



248 Boston Rd. \* Billerica, MA 01862  
(978) 671-0921 \* FAX (978) 671-0927  
[E-mail-recinfo@town.billerica.ma.us](mailto:E-mail-recinfo@town.billerica.ma.us)

TO: Field Permit Applicants

FROM: Dave Grubb, Recreation Director

RE: PERMITS & CONDITIONS FOR FIELD USE

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Please let this memo serve as your green light to submit requests to our Department for this upcoming season's field permits. As always, Billerica Schools have first priority to facilities, and permits will be issued to other groups and organizations after the schools request has been satisfied. If your organization needs help, please have one representative from your organization contact us. Please be aware that effective Jan. 1, 2021 youth organizations/school sports will be subject to a \$3/hour field permit fee for each field requested for use.

#### **ATTACHMENTS**

Enclosed are copies of the following forms:

- FIELD PERMIT APPLICATION – Please submit only one location per application
- FIELD & FACILITY POLICY
- CORI REQUIREMENT LETTER
- PERMIT CONCUSSION TRAINING REQUIREMENT
- INSURANCE REQUIREMENT
- LEAGUE PRESIDENTS REQUIREMENTS
- COACHES EXPECTATIONS

#### **MAINTENANCE ISSUES**

Please contact the Parks Department with any field maintenance concerns, or the Facilities Department with any outbuilding issues (permanent restroom buildings or concession stands).

#### **FIELD PERMIT FEES**

Beginning in 2021 and beyond, there will be a \$3/hour field permit fee instituted for Billerica Youth Sports Organizations, and Billerica Public Schools. All other field permit fees will follow the permit structure found on our "Field & Facility Policy" document.

#### **OTHER INFORMATION**

- In the past, we have had problems with permit holders abiding by some of our rules. The rules of particular concern are those that state **NO ALCOHOL OR VEHICLES ON FIELDS**. In addition, the rules also mandate that each team/organization **MUST** help keep our field areas clean.

- **TRASH POLICY - CARRY-IN/CARRY-OUT** – *This has become a significant problem.* Coaches are expected to clean up after their event and use the dumpsters or trash cans. Trash and trash bags being left behind at fields is unacceptable. ***It is the permit holder's responsibility to make sure trash is properly disposed of at the end of each day.*** Please instruct coaches to monitor field sidelines, and spectator areas to make sure they are clean of any trash after each game/practice. ***Failure to leave fields trash free may result in the following repercussions:***

***1<sup>st</sup> Offense: Warning***

***2<sup>nd</sup> Offense: \$50 Fine***

***3<sup>rd</sup> Offense: \$100 Fine***

***4<sup>th</sup> Offense & Beyond: \$200 Fine***

- Please call us at (978) 671-0921 to report dumpsters that are full or porta-potty issues.
- **PORTA-POTTIES** – one handicap unit is provided at each location. For locations where additional units will be required by particular organizations, please make the request with the Recreation Department. We will work with our vendor to provide them through our existing contract and invoice your organization accordingly for the months you have requested. This will allow all units to remain in control of the Town, and keep the same service schedule as the remainder of the units. ***\*Please note that additional units requested for leagues, tournaments, camps, etc – these will still be invoiced to that respected organization.***
- **FIELD CLOSURE** – In the event of inclement weather or wet field conditions, the fields may be deemed unplayable to avoid field damage. This decision will be made by the Parks Department, and relayed to the Recreation Department who will notify league presidents via email. Field closures will also be posted on the Recreation Department's Facebook page.
- *Please remember that all permits are given to a specific organization and cannot be transferred or sublet. Any organization that is found to have done this will have their permits immediately revoked.*

### **CONSTRUCTION/RENOVATION**

All field or building renovations must be approved by the Recreation and Parks Departments before any work begins.

If you have any questions or concerns, please give us a call.

