



Watertown Recreation Department
 Administration Building
 149 Main Street
 Watertown, MA 02472
 Phone: (617) 972-6494
 Fax: (617) 926-6129
 recreation@watertown-ma.gov
 www.recreation.watertown-ma.gov

FIELD / COURT / TRACK / OUTDOOR RINK PERMIT APPLICATION 2019

Today's Date:

Organization/Team/Business/Individual: All information must be printed, complete, specific and accurate.

Organization Name:	Phone:
Address:	Town, State, & Zip:
Contact Name:	Home Phone: Cell Phone:
Email Address:	Work Phone: Fax:

Sport/Event/Activity

Field/Court/Rink Area Requested:	Sport or Event:
Date(s) Requested: From: To:	# of Youth: # of Adult:
Time of the Day Requested: From: To: Lights: Yes No	Day of the Week Preferred:
% of Residency of Participants:	Estimated Attendance:

If you are requesting multiple dates, please attach a separate list.

Additional Comments or Requests: Attach additional document for special requests if more space is needed.

Recreation Department Use Only

Field Permitted:	Date of Permit Issued:	Time: Day:
Amount Paid:	Date Paid:	Method of Payment:
Recreation Staff:	Date Received: Time Received:	Roster Received: Schedule Received:

Spring - Summer Applications: Accepted **beginning January 9, 2019**. Permits will be issued **beginning** January 15, 2019.
Fall - Winter Applications: Accepted **beginning** February 25, 2019. Permits will be issued **beginning** April 1, 2019.

Checks payable to the "Town of Watertown"

**WATERTOWN RECREATION DEPARTMENT
FIELD PERMIT PRIORITY SCHEDULING AND RATES 2019**

Order of Priority for Use of Fields

- 1) Town sponsored activities: i.e., Watertown School Department and Watertown Recreation Department.
- 2) Established, sanctioned and approved Watertown youth groups open to all Watertown residents: i.e., Youth Football, Youth Baseball and Softball, Youth Soccer, Youth Lacrosse.
- 3) Traditional in season programs will have priority over programs participating in their non-traditional season.
- 4) Watertown based organizations, groups or individuals open to all Watertown residents, 80% or above residency.
- 5) Watertown based organizations, groups or individuals open to all Watertown residents, 50% - 79% residency.
- 6) Watertown based organizations, groups or individuals open to all Watertown residents, 49% or below residency.
- 7) Other organizations, groups or individuals, 80% or above residency.
- 8) Other organizations, groups or individuals, 50% - 79% residency.
- 9) Other organizations, groups or individuals, 49% or below residency.

Director of Recreation or his / her designee has the flexibility and final say in regards to field permit assignments.

Priority Organizations will have first opportunity to schedule the recreational facilities, but not exclusivity.

Cost of Facility: Rates are per hour. Team rosters must be submitted with application, schedules as soon as created.

Artificial-Field: Victory baseball field or the Victory multipurpose field.

Artificial-Complex: Entire Victory Field turf facility.

The rates below are guidelines that will be utilized for the 2019 year.

A 25% deposit is required to confirm permit and a 25% payment is due each quarter of use.

The final 25% or final payment is due two weeks before the last scheduled event.

A 72 hour cancellation period is required unless there are weather issues or unless there are extenuating circumstances.

Fees are based on a per hour rate structure.

Customer	Field	Lights	Basketball / Hockey	Tennis	Boot Camp
Watertown School Department (Grass)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Watertown School Department (Artificial-Field)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Watertown School Department (Artificial-Complex)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Watertown Recreation Department (Grass)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Watertown Recreation Department (Artificial-Field)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Watertown Recreation Department (Artificial Complex)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Youth Organizations – Resident (Grass)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Youth Organizations – Resident (Artificial-Field)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Youth Organizations – Resident (Artificial Complex)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Organizations, Groups, Camps, Clinics, Ind. > 80% Resident (Grass)	\$30.00	\$40.00	\$5/\$10	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 80% Resident (Artificial Field)	\$50.00	\$50.00	\$5/\$10	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 80% Resident (Artificial Complex)	\$75.00	\$100.00	\$5/\$10	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 50%, < 80% Resident (Grass)	\$40.00	\$40.00	\$5/ \$20	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 50%, < 80% Resident (Artificial Field)	\$70.00	\$50.00	\$5/ \$20	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 50%, < 80% Resident (Artificial Com)	\$110.00	\$100.00	\$5/ \$20	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. < 50% Resident (Grass)	\$50.00	\$40.00	\$10 / \$40	\$10.00	\$10.00
Organizations, Groups, Camps, Clinics, Ind. < 50% Resident (Artificial Field)	\$90.00	\$50.00	\$10 / \$40	\$10.00	\$10.00
Organizations, Groups, Camps, Clinics, Ind. < 50% Resident (Artificial Complex)	\$140.00	\$100.00	\$10 / \$40	\$10.00	\$10.00

