Residents Single Use: \$20 per 2-hour time slot
 - Beverly Adult Leagues (>85% Residents): \$10/Hour (2 teams)
 - Non-Resident Groups (<85% Residents): \$25/Hour
 - Non-Resident Groups (<50% Residents): \$40/Hour
 - For-Profit Groups (Camps/Events): \$50/Hour
 - Light Use: \$35 per night

It is expressly understood and agreed that the Regulations of the Parks and Recreation Commission are to be strictly complied with, and that the undersigned assumes full responsibility for any damage to city property in consequence of such use of the facilities as described above, and engages to make the same good without expense to the City.

It is also understood that failure to use the permit for time and date granted without informing the Recreation Department at least 24 hours in advance (except in cases of inclement weather) could result in loss of future permits.

Permits may be revoked for failure to comply with all park regulations.

I have read and understand all of the rules and regulations listed in the City of Beverly Recreation Department's "Playing Field and Facility Permit Policy" and understand the consequences of not complying with these regulations:

SIGNATURE: _____ **DATE:** _____

III. Requests for Fundraisers/Events at Parks: (New as of 2014)

- Permit applications for use of parks are available from the Recreation Department any time of year on the www.bevrec.com web site under the forms tab. On the Forms page, select “General Use of Lynch Park” under “Registration Forms”. If you are requesting a park other than Lynch Park, just note the venue change on the form. Restrictions and information about parks other than Lynch Park may vary and must be discussed with the Recreation Director before the permit request will be approved.

NOTE: Paper copies of all forms are available at the Recreation Department offices at Lynch Park.

- Due to the large number of requests received each year by groups wishing to use Lynch Park or other parks for various events, including road races, walks, fundraisers, banquets, etc., the Beverly Recreation Department reserves the right to deny requests. Many factors are taken into consideration when approving events in the parks, including potential conflicts with other activities in the parks (garden weddings, carriage house events, picnics, Recreation Department activities, etc.), disruption of neighborhoods surrounding the parks, parking capacity, dates of events, etc.
- The Beverly Recreation Department will restrict the number of events at Lynch Park to only 4 each spring season and 4 each fall. Requests for events between **Memorial Day weekend and Labor Day weekend** will not be granted due to the large volume of residents and non-residents who use the park during warm weather.
- Events at other parks may be restricted during certain times of the year for similar reasons.
- A charge of \$20 per hour for each ranger assigned to work the event must be paid prior to the event based on the estimated time of use of the park. The Beverly Recreation Department will determine the number of rangers assigned for each event based on the number of people expected and other factors. Usually, a minimum of two rangers is assigned to each event.
- Depending on the time of year, bathrooms may not be available at the parks. It will be the responsibility of the group requesting use of the park to provide adequate rest rooms for event attendees.
- All parking for events must be in legal parking spaces within the park or surrounding neighborhoods. Attending a permitted event does not give attendees the right to park illegally and violators will be ticketed and/or towed. The Beverly Recreation Department may require volunteers to assist in parking cars in the parks depending on the number of expected attendees.
- A limited number of race organizers may park in the park, at the discretion of the rangers, during events. People working the events are allowed to drop off equipment for the event but must **immediately** move their vehicles to legal parking areas.
- The following **non-refundable** fees must be paid at time of reservation to reserve a park for any event:
 - For-Profit Organizations - **\$500**
 - Beverly Non-Profit Organizations - **\$200**
 - Non-Beverly Non-Profit Organizations - **\$300**
- Priority for reserving parks each year will be given to Beverly-Based organizations and Non-Profit Organizations. Given the limited number of dates available, requests may not be granted immediately, pending receipt of requests from Beverly groups who have held events in the past.
- Receiving a permit for an event in previous years does not guarantee that permit requests will be granted in the future.
- The following items are required for all groups using any park for an event:
 - Certificate of Insurance as listed in this policy
 - No sound systems (music or announcements) before 9:30AM
 - No amusements of any kind (inflatables, dunk tanks, animals, etc.)
 - Carry In/Carry Out Trash – All event trash must be removed by the organizers, even if barrels are provided, and the park must be left clean.