



## REGULATIONS FOR USE OF PLAYING FIELDS *(Approved June 16, 2008)*

The applicant named shall be responsible for upholding the following regulations regarding use of the playing fields. Abuse of the facilities and/or violation of these regulations may result in a ban from further use of the playing fields. This will be charged to the individual applicant as well as the organization represented.

The Town of Lincoln's athletic fields are a limited resource, requiring careful planning, maintenance, scheduling, and protection to support the deep and broad demand for field usage. As the manager and final arbiter of all field usage, the Lincoln Recreation Committee makes final decisions about how and when the fields are used.

**Fields:** The Recreation Department manages the use of Brooks Field, Paddock Field, Smith Field, Smith T-Ball, Smith Softball, Codman Field, Codman Baseball, and Town Office Field (both 11v11 field and upper training area.) Pierce Park is a public park and is not a managed resource.

**Field Usage Process:** Unless engaged in a *Master Arrangement* (see below), all users of Town fields must hold a valid permit for use of a playing field. A permit is obtained by applying to the Recreation Department

Applications for multi-date use of playing fields must be filed at least two (2) weeks in advance.

No application shall be approved more than three (3) months in advance of use.

No use shall be approved for a period of more than four (4) consecutive months. Continued use shall require the filing of a new application at least two weeks in advance of the expiration of the originally approved use period.

The Recreation Department reserves the right to deny rental of the playing fields to any organization in the interest of preserving field quality.

### **Usage Categories:**

Due to their significant impact on the athletic fields, larger groups, with extensive, repetitive, and/or complicated use (ex: Lincoln Public Schools, Lincoln Youth Soccer, Lincoln Youth Baseball) may be required to make special arrangements, referred to as a *Master Arrangement*, at a scheduled public meeting of the Recreation Committee. Some terms of the *Master Arrangement* may conflict with stated field use policies, and would supersede such policies, if the Recreation Committee felt it was in the best interest of the Lincoln Community. An example may be a local sports organization combining with a neighboring town if it is necessary to make the league viable for Lincoln residents.

All organizations not engaged in a Master Arrangement would adhere to the policies below:

All applications must be accompanied by the required total fee, which shall be calculated as follows:

- |  |         |
|--|---------|
| 1) Lincoln Community Group – Not for Profit:     | \$0/hr  |
| 2) Lincoln Community Group – For Profit:         | \$20/hr |
| 3) Non-Lincoln Community Group – Not for Profit: | \$45/hr |
| 4) Non-Lincoln Community Group – For Profit:     | \$75/hr |

All rental requests require a 2-hour minimum. Rental requests will be charged a 4-hour maximum rental fee. (For example, users will not be charged for more than 4 continuous hours, even if you use it for 5, 6, 7 continuous hours etc.)

*Lincoln Community Groups* shall be defined as: Groups composed primarily (75% or more) of Lincoln residents, Lincoln Public School students, Lincoln Sudbury High School students, Minuteman Vocational Technical High School students, AND whose intention is to provide a service to the Lincoln Community. This group must make themselves available to the community via appropriate advertising, open registration, tryouts, etc. Participant rosters may be required with all new applications and may be requested at any time by the Recreation Director during the valid period of any permit.

*Not-for-Profit* shall be defined as: Any organization established for charitable, educational, or humanitarian purposes and not for making money.

*For-Profit* shall be defined as: Any organization established or operated with the intention of making a profit.

Priority use of the fields shall be accorded, in cases of conflict, to and in the order of the categories of users listed in the above section.

### **Rules and Expectations:**

*All permit applicants explicitly acknowledge that their ability to use the Town of Lincoln playing fields is a privilege and not a right. Furthermore, the applicant shall make all of the terms of this agreement known to all members of its organization.*

The permit applicant shall be responsible for upholding the following regulations regarding use of the playing fields. Abuse of the facilities and/or violation of these regulations may result in a ban from further use of the playing fields. This will be charged to the individual applicant as well as the organization represented.

Material misrepresentations of your organization during the application process shall be grounds for denial of a permit and a possible ban on future applications. If required, participant roster submissions should be made along with the initial permit application. Changes to the membership of your organization that results in a change in User Category must be reflected in a new application with related documentation.

A permit holder who is found to be expanding activities to include out-of scope uses (including but not limited to: additional field usage, inclusion of additional participants and/or teams, combined events with other groups) may have their permit revoked and be subject to a two year ban on additional permit applications.