***Thank you for all your efforts.***



**248 BOSTON ROAD, BILLERICA, MA 01821**  
**978-671-0921 \* FAX 978-671-0927 \* dgrubb@town.billerica.ma.us**

**FIELD PERMIT APPLICATION**  
***Alcoholic beverages & smoking are NOT permitted at any Parks & Recreation Facilities***

Applicant Name: \_\_\_\_\_ Group/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant (See Disclaimer below)

**Fields Requested** (if requesting multiple fields, submit separate application for each location): \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Youth \_\_\_\_\_ Adult \_\_\_\_\_

**Single-Use Request:** \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Multi-Use Request (use table below):** \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							

**Permit Applications will not be accepted without the following documents:**

- \_\_\_\_\_ The Recreation Department requires a Certificate of Insurance naming the Town of Billerica as an additionally insured party for a minimum of \$1,000,000.00 general liability coverage.
- \_\_\_\_\_ CORI Certification Letter – required for all organizations serving youth under 18 years of age.
- \_\_\_\_\_ Signed acknowledgement of Billerica Recreation field/facility policies and procedures.
- \_\_\_\_\_ Permit Fee (*Please see policies for different rates*)

**DISCLAIMER**

The person whose name appears above is responsible for the action of all persons using the field site in association with this permit. This includes responsibility for the removal of all litter, and all damages to the site. The permit will immediately be revoked for the use of alcohol, smoking, any illegal substance, violation of the law and any behavior deemed inappropriate by the Director of Recreation or his/her duly appointed representative. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Director of Recreation or his/her duly appointed representative reserves the right to discontinue all activities or dismiss the persons detrimental to the activity. As a condition of use, the permit holder agrees to furnish at their own expense, Police or other protection, if deemed necessary by the Director of Recreation or his/her duly appointed designee, and to reimburse the Town of Billerica for any damages done to the site. I further agree to release and hold harmless the Town of Billerica, its officers, employees, agents and attorneys from any and all liability or expenses arising out of any incident occurring at the permitted facility.

**\*My signature above indicates that I have read and agree to the above Disclaimer, and the information listed on the Field/Facility Policies and Procedures document, and I understand and will fully abide by the terms, conditions and provisions contained or referred to therein.**



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## FIELD AND FACILITY PERMIT POLICY

The Town of Billerica, through authority granted to its Recreation Commission has adopted the following policy concerning the use of the Town’s playing fields and related facilities. A field permit is required for any organized activities on Town of Billerica fields.

## PROCEDURES

### APPLICATION PROCESS

- Organized or regular use of a Town’s playing field or facility by groups shall require a permit.
- When two or more applications are submitted for the same site the following priority will be given to the traditional in-season sports:
  - Sanctioned School Athletic games and practice
  - Recreation Department programs
  - Billerica Youth Organizations
  - Adult Organizations
  - All other groups
- Consideration will be given to Billerica Sports Organizations that have been a permit holder at a site in the past. Issues that will weigh in the final decision will be the past history, how well a user has abided by policies in the past (i.e. Parking, trash removal, no alcohol use, following policies and procedures, timely payment), and condition of field.
- Reallocation or subletting of fields by a permit holder is strictly prohibited. If permitted fields are going unused, the unused times and dates must be turned back to the Recreation Department for allocation to other users.
- League Field request – Requests must be submitted with all required information by application deadline.

<b>Season</b>	<b>Dates</b>	<b>Application Deadline</b>
Spring Season	April 1 - June 30	March 15
Summer Season	July 1 – August 31	June 15
Fall Season	September 1 – November 30	August 15
Winter Season	December 1 – March 31	November 15

- Single use field request – Requests will be issued upon completion of an application based on availability
- **Facility Reservation fee:**
  - #1      Recreation Department    No Fee  
             School Department        \$3/hour (not including Tennis Courts)
  - #2      Youth Organizations  
             Seasonal In-Town        \$3/hour  
             Outside Leagues         \$25/hour