FIELD / COURT / TRACK / OUTDOOR RINK PERMIT APPLICATION 2019

Rules & Regulations

- 1) All use of field, court, rink and picnic areas must be permitted by the Department of Recreation.
- 2) Permits are not transferable and may only be utilized by the permit holder.
- 3) Permit holder must be present at all times, must have the permit on his/her person and show it upon request to the Park Ranger or representative of the Town of Watertown.
- 4) A game manager who oversees the organization during facility use must be assigned by the permit holder.
- 5) All equipment such as goals, benches, tables, bases or similar items need to be returned to their designated area.
- 6) The permit holder is responsible for the actions of all persons using the site with this permit, including but not limited to: removal of all trash and debris, cleanup of the area of use, all damages to the site, ensuring appropriate behavior by his/her group members and following all rules and regulations.
- 7) Permit holder is restricted to the designated area of use, within the time frame listed on the permit.
- 8) Permit holder cannot share their space with another group or give them time that is allocated to the permit holder.
- 9) Use of alcohol, drugs, weapons, golfing, and archery is prohibited.
- 10) Smoking, vaping or use of all tobacco products and nicotine delivery products is prohibited.
- 11) If they do not utilize a permitted facility (a "no-show"), non-fee groups (such as Watertown Public Schools, Watertown Youth Organizations and Town Departments) will incur a no-show fee according to the fee structure for organizations with more than 80% residents in the fee table in this application. Fee-paying groups will forfeit their fees in the event of a no-show.
- 12) Permit holder will be charged a penalty fee for grossly underestimating the attendance at the site, exceeding the time listed on the permit, any damage caused by a member of their group, or failing to clean up the permitted area.
- 13) A permit from the Health Department and Recreation Department is required to use the snack shack at Victory Field Complex. The Health Department number is 617-972-6446.
- 14) Parking is limited on Marion Road for the use of Victory Field. The Department of Public Works lot at 124 Orchard Street is highly recommended. Some groups will be required to park in the DPW parking lot at 124 Orchard Street.
- 15) Parking for Filippello Park on Berkeley and Clarendon Streets is restricted. Please park in lot off Grove Street only.
- 16) Parking is only allowed in legitimate spaces and must allow for access of emergency vehicles. There is no parking in the vicinity of the Commander's Mansion (west side of Arsenal Park). Overflow parking is in the Arsenal Mall parking lot.
- 17) There are no motorized vehicles allowed on the Town's recreational facilities at any time, other than authorized Town vehicles.
- 18) Portable gas or charcoal grills are not allowed, unless the event is catered and has a Catering Permit.
- 19) Use of any tent (maximum size of 10' x 10') must be approved by the Recreation Department in advance.
- 20) Digging, excavating, or otherwise disturbing the soil and grounds of any park facility is strictly prohibited in the interest of protecting public health and safety, unless such activity is specifically permitted by the Town in conjunction with approved maintenance or construction at or upon the park facility.
- 21) Animals are not allowed at any park facility, unless specifically identified (Howe or Filippello Dog Park).
- 22) Amplified or live music and the use of inflatable amusements are prohibited for permit holders other than for sanctioned Town, School, Recreation or other like events (such as road races, fundraising walks, etc.).
- 23) In addition, any posted signage listing additional rules and regulations must be followed at all times.
- 24) Organizations, Businesses and Teams must present a current Certificate of Insurance naming the Town of Watertown as an additional insured to the Director of Recreation for approval before any facility can be utilized. Such certificates must be through insurance companies licensed by the Commonwealth of Massachusetts or otherwise acceptable to the Town. All costs of insurance shall be the sole responsibility of the permit holder. The insurance must include minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate (covering bodily injury, property damage, and personal injury). Evidence of automobile liability and employer's liability (Worker's Compensation) insurance coverage may be required to the extent applicable to the activity.
- 25) Concerns related to the maintenance /condition of a recreational facility / equipment, email parksrec@watertown-ma.gov.
- 26) Photo Identification with a current address is required for residents of Town of Watertown; otherwise a fee will be charged at non-resident rate.
- 27) DPW details for 150 participants or more may be required. Rate is \$40.00 x 4 hours = \$160.00 minimum.
- 28) Police details may be required for 250 or more people. Permit holder must make all arrangements with W.P.D. at 617-972-6500
- 29) Refund Policy: Recreation Department will only credit / refund your account for inclement weather.. The permit holder must request a credit in writing or email recreation@watertown-ma.gov within 5 business days following the scheduled event.
- 30) In consultation with DPW, Parks Department, the Director of Recreation reserves the right to close any field or facility due to inclement weather or safety conditions.
- 31) The Recreation Director or his/her designee will have final decision in regards to the above rules and regulations.