A permit holder or representative of a permit-holding user group who is found to be practicing on a closed field may be subject to an immediate season-long ban.

Persons and organizations obtaining approval to use a playing field:

- Must restrict their use to the specified playing field approved.
- Must cease all activities and leave the field 15 minutes after sunset.
- Shall be responsible for compliance with all applicable laws and regulations, including those requiring additional permits, licenses, personnel or payment of applicable taxes and fees.
- Shall be fully responsible and liable for any and all damages to Town of Lincoln or Lincoln Public School equipment, structures, buildings or property, which may occur as a result or in the course of the organizations use of such field.

Users of playing fields shall not restrict participants for reasons of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions.

Persons and organizations seeking or obtaining permits to use playing fields shall be responsible for:

- a) Compliance with the Department of Internal Revenue in cases where admission is charged.
- b) Compliance with the Acts of the Commonwealth that apply to the use of public property and any other State or local regulations applicable to this use.
- c) Compliance with all applicable laws and regulations including those requiring additional permits, licenses, personnel, and payment of applicable taxes and fees.

Papers, containers and all other trash and refuse must be disposed of neatly in the receptacles provided at or near each field.

Smoking, obscenities, fighting, the lighting of fires and all other indecent, reckless or dangerous behaviors are strictly prohibited on Town playing fields and school property.

The Recreation Department reserves the right to cancel, at any time, the use privileges of any organization or individual for failure to comply with these regulations or with any lawful and reasonable orders of the Lincoln Police Department or Board of Selectmen.

**Safety and Insurance:**

Children or minors shall NOT be granted access or use of fields without proper adult supervision.

The Recreation Department reserves the right to require public safety details to ensure public/property safety.

The Recreation Department reserves the right to require a certificate of insurance with the Town of Lincoln and /or Lincoln Public Schools as Named Insured.

The applicant shall comply with all federal, state and local laws, regulations and license requirements, including but not limited to the Americans with Disabilities Act.

State Law and Town Ordinance strictly prohibit on all playing fields, school property and in other public areas the possession, consumption, sale or use of alcoholic beverages. Any violations of such law and ordinance by a member of an organization using a playing field or by any spectators associated with the organization or any of it's members shall subject the organization and it's members not only to the statutory penalties of fine and/or imprisonment, but also cancellation of the current privilege of using a Town of Lincoln playing field and to a bar the of the organization from further use of such fields in the future.

**Failure to Comply with Recreation Department Policies:**

All applicants for field user permits explicitly agree to comply with the stated policies contained in this document. Furthermore, they agree to an escalation and punitive system as defined below.

A permit applicant or holder who violates stated policies may have their application denied, limited, revoked or be placed on "probation" or banned entirely from further use, based on the nature and severity of the violation. Such actions will be adjudicated by the Recreation Director, who in their sole discretion shall have authority to determine appropriate punitive action. The applicant or permit holder shall have the right to appeal any such decision to the Recreation Committee, at their next regularly scheduled monthly public meetings. This appeal shall be their sole and final recourse.



# TOWN OF LINCOLN

Middlesex County...Massachusetts

## RECREATION DEPARTMENT

P.O. Box 6353  
Lincoln, MA 01773-6353  
Tel 781 259-0784  
Fax 781 259-1333

### APPLICATION FOR USE OF PLAYING FIELDS

No field permits will be issued until this application is completed, submitted and accompanied by the required fee AND security deposit.

DATE(S)	DAY OF WEEK	FIELD	START TIME	END TIME	ACTIVITY

**BOARD OF HEALTH PERMIT REQUIRED?**    **YES**    **NO**    (IF YES, A COPY OF YOUR PERMIT MUST ACCOMPANY THIS APPLICATION)

**FULL NAME OF ORGANIZATION OR INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:**  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE:**  
**DAYTIME:** \_\_\_\_\_

**EVENING:** \_\_\_\_\_

**NAME AND TITLE OF PERSON RESPONSIBLE:**  
\_\_\_\_\_

**EMAIL:**  
\_\_\_\_\_

#### PLEASE INDICATE YOUR CATEGORY AND FEE:

Rental requests require a 2-hour minimum. Rental requests will be charged a 4-hour maximum rental fee. (Ex. Users will not be charged for more than 4 hours.) Priority use of the fields shall be accorded, in cases of conflict, to and in the order of the categories of users listed below:

USER GROUP	RATE		NUMBER OF HOURS		TOTAL FEE:
1) Lincoln Community Group – Not for Profit:	\$0/hr	x	_____	=	_____
2) Lincoln Community Group – For Profit:	\$20/hr	x	_____	=	_____
3) Non-Lincoln Community Group – Not for Profit:	\$45/hr	x	_____	=	_____
4) Non-Lincoln Community Group – For Profit:	\$75/hr	x	_____	=	_____

*Lincoln Community Groups* shall be defined as: Groups composed primarily (75% or more) of Lincoln residents, Lincoln Public School students, Lincoln Sudbury High School students, Minuteman Vocational Technical High School students, AND whose intention is to provide a service to the Lincoln Community.

