



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

FIELD / COURT / TRACK / RINK PERMIT APPLICATION 2015

Today's Date:

Organization/Team/Business: All Information needs be 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:	Youth: Adult:
Time of the Day Requested: From: To: Lights: Yes No	Day of the Week Preferred:
% of Residency of Participants:	Estimated Attendance:

Additional Comments or Requests: Use additional document and special requests if 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:

Spring - Summer Permit Applications: Accepted by October 20, 2014. Permits issued **beginning** December 1, 2014.
 Fall - Winter applications: Accepted by January 2, 2015. Permits will be issued **beginning** March 2, 2015.

Checks payable to the "Town of Watertown"

**WATERTOWN RECREATION DEPARTMENT
FIELD PERMIT PRIORITY SCHEDULEING AND RATES 2015**

Priority 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) Watertown based organizations, groups or individuals open to all Watertown residents, 80% or above residency.
- 4) Watertown based organizations, groups or individuals open to all Watertown residents, 50% - 79% residency.
- 5) Watertown based organizations, groups or individuals open to all Watertown residents, 49% or below residency.
- 6) Organizations, groups or individuals, 80% or above residency.
- 7) Organizations, groups or individuals, 50% - 79% residency.
- 8) Organizations, groups or individuals, 49% or below residency.

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

Artificial-Field is the use of the Victory baseball field or the Victory multipurpose field.

Artificial-Complex is the use of the entire Victory Field turf facility

The rates below are guidelines that will be utilized for the 2015 year. If an organization or group reserves a significant amount of time utilizing the Town of Watertown recreational facilities, a potential discount could be offered.

A 25% deposited 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 after the last scheduled event.

A 72 hour cancelation 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)	TBA	TBA	\$0.00	\$0.00	\$0.00
Approved Youth Organizations – Resident (Artificial-Field)	TBA	TBA	\$0.00	\$0.00	\$0.00
Approved Youth Organizations – Resident (Artificial Complex)	TBA	TBA	\$0.00	\$0.00	\$0.00
Organizations, Groups, Camps, Clinics, Ind. > 80% Resident (Grass)	\$20.00	\$40.00	\$5.00	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 80% Resident (Artificial Field)	\$40.00	\$50.00	\$5.00	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 80% Resident (Artificial Complex)	\$65.00	\$100.00	\$5.00	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 50%, < 80% Resident (Grass)	\$30.00	\$40.00	\$5/ \$20	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 50%, < 80% Resident (Artificial Field)	\$60.00	\$50.00	\$5/ \$20	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. > 50%, < 80% Resident (Artificial Com)	\$100.00	\$100.00	\$5/ \$20	\$5.00	\$5.00
Organizations, Groups, Camps, Clinics, Ind. < 50% Resident (Grass)	\$40.00	\$40.00	\$10 / \$40	\$10.00	\$10.00
Organizations, Groups, Camps, Clinics, Ind. < 50% Resident (Artificial Field)	\$80.00	\$50.00	\$10 / \$40	\$10.00	\$10.00
Organizations, Groups, Camps, Clinics, Ind. < 50% Resident (Artificial Complex)	\$130.00	\$100.00	\$10 / \$40	\$10.00	\$10.00

FIELD / COURT / TRACK / RINK PERMIT APPLICATION 2015

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) Organizations must present a current Certificate of Insurance.
- 4) Permit holder must be present at all times and must have the permit on person and show it upon request to the Park Ranger or representative of the Town of Watertown.
- 5) The permit holder is responsible for the actions of all persons using the site with this permit. This includes but not limited to: Responsibility for removal of all trash and debris, cleaning the area of use and for all damages to the site and appropriate behavior by his/her group members and following all rules and regulations.
- 6) Permit holder is restricted to the designated area of use, within the time frame listed on the permit.
- 7) Permit holder cannot share their space with another group or give them time that is allocated to the permit holder.
- 8) Permit holder will be charged a penalty fee for grossly underestimating the attendance at the site or exceeding the time listed on the permit, or any damage caused by member of their group.
- 9) Parking is limited on Marion Road for the use of Victory Field. The Department of Public Works at 124 Orchard Street is highly recommended. Some groups will be required to park in the DPW parking lot at 124 Orchard Street.
- 10) Parking is only allowed in legitimate spaces, considerations 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.
- 11) There are no motorized vehicles allowed on the town's recreational facilities at any time.
- 12) There is no portable gas or charcoal grills allowed, unless the event is catered. Catered events must obtain a health (food) permit and permission to utilize a grill by the Recreation Department. The Health Department phone number is 617-972-6446. A permit from the health and recreation department is required to use the snack shack.
- 13) Use of small tents must to be approved by the department. The maximum size is 10' x 10' unless approved in advance.
- 14) Smoking, vaping or use of all tobacco products and nicotine delivery products are prohibited.
- 15) Animals are not allowed at any park facility, unless specifically identified (example, How Park Dog Park)
- 16) There is no amplified or live music allowed, no inflatable amusements and no golfing, archery or use of weapons.
- 17) Department of Public Works coverage and/or police details may be required depending on the event.
- 18) In addition, any posted signage listing additional rules and regulations must be followed at all times
- 19) All equipment such as nets, benches, tables, bases or similar items need to be returned to their designated area..
- 20) All groups including non-fee groups such as Watertown Public Schools, Watertown Youth Organizations and Town Departments will incur a no-show fee according to the assigned fee structure.
- 21) Any concerns related to the maintenance or condition of a recreational facility, email parksrec@watertown-ma.gov

In addition to the above regulations, the following is also prohibited on the Victory Field Artificial Surface

- 1.) Soda, Gatorade, alcohol, coffee or any beverage other than water (WATER ONLY FACILITY)
- 2.) Food , peanuts, seeds, gum
- 3.) Sharp objects that could penetrate the surface, such as metal cleats, javelins, chairs, tables, bicycles, scooters, or heels.
- 4.) Lift, 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

The person whose name appears above 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 will immediately be revoked for the use of alcohol, any illegal substance and violation of the law and any behavior deemed inappropriate by the Director of Recreation and 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 duly appointed representative reserve the right, in interest to public safety, to discontinue all activities or dismiss person(s) detrimental to the activity. As condition of use the permit holder agrees to furnish at their own expense, police detail if deemed necessary and to reimburse the Town of Watertown for any damages done to the site. My signature above indicates I have read and agree to the above rules and regulations and disclaimer. I will fully abide by terms, conditions and provisions contained or referred to therein. I further agree to release and save harmless the Town of Watertown, its officers, employees, agents and attorneys from any and all liability or expenses arising out of any incident occurring at the permitted facility.

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Acknowledge Receipt of Policy

Organization: _____ Name: _____ Date: _____