- #3 One Time Use
  - Residents \$25/hour
  - Non-Residents \$50/hour
  
- #4
  - Special Use
  - Clinics/Camps/Leagues \$50/hour
  - Tournaments \$300/facility (daily charge)
  
- Tennis Courts \$10/hour
- Street Hockey Rink - Youth \$10/hour
- Street Hockey Rink - Adult \$15/hour
- Basketball Court - Youth \$10/hour
- Basketball Court – Adult \$15/hour
- Sand-Volleyball Court \$15/hour
- Light Fee \$25/hour (turf and/or tournaments only)
- Field Damage Field Permit revoked and fine minimum \$500.00
- **Picnic Pavilions See Picnic Permit Application**

- Parking Fee:
  - Manning State Park and Micozzi Beach - \$5.00 per auto/\$50.00 season pass
- Cancellation – A full refund will be made if cancellation request is submitted 7 days in advance. Rain-outs or postponements may be made by contacting the Recreation Department. There is no guarantee that a reschedule can be accommodated.
- Any violation of the permit's terms conditions and/or limitations 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.
- Hours of operation at all parks are dawn to dusk unless posted. Fields with lights may be used until 10:30 PM.

#### **APPLICATION PROCEDURES**

- Permit applications are available from the Recreation Department at 248 Boston Road.
- Permit applications must be completed with all required attachments and submitted to the Recreation Department.
- Organizations must identify one designated scheduler for their organization. We will communicate only with that person and league president.
- The Town requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI has been performed on all staff, including volunteers, in accordance with Massachusetts General Law (Chapter 385 of the Acts of 2002, " An Act to Further Protect Children".)
- The Recreation Department requires a certificate of insurance naming the Town of Billerica as an additionally insured party for a minimum of \$1,000,000 general liability coverage.
- Single use field requests will be issued on a first come basis. Requests should be at least made one week in advance. Refunds will be issued if requested seven days in advance. A credit may be issued in the event of rain cancellation if the permit holder contacts the Recreation Department the day following a rain out.

- All permits received by the Recreation Department on or before the seasonal deadline will be considered shortly after the deadline. Permits received after the seasonal deadline will be considered if there are playing fields available.
- Once a permit is issued, use of the playing fields and related facilities is covered by the Town of Billerica and/or Recreation Department rules and regulations.

## PERMIT RULES

- A field area, equipment or facilities will be used to provide safe, healthy recreation for the residents of the Town of Billerica.
- Participants are not allowed to play in any unsafe conditions. Report such conditions to the Recreation Department as soon as possible. To prevent damage and for safety reasons, fields are not to be used in rain or wet conditions.
- Applicant or responsible adult/coach is required to have a copy of the permit with them when at allocated field.
- No alcoholic beverages, or controlled substances are permitted anywhere on town property. Violators are subject to arrest and permits will be revoked.
- Use of tobacco products is prohibited on playing fields and at recreation facilities.
- The areas must be kept clean. Trash is to be removed after each use by permitted user group. Dumpsters are provided at each site. If an area is not clean, report conditions to the Recreation Department and clean area. If an area is reported to have been left unclean a fine of not less than \$50.00 may be assessed, or permit may be canceled.
- Motor vehicles are not permitted on any field. Park in designated areas.
- No improvements or structures – permanent or temporary, will be erected or added without written approval from the Recreation Department.
- Any field or structure improvements require written approval from the Recreation Department.
- Any damage to the playing area, structures or fences (excluding normal wear and tear) that occurs during the use of a permit holder will be restored to the original condition at the expense of the permit holder.
- Inclement weather or standing water voids permit use. When in doubt, contact the Parks Department. See statement below. Once the game begins the umpire/referee is responsible for determination of field playability.
- Any violation of the permits' terms, conditions, and/or limitations shall be grounds for immediate revocation of the permit and denial of future applications for permits by such teams, group or organization.
- Violation of any Town, State or Federal law will be grounds for immediate revocation of the permit.
- If a permit is revoked there will be no refund of the permit fee.
- By submitting an application, all applicants and their organization agree to conform to the policies and procedures as outlined.
- All players, coaches and spectators are required to abide by generally accepted standards of good sportsmanship.
- *The Town of Billerica carries NO MEDICAL INSURANCE for users or visitors of its playing fields or facilities. Users participate or spectate at their own risk of injury.*
- The Billerica Police Department has a copy of all permits, and will take notice. They will take action if any policy rules are violated.
- Cancellation of this permit can occur at any time if it is deemed in the best interest of the Town.
- In the event of an emergency call 911.

