

2018

Malden Recreation Department



FIELD PERMIT POLICIES HANDBOOK

Adopted: February 13, 2018

Malden Recreation Department

Field Permit Policies Handbook

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Electronic version of the Malden Recreation Field Permit Policies Handbook can be found online at www.maldenrec.com or you can request a copy via email at Parks&Rec@cityofmaldne.org.

The City of Malden Recreation Department reserves the right to update and revise the contents of this Field Permit Policies Handbook at any time. The Malden Recreation Department Park Coordinator or his duly appointed representative reserves the right to make modifications if, as and where needed, on a case by case basis, in the sole discretion and determination of the Malden Recreation Department Park Coordinator or his duly appointed representative.

Cover Picture Credit: Paul Hammersley of Motion Music Media Group (3MG)

Statement of Purpose

In accordance with Section 5.4.4 of the City of Malden Revised Ordinances of 1991, the Recreation Department has developed the following field permit policies to assist in the scheduling and permitting of City of Malden fields and outdoor spaces. The outlined policies will streamline the processing