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*For-Profit* shall be defined as: Any organization established or operated with the intention of making a profit.

#### WAIVER:

As a condition of using the Town of Lincoln's playing fields, I agree, on behalf of, and as the authorized representative of the fore mentioned organization, that I shall be responsible, personally, as well as in my representative capacity for payment to the Town of Lincoln of all required fees and charges. Reimbursement of the Town of Lincoln for any damage to any field, and/or equipment or structures on or adjacent thereto. Obtaining any necessary permits, police or otherwise. Complying with all federal, state and municipal laws and regulations applicable to this use. Complying with all regulations of the Town of Lincoln Recreation Department. (See attached.) Complying with all lawful and reasonable orders of the Board of Selectmen and Lincoln Police Department regarding its use. The applicant organization and its members hereby release the Town of Lincoln and all officers and agencies thereof from any and all liability and claims of any nature arising out of or in connection with their use of the playing fields applied for hereby.

**SIGNATURE OF PERSON RESPONSIBLE**

**DATE**

\_\_\_\_\_

#### FOR OFFICE USE ONLY:

SECURITY DEPOSIT: (\$50 deposit if your total rental fee is under \$100. \$100 deposit if your total rental fee is over \$100)

**Amount:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RENTAL FEE:

**Amount:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **ATHLETIC FIELD USE CODE OF CONDUCT:**

Please make this part of your participant orientation

### **FIELD CLOSURES:**

#### *Seasonal:*

The athletic fields are closed for use through the winter months. They will be shut down at the Recreation Committees discretion sometime in November, and will reopen sometime in April or May. Specific dates will be relayed by the Recreation Director each season.

All sports equipment should be brought out at the beginning of each Spring/Fall season, and brought back in at the end of each Spring/Fall season. Equipment should not be left out through the summer.

#### *Weather:*

The Recreation Department makes decisions to open or close a field. If the Recreation Department closes a field, all youth sports leagues must comply with that decision. The field will be closed for a specified timeframe and will be considered open outside of that timeframe.

The Recreation Department will alert all user groups by email in the event of a field closure. Field closures will also be posted on our website at [www.lincolnrec.com](http://www.lincolnrec.com). Please be vigilant about checking email in anticipation of inclement weather.

If the Recreation Department does not close a field, the youth sports leagues may still choose to suspend or cancel their event at their discretion.

#### *Daylight:*

Due to poor visibility, all fields are closed 15 minutes after sunset. All organized activities should cease.

### **EQUIPMENT SAFETY:**

Equipment should only be moved by adults. Children should never move equipment without direct adult aid and supervision.

Permanent sports equipment (soccer & lacrosse goals, baseball moveable backstops) should be anchored properly to ensure they do not topple over. Moveable sports equipment (t-ball t's, corner flags, etc.) should be brought in at the end of each use, to reduce the danger they pose to unsupervised children.

Please do not allow anyone to climb on athletic equipment such as goals or backstops.

All youth coaches should ensure that their practice and game fields are left in good, safe condition: equipment properly anchored and/or stored; rubbish has been cleaned and disposed of properly.

All equipment should be brought in and secured promptly at the end of each season.

### **RUBBISH:**

The Town of Lincoln provides trash barrels at each athletic field location. These barrels are serviced weekly. Barrels are not always field side, but are more often located adjacent to the parking lot.

Coaches, players and parents are expected to carry their rubbish off the field and dispose of it in the barrel on their way to the parking lot.

Large scale events (in town soccer, t-ball, etc.) should bring their trash to the nearest dumpster, to avoid overflowing trash barrels.

### **PUBLIC RESTROOMS:**

Restrooms are available to the public after school and weekends. They are located at the back of the Smith School Gymnasium, near the Smith soccer field, and are marked by a blue restroom sign.

**Programs that are found to leave the athletic fields in poor and/or unsafe condition may be prevented from using the fields.**