**TRASH POLICY - CARRY-IN/CARRY-OUT** – Users are expected to clean up after their event and remove all bagged and loose trash. Trash and trash bags being left behind at fields is unacceptable. ***It is the permit holder's responsibility to make sure trash is properly disposed of at the end of each use.*** Please instruct users to monitor field sidelines, and spectator areas to make sure they are clean of any trash after each game/practice. ***Failure to leave fields trash free may result in the following repercussions:***

***1<sup>st</sup> Offense: Warning***

***2<sup>nd</sup> Offense: \$50 Fine***

***3<sup>rd</sup> Offense: \$100 Fine***

***4<sup>th</sup> Offense & Beyond: \$200 Fine***

### **FIELD CONDITIONS**

In the event of inclement weather, fields may be deemed unplayable by the Parks Superintendent. We will do our best to contact each permit holder by email in the event fields are closed, however all permit holders are expected to use common sense if they find fields are wet and proactively cancel their use. This information will also be posted on the Billerica Recreation Department's Facebook Page. It is the user groups responsibility to check the Facebook page if there is a question. ***No group should attempt to make a field playable by doing work to them. Damage to a field may result in fines or revoking of permits.***

### **POSSIBLE CONSEQUENCES**

Teams and leagues which do not comply with these policies may be subject to the following actions:

1. Written warning to the President or Chairman of the organization.
2. Suspension of the team or organization from practicing on fields for one week.
3. Forfeiture of a team's privilege to either practice or play games on the fields for the remainder of a season.
4. Having the league pay for damages caused by disregard to this policy

## ACKNOWLEDGEMENT

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Permit Holder Name: \_\_\_\_\_

I have received and reviewed the Playing Field and Related Facility Permit Policy. I agree to abide by its requirements and conditions.

\_\_\_\_\_  
Authorized Signature



# SPORTS ORGANIZATIONS LEAGUE PRESIDENT RESPONSIBILITIES

The primary contact will be the president of the sports organization, unless otherwise requested by the president.

This individual will:

- Submit athletic field permit requests by appropriate dates and submitting all required documents
- Agree to not sublet or reallocate field permits
- Agree to inform the Recreation Department of unused permit times and dates
- Agree to abide by all permit policies and procedures
- Communicate with the Recreation Department about any safety concerns
- Work with Parks Department on maintenance needs
- Make sure coaches, athletes, parents and visitors understand the park and field policies and procedures
- Communicate with Recreation Department regarding decisions on field closures due to inclement weather or safety concerns
- Attend any Presidents meetings
- Seek approval from the Recreation Department for any construction, renovation, improvements and/or repairs to town property
- Allocate funds for field improvements and maintenance on an as needed basis
- Organize coaches, athletes and parents for field/site clean-up prior to the start of the season
- All fields are CARRY-IN/CARRY-OUT. Presidents will ensure that coaches understand that they are responsible for making sure fields and site are clean
- Ensure that all coaches are NYSCA certified or equivalent
- Ensure that a CORI has been completed and reviewed for all volunteers
- Ensure that their League has a concussion policy in place and all coaches, athletes and parents have been trained
- Communicate any changes in leadership with in the organization to the Recreation Department.