Victory Field Artificial Turf Surface: In addition to the above regulations, the rules below must be followed.

- 1.) Soda, Gatorade, alcohol, coffee or any beverage other than water is prohibited (WATER ONLY FACILITY).
- 2.) Food, peanuts, seeds, and gum are prohibited.
- 3.) Sharp objects that could penetrate the surface, such as metal cleats, javelins, chairs, tables, bicycles, scooters or heels, are prohibited.
- 4.) Lift up nets off the turf; do not drag any goal or net. No soft toss or shooting against any fence area.
- 5.) Only participants, coaches, officials or authorized personnel are allowed on the turf area unless allowed/approved by the Department of Recreation.

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Disclaimer, Release

The person whose name appears above is deemed the permit holder and is responsible for the actions of all persons using the field site in association with this permit. This includes responsibility for removal of all litter and all damages to the site. The permit holder shall be responsible to inspect the field site subject to the permit prior to each use and shall be responsible to bring to the attention of the Director of Recreation any potential problems or defects. Moreover, the permit holder shall be responsible for all crowd control while in possession of the field site subject to the terms of the permit. The permit holder, and its members and invitees, using the field site for any purpose under the permit shall assume all risk and danger incidental to such use. The permit holder agrees that the Town of Watertown and its officers, officials, employees, staff, agents, board members, volunteers, and attorneys (collectively, the "Town") shall not be liable to the permit holder, its members and invitees, for any injury or death to persons entering the field site pursuant to the permit. Also but not limited to loss or damage to vehicles, equipment or other personal property of any nature whatsoever of the permit holder, its members and invitees, or of anyone claiming by or through the permit holder, that are brought upon the field site pursuant to the permit. The permit holder, on its own behalf and on behalf of its members and invitees, hereby releases and discharges the Town from any claim that it may have arising out of the use of the field site pursuant to this permit and further agrees to indemnify, defend and hold harmless the Town from and against any and all claims, demands, suits, actions, costs, judgments, whatsoever, including reasonable attorney's fees, which may be imposed upon, incurred by, or asserted against the Town by reason of (a) any failure on the part of permit holder and its members and invitees to comply with any provision or term required to be performed or complied with by the permit holder under this permit, or (b) for the death, injury or property damage suffered by any person on account of or based upon the act, omission, fault, negligence or misconduct of the permit holder and its members and invitees, and any person whomsoever making use of the field site pursuant to this permit.

The permit will immediately be revoked for the use of alcohol or any illegal substance, any violation of the law, and any behavior deemed inappropriate by the Director of Recreation and his/her duly appointed representative. If at any time an unfavorable condition exists or conduct by a participant(s) is deemed inappropriate, the Director of Recreation and his/her duly appointed representative reserves the right, in interest of public safety, to discontinue all activities or dismiss person(s) detrimental to the activity. As conditions of use, the permit holder agrees to furnish at their own expense a police detail if deemed necessary and to reimburse the Town for any damages done to the site.

My signature below indicates I have read and agree to the above rules and regulations and disclaimer and release. I will fully abide by terms, conditions and provisions contained or referred to therein.

Acknowledge Receipt of Policy

Organization: _____

Holder Name (Please Print): _____

Signature: _____

Cell Phone Number: _____

Email Address: _____

Date: _____