



TOWN
OF
NEWBURY, MASSACHUSETTS

PLAYING FIELD
AND
FACILITY PERMIT POLICY

The Town of Newbury, through its Recreation Committee, has adopted the following policy concerning the use of the Town's playing fields and related facilities, located at Manter Fields on Central Street, Byfield. The fields are public and do not necessarily need a permit for use. However, a legally issued permit does take preference over any drop-in groups at any of these playing fields or facilities. Regular meetings of a group of individuals are considered organized and a permit must be issued.

Fields and Facilities Covered By This Policy

Manter Fields (Fields 1, 2, 3, 4, 5 and 5a)
Manter Fields Field House

Permitted Uses of Fields

1. Organized or regular use of the these playing fields and facilities by groups shall require a permit.
2. All efforts will be made to make the permitting process as fair as possible.
3. When two or more applicants on equal footing apply for the same space, priority will be given to the traditional in season sport, as defined by the High School sports seasons, outlined as follows
 - a. Fall Season – Soccer, Football
 - b. Spring – Lacrosse, Soccer
 - c. Winter – FACILITIES CLOSED
 - d. Summer – per request
4. Permits will be based on availability, scheduled renovations, or any other factor implemented by the Recreation Committee and/or the Department of Public Works.
5. In addition to the tier to which a permit holder belongs, consideration will be given to Newbury/Byfield and Triton Youth Sports Leagues that have been a permit holder in the past. As a general rule, a permit will be renewed provided the permit holders have conducted themselves in accordance with the conditions described in this policy. Items that will weigh in the final decisions will be the past history an organization has developed with the Recreation Committee, length of time an organization has been part of the community, condition the field is left after users finish for the day (i.e. trash), and the ability of the group to conform to the rules and regulations of the Recreation Committee.
6. The field/facility 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.
7. Payment is expected prior to receiving the permit. **Only Payment by check is accepted.** No future permits will be issued to a group or organization until all outstanding fees are paid.
8. 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 fund raiser, that no

admission is to be charged, that no tickets will be sold or collections taken, and that no items will be sold.

9. Any violation of the permit's terms, conditions, and /or limitations shall be grounds for immediate revocation of the permit. No refund of the permit fee will be granted and future applications for permits may be denied.
10. The Recreation Committee and the Town of Newbury requires a certificate of insurance naming The Town of Newbury as additionally insured. This certificate must be provided to the Town prior to being issued a permit.
11. By submitting an application, all applicants agree to conform to all Town and Recreation Committee policies for playing fields and facilities use.

A. Checklist for permit application: Consideration will not be given until the following conditions are met:

1. Completed application with signed acknowledgement of policy statement.
2. Organizations or leagues must submit rosters which shall include the following:
Name of participants (Players & Officials)
Home address of participant
3. A copy of the organization's insurance certificate.
4. Any organization or entity that accepts volunteers and provides activities or programs to children 18 or years of age or under must provide the Recreation Department with written documentation that the entity or organization performs a CORI check on all volunteers, as required by Massachusetts General Law. This must be on your organization's letterhead and signed by your president.
5. Once a field permit/facility has been processed, no refunds will be given. All revenue generated by users fees are for field/facility maintenance.

B. Permits will be issued in the following priority:

Tier 1 Priority Use:

- Recreation Committee sponsored programs.
- Triton Regional School
- Newbury/Byfield and Triton Youth Sports Leagues
- Other events to help subsidize the maintenance costs
- Charity / Community Events

Tier 2 Priority Use:

- Private clinics, camps, tournaments or other special uses of the town's fields or related facilities.

C. Application Process:

1. Permit applications for fields/facilities for the calendar year will be accepted by the Recreation Committee beginning the first Monday in February. Starting and ending dates are approximate and depend upon weather/field conditions. The Recreation Committee

will set the start dates.

2. Sessions:
 - a. Spring – approximately March through June
 - b. Summer – Special request
 - c. Fall – approximately August 15 – November 21
 - d. Winter – approximately November 22 – March 31 CLOSED
3. A schedule of permit fees is listed at the end of this document. The Recreation Committee is in responsible for issuing any permits.
4. All completed permit applications should be received by the Recreation Committee in a timely manner. Following is an approximate timetable for submission of playing field and related facility applications.

	Spring Season	Summer Season	Fall Season	Winter Season
Application Period Opens	January	January	January	CLOSED
Application Due By	February 15	As early as possible	June 1	CLOSED
Permits Issued By	March 15	Upon Request	July	CLOSED

NOTE: Use of Permit:

It is the responsibility of each permit holder to submit the requests in writing to the Recreation Committee.

1. Once a permit is issued, use of the playing fields and facilities covered by such permit is strictly limited to the terms and conditions, and limitations contained in the permit.
2. Field and Facility Permits may be revoked for
 - a. Use of alcohol, tobacco, and other controlled substances at field sites
 - b. Damage to fields or facilities
 - c. Excessive litter
 - d. Use of foul and/or abusive language
3. Field Permit Holders are not allowed to practice or play games on any fields under the following conditions:
 1. When there is standing water on the field
 2. When the ground is water-logged and “squishy”
 3. When the footing is unsure and slippery
 4. During any thunderstorm, lightning event, or heavy rain

Field Permit holders will be held responsible for the repair of any field on which they play in wet or unfavorable conditions and caused damage to the field. If field damage

occurs, the Recreation Committee will determine what and how the field needs to be repaired and the permit holder will be responsible for paying all field damage.

Any pre-existing damage to a field or facility upon arrival by a permitted group must immediately reported to the Recreation Committee office.

- Field lining is not included in the administrative fee and is the responsibility of the permit holder.
- Field permit holders are not allowed to practice or play games on any snow-covered field and are not allowed to remove snow from any field.
- In submitting an application for a permit under this policy, the applicant:
 - i. Agrees that he/she will abide by the rules of the Recreation Committee and their representatives and designees;
 - ii. Recognizes the possibility of physical injury associated with use of playing fields and related facilities, and in consideration for the Town and Recreation Committee accepting his/her/its application for a playing field and related facility use permit, shall indemnify, defend, and hold the Town, its departments, employees and officials, harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the use of the playing fields and facilities by the applicant, its members and players.
- The Recreation Committee reserves the right:
 - i. To require a police detail, where deemed necessary by the Recreation Committee as a condition to any permit issued. The cost of such a police detail shall be borne by the permit holder.
 - ii. To revoke permits issued for violation of Policy, Town Ordinance or Recreation Department Rules and Regulations.
 - iii. To close fields at any time to prevent field damage.
 - iv. To "rest" a field or fields if needed.

NOTICE: Until the Field House / Recreation Building rest rooms become operational, based on attendance, these user groups will be required to provide portable toilets:

- o Triton Youth Soccer 2 Units
- o North Shore United Soccer 2 Units
- o Triton Youth Lacrosse 1 Unit
- o Triton Pop Warner Football 2 Units
- o Other Groups/Organizations – the number units will be determined by the number of participants and spectators and noted on the permit.