

## ***Town of Danvers Recreation Division***

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### **Playing Field and Related Facility Permit Policy**

The Town of Danvers (the Town), through authority granted to its Planning and Human Service Department / Recreation Division, hereby adopts the following policy concerning the use of the Town's playing fields and related facilities. i.e. Tennis Courts, Basketball Courts, Skate Park.

Danvers Fields and Facilities are in the public domain and do not necessarily need a permit for use, however, a legally issued permit does take preference over drop in use on any site or playing surfaces. *Regular meetings of a group of individuals are considered organized use and do necessitate the issue of a Field Permit.*

#### **Permitted Uses of Fields:**

- Organized or regular use of the Town's playing fields 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, outlined as follows:
  - \* **Fall Season - Football, Field Hockey, Soccer**
  - \* **Spring Season - Baseball, Softball, Lacrosse,**
  - \* **Summer Season - Softball, Baseball**
- Allocations will be based on availability, scheduled renovations and turf control measures, implemented by the Recreation Division, Athletic Department and the Public Works Grounds Division. (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 Division and Public Works Grounds Division to be at its maximum use level in light of its condition). The Town will make a concerted effort to schedule field renovations and turf maintenance after the athletic season is over.
- 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 Danvers Based Sports Organization (DBSO) 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 Division, length of time an organization has been at a particular site, how good a neighbor

the DBSO has been to the surrounding neighborhood (i.e. parking, no alcohol use), condition the field is left in after user is finished for the day (i.e. trash) and the ability of the group to conform to the rules and regulations of the Recreation Division.

- Reallocation or subletting of fields by a permit holder is strictly prohibited. If permitted fields 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 Division for allocation to other users.
- Unless specifically requested and approved by all applicable Town 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 Town policies for playing fields and related facilities use.
- The Town of Danvers requires a certificate of insurance naming The Town of Danvers as an additional insured party for a minimum of \$1,000,000 Public liability Insurance for injuries including wrongful death to any one person and subject to the same limit for each person in an amount of not less than \$3,000,000 damages on account of all accidents .
- The Town of Danvers will require a written letter( on organization letter head) from permit applicant verifying all Paid staff or volunteers are CORI certified.9 (Massachusetts, Chapter 385 of the Acts of 2002 ,MGL ch.71sec.38R)
- The Town of Danvers Recreation Division reserves the final authority to approve or disapprove field permit requests.

### **Tier 1 Priority Use:**

#### **Recreation Division Sponsored Programs:**

- Programs, Clinics, Special Events, ETC.

#### **School Department Use:**

- Danvers High School MIAA sanctioned athletic team (e.g., soccer, softball, lacrosse, baseball, football, field hockey, tennis, track and field, etc.) games and practices.  
    \***Danvers Middle School athletic team (e.g. soccer, softball, lacrosse, baseball, football, field hockey, tennis, track and field, etc.) games and practices.**
- Danvers Public School Physical Education classes.
- Danvers Public School PTA special events such as "Walk for the Arts", school fairs, etc. These priorities supercede any permit previously issued by the Recreation Division.

- Conflicts will be resolved on a case-by-case basis.

**Tier 2 Priority Use:** (Must have 95% Danvers Residents)

- Danvers Based Youth Organizations, (ie. Little League, Babe Ruth Baseball, Danvers Youth Soccer, Youth Lacrosse ,Girls Softball.
- Existing organized Danvers Adult Leagues/Teams (ie .Danvers Softball League)
- Groups of Residents with at least 95% residents.

**Tier 3 Priority Use:** (Must have 60% Danvers Residents)

- Danvers Based Youth Organization, (A team that participates in existing regional leagues , Summer Districts Select, etc, will be considered provided that no fewer that sixty percent (60%) of the officially rostered members of such teams (e.g., 6/10, 7/11,8/12, 9/14,10/16,11/17,12/18 etc. are residents of the Town.)
- Existing organized Danvers Adult Leagues/Teams (ie. Danvers Softball League,)
- Groups with at least 60% residents.

**Tier 4 Priority Use:**

- Other Organizations: Danvers Based Businesses, Adult teams, groups, leagues and/or businesses will be considered which are otherwise qualified but cannot meet the 60% Danvers Residency requirement. Such organizations will be accommodated on a case-by-case basis.
- All Danvers-based schools other than Danvers Public Schools (ie. St. Marys, Charter or Private Schools)

**Tier 5 Priority Use:**

- 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 Division, Danvers Public Schools or on a case-by-case basis a recognized Danvers 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 Town Department or agency's sponsorship, including permit priority.

