

**CITY OF WALTHAM  
RECREATION DEPARTMENT**

**2018 ATHLETIC FIELD AND RECREATION FACILITY  
PERMIT POLICY**

**Policy Statement**

The City of Waltham's Recreation Department has adopted the following policies regarding use of athletic fields and recreational facilities requiring a permit. Permits are required for organized groups using facilities during a fixed time period. It is the Recreation Department's responsibility to provide the following policies and procedures that govern the use of athletic fields and recreational facilities for scheduling purposes, to help ensure responsible usage, and safety on properties under their jurisdiction.

**Definitions**

Applicant:	Refers to individual of an organized group responsible for completing permit application and abiding by policies and conditions set forth in the permit.
Facility:	Refers to the location and appropriate name of property requesting use of.
Waltham Resident:	Refers to individuals who reside within the City of Waltham.
Non-Resident:	Refers to individuals who do not reside within the City of Waltham.
Waltham Youth Organization:	Any youth group based in the City of Waltham with a purpose to provide support and services to the youth of Waltham. Each youth group must have a governing Board of Directors consisting of Waltham adults.
Non-Profit Groups:	Any group acting as a non-profit organization with proof of such declared status.
For Profit Groups:	Any group looking to secure a facility for profit or gain.
User:	Refers to an individual, group, or organization that utilizes property under the jurisdiction of the City of Waltham's Recreation Department.

## **Policies**

- Organized groups using City of Waltham Recreation Department athletic fields and related recreational facilities require permits.
- Those properties not requiring a permit are open to the public on a first-come, first served basis.
- No person shall enter or be present on City of Waltham Recreation Dept. properties after dark unless authorized by the Recreation Department.
- All facility users must comply with the terms and conditions of the permit agreement, policies, and procedures, City of Waltham ordinances pertaining to said properties, and rules and regulations posted at all Recreation Department properties.
- Athletic fields or related recreational facilities may be reserved and designated for a specified use and time period.
- Allocation of permits will be based on availability, scheduling needs, field conditions, renovations, and control measures implemented by the Recreation Department, subject to approval from the Recreation Board.
- The Recreation Department may require liability insurance coverage and City of Waltham Police details when deemed necessary as a condition to approving a permit request. Liability Insurance and costs for police coverage would be at the applicant's expense.
- The Recreation Department reserves the right to charge additional fees for camps, clinics, tournaments, and special events held on properties under their jurisdiction. The Recreation Department also reserves the right to charge additional fees to large groups and/or functions due to increased expenses incurred for upkeep, maintenance and personnel needs.
- The Recreation Department may require a security deposit be paid and/or utility fees in addition to permit fees charged to reserve facilities. It is the responsibility of the group using the facility to leave an athletic field/recreational facility in the condition it was in prior to their use.
- Groups are not allowed to practice or play games on any field that has standing water on it, or during thunder storms/lightning activities. Groups 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 result in all future permit use being revoked.

- The permit holder must be present at the facility during the time stated on the permit. The permit holder must be in possession of the permit at the athletic field and/or related facility and be prepared to produce the permit upon proper request by representatives of the Recreation Department or any city official, including the police. Failure to produce a valid permit when requested is grounds for expulsion from the athletic field or facility and such further action as the Recreation Department may determine to be appropriate under the circumstances.
- Re-allocation or subletting of facilities by a permit holder to any other person or group is prohibited. If it is determined such action was granted, the permit will be revoked and future permit requests will be denied.
- There is no guarantee that the field permitted will be lined. Field lining is not included in the permit fee. If the group using the field requires lines it is the responsibility of the permit holder to make arrangements. Users are NOT permitted to perform any type of maintenance, repairs or improvements, including the painting of any lines on Recreation Department athletic fields without the approval of the City of Waltham's Consolidated Public Works (C.P.W.)/Department's designee.
- Goals and other equipment ancillary to use on City athletic fields and/or recreational facilities may be made available. The permit holder may use equipment, but shall do so at their own risk. The permit holder is responsible to ensure that all such equipment that is used is returned to its original location on the site after each use.
- **THE CITY OF WALTHAM'S ORDINANCES PERTAINING TO ALCOHOL IN PUBLIC PLACES IS STRICTLY ENFORCED ON ALL PROPERTIES UNDER THE JURISDICTION OF THE RECREATION DEPARTMENT. THERE IS NO ALCOHOL ALLOWED ON OR AT THESE FACILITIES AT ANY TIME! ANY VIOLATION OF THE CITY ORDINANCES WILL BE GROUNDS FOR IMMEDIATE REVOCATION OF SUCH PERMIT AND DENIAL OF FUTURE APPLICATIONS FOR PERMITS.**
- **Any violation of permit terms, conditions and/or limitations shall be grounds for immediate revocation of such permit and denial of future applications for permits.**
- The Recreation Department reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for these policies, rules and regulations.
- 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 fee.