I understand and will abide by the responsibilities listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization



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## PERMIT CONCUSSION TRAINING REQUIREMENT

The Billerica Recreation Department has adopted the following policy on Concussion Training.

As a condition of issuing a field, park or facilities permit to organizations operating programs for youth, organizations are required to sign a statement that the organization has met the Recreation Commissions requirements on concussion training while coaching children.

As the authorized agent for \_\_\_\_\_,  
Name of Organization/Company

I certify that this organization is running concussion training for its coaches.

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number (Home)

\_\_\_\_\_  
(Work)

\_\_\_\_\_  
(Cell)

# **TOWN OF BILLERICA**

## **INSURANCE REQUIREMENT**

The Town of Billerica requires all groups that use the parks, athletic fields or other facilities owned by the Town to show proof of insurance.

The General Liability Insurance shall be a minimum of \$1,000,000 single and \$3,000,000 aggregate.

The Town of Billerica Recreation Department shall be listed as the Certificate Holder.

No field permits will be issued without this. The Insurance Certificate must be submitted annually.



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## PERMIT C.O.R.I REQUIREMENT CERTIFICATION

The Billerica Recreation Department has adopted the following policy on C.O.R.I.'s.

As a condition of issuing a permit for use of Town of Billerica or Billerica Public Schools fields, or Recreation Department parks or other facilities, to any organization/entity operating programs for youth 18 years of age or younger, Authorized Agent(s) for said organization/entity will be required to sign a statement that the organization/entity has met all the Massachusetts requirements relative to criminal background checks for employees and/or volunteers having direct and unmonitored contact with children. (Massachusetts General Law Chapter 385 of the Acts of 2002, "An Act to Further Protect Children".)

As the authorized agent for: \_\_\_\_\_  
Name of Organization/Company

I certify that this organization/company is in **full** compliance with Massachusetts C.O.R.I Law requirements.

I have attached to this form a sample copy of the organization/entity's CORI request form that is completed by all individuals in our organization/company who are contractors, employees and/or volunteers.

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number (Home) (Work) (Cell)



## ***INFORMATION FOR COACHES***

*All league officials are required to provide this information to their coaches, prior to the start of their season.*

1. As a coach you are required to have a copy of your organizations field permit for use of the field in your possession.
2. Any questions related to field schedules should be directed to the organizations field coordinator and/or president, who will work directly with Recreation Director.
3. The Billerica High School Athletic teams have first priority on fields. They have the right to complete games beyond their permitted time, and to schedule make-up games outside of their permitted time.
4. Your organization's permit only gives permission for practices and games. Special Events, clinics, camps, or tournaments require a separate permit.
5. As a coach you must ensure that the entire area is clean and free of trash at the end of each practice and game. Include trash bags in your equipment bag. Your organization may be assessed a fine of \$100.00 or more if an area is left unclean.
6. No alcohol, controlled substances, or tobacco products are permitted anywhere on town property.
7. Fields shall not be used during inclement weather, not only does it put athletes at risk is increases damage to fields. Recreation Department will have final say on fields being available for play during questionable conditions.
8. As a coach you should walk the field and surrounding areas prior to using the field. Notify your league field coordinator/president about any unsafe conditions or maintenance needs.
9. Coaches are responsible for ensuring that parents and visitors have parked in a safe and legal manner. Some athletic fields have parking restrictions. Access should always be available for emergency vehicles.
10. Be a good neighbor - park in designated areas, respect property, set practice drills to avoid balls going into neighbors yards.
11. Ice Cream and Vendor trucks are not permitted on Town property. Any violations should be reported to the Police Department.
12. Dogs are not permitted to be off leash and must be under the control of the owner.
13. All accidents and incidents should be written up in accordance with league policies.
14. First Aid kits should be included in your equipment bag.
15. Head coaches must be NYSCA certified or equivalent.
16. Coaches, athletes and parents must adhere to the sports code of ethics.