**Application Process**

- Permit applications are available from the Recreation Division beginning the first Monday in February. *Starting and ending dates are approximate and depend upon weather and field conditions. The Recreation Division, in cooperation with the DPW Public Grounds Department will set the start dates.*

- Season Sessions:
  1. Spring - approximately April 1 - June 15
  2. Summer - approximately June 16 - August 17
  3. Fall- approximately August 18 - November 15
- No permit will be considered unless the following conditions are met at the time of application:
  - a. Application is complete and signed.
  - b. The required documentation is attached and may including a roster (with names, addresses and telephone numbers) demonstrating compliance with the residency requirements of the Tiers. Written Cori confirmation letter
  - c. Other evidence demonstrating such compliance satisfactory to the Recreation Division.
  - 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.
- An application requesting use of any Danvers High School Fields may need the additional approval of the DHS Athletic Director. The Recreation Division shall make this determination and notify the applicant if such approval is required.
- All completed permits received by the Recreation Division on or before the seasonal (Le., 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	January	January
Applications Due	February 15	May 15	August 1
Permits Issues	March 15	May 31	August 15

- Once issued a permit, use of the playing fields 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 Town ordinances and such further rules and regulations as may be promulgated and in effect from time to time by the Town and/or the Recreation Division Field Permits may be revoked for:
  1. Use of alcohol at field sites
  2. Use of other controlled substance at field sites
  3. Use of tobacco at field sites
  4. Use of wet fields (defined below)
  5. Excessive litter
  6. Cars parked on fields and other grass areas
  7. Use of foul and abusive language
  8. Failure to adhere to Town ordinances.

- 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.
- All permit holders must designate a single point of contact on permit request to be a single point of contact with the Town of Danvers to eliminate any confusion, i.e. Field Coordinator
- Please note league coaches should not call for individual permits for teams Please go through League Field Coordinator.
- The permit holder (s) maybe required to be in possession of the permit at the playing fields and/or related facility, and be prepared to produce the permit upon proper request by representatives of the Town of Danvers, including the police.In the situation of organized leagues,a designated field coorordinator must retain all permits 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 Division may determine to be appropriate under the circumstances.
- Appropriate notices will be posted and maintained by the Recreation Division and the Public Grounds Department at all playing fields and related facilities that may be under renovation.
- The Recreation Division will (Monday - Friday 8:30 a.m. to 4:30 p.m.) communicate, by means of its Program Information and Cancellation Line to all league field marshals, playing field and related facility conditions when a field is closed due to wet or unfavorable conditions. After regular Recreation office hours it shall be the responsibility of the permit holder to determine if an activity can be held due to wet or unfavorable conditions. Teams are not allowed to practice or play games on any field that has standing water 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, wet or unfavorable conditions and caused damage to the field. Failure to pay for repairs will be sufficient to revoke all future permit use.
- The permit holder 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 Town playing fields 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 Division may establish from time to time, and
- The permit holder shall be responsible for all damages or loss of such goals or other equipment resulting from it 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 field permitted will be lined. Field lining is not included in the permitted use. If the league or organization required lines it is the responsibility of the permit holder to make arrangements. Users are not permitted to perform any type of maintenance on Danvers fields without the approval of the Superintendent of Public Grounds.
- In submitting an application for a permit under this policy, the applicant
  - a. Agrees that he/she will abide by the rules of the Town, the Recreation Division and their representatives and designees;
  - b. Recognizing the possibility of physical injury associated with use of playing fields and related facilities, and in consideration for the Town and the Recreation Division accepting his/her/its application for a playing field and related facility use permit, hereby releases, discharges and/or otherwise indemnified the Town its several departments and agencies (including the Recreation Division) any sponsoring DSBO, and their respective officers, directors, coaches, committees, employees, attorneys and associated personnel, including the owner of playing fields, 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 Town owned playing field or related facility.
- The Recreation Division reserves the rights:
  - a. To require evidence of adequate liability insurance for a minimum of \$1,000,000 coverage as a condition to the issuance of any playing field and/or related facility use request.
  - b. To have such insurance name the parties indemnified in the preceding paragraph named as an additional insured and loss payees.
- A police detail, where deemed necessary by the Recreation Division, 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.
- To revoke permits issued for violation of Policy, Town Ordinance or Recreation Division Rules and Regulations the Town of Danvers will contact appropriate field usage representatives promptly .