- Once a field/facility permit fee has been processed, no refunds will be given. If inclement weather conditions cause a cancellation due to wet or unfavorable conditions, the Recreation Department will attempt to accommodate a request for another date and time. This may not be possible due to scheduled events. To be eligible for a possible re-scheduling date it is the responsibility of the permit holder to contact the Recreation Department by the next business day.
- After a permit has been processed, each change made to a permit, whether it is date or time, will result in a \$10.00 administrative fee being assessed to the permit holder.
- By submitting an application for a permit, all applicants agree to conform to all City policies for athletic fields and recreational facilities.

### **Infractions**

- First Occurrence – Will cause a letter specifically listing the Department’s concerns to be emailed to the organization/permit holder. This notification is a warning that any future infraction will result in loss of permit.
- Second Occurrence – Will result in the loss of scheduling privileges, suspension of permit, or cancellation of permit and future use of facilities by organization.

### **Scheduling Procedures**

The scheduling of athletic fields and recreational facilities requiring a permit is performed by the Recreation Department, which is located at 510 Moody Street, Waltham, MA 02453. Office Hours are Mondays –Fridays, 8:30 a.m. – 4:30 p.m.

Scheduling an athletic field or recreational facility and issuing a permit to an organization does not give the group authority to use the field in the event the field is too wet and not playable. The event should be postponed and rescheduled.

#### **The scheduling of athletic fields and recreational facilities will have the following priorities:**

- Recreation Department sponsored programs, services, activities, and special events.
- Waltham Public Schools athletic teams, programs, activities, and special events.
- Waltham Youth Sport Organizations supported by the Recreation Department.
- Other Waltham educational institutions and Waltham Youth Recreational Program Providers (Boys and Girls Club/YMCA)
- Organized Waltham Adult Sport Leagues/Associations (Team Roster complete with names and addresses, requiring the majority of Waltham residents, will be verified)
- Waltham Neighborhood Associations
- Waltham Non-profit and Charitable Organizations
- Waltham Businesses and Companies
- Non-Waltham Non-profit and Charitable Organizations
- Non-Waltham Adult organized Sports Leagues/Associations
- Other Requests (companies, private camps, clinic, athletic competitions, special events)

## **Application Process and Procedures**

- Permit applications are available from the Waltham Recreation Department beginning February 1.
- It is the responsibility of the applicant to fully complete the application. Incomplete applications will not be considered.
- Starting and ending dates for each season are approximate and depend upon weather conditions and field conditions. The Recreation Department in partnership with the City's Consolidated Public Works Department (C.P.W.) will set start and end dates.
  - Spring Season: Approx. Apr. 1 – Jun. 15 Submit beginning Feb. 1
  - Summer Season: Approx. Jun. 16 – Aug. 15 Submit beginning April 15
  - Fall Season: Approx. Aug. 15 – Nov. 15 Submit beginning June 15
- Facility permit requests are available from the Recreation Department office or online from our website [www.city.waltham.ma.us/recreation-department/pages/permits](http://www.city.waltham.ma.us/recreation-department/pages/permits)
- Facility permit requests will contain the following information: Applicant's name, address, phone numbers, organization name, date and time requested, athletic field or recreational facility to be used, fee schedule if applicable, and size of group anticipated using facility. Additional information may also be requested depending upon planned use of facility.
- No permit will be considered unless all conditions are met. The application must be completed and signed. All required documentation must be attached, which may include rosters, residency verification and/or insurance coverage.
- An adult (21 years or older) must complete all permit applications. The applicant named on the permit must be present during the times specified on the permit.
- A copy of the applicant's driver's license will be required prior to issuing a permit.
- Permit applications are available from the Recreation Department beginning February 1.
- Once notification is made confirming the permit, all fees must be paid in full prior to use.

## **Acknowledgement of Receipt of Policy**

The undersigned, an applicant of an athletic field or recreational facility usage permit, acknowledges that the undersigned has received and read a copy of the "City of Waltham, Recreation Department Policies and Procedures for Permits" and understands and will fully abide by the terms and provisions contained.

---

Signature

---

Print Name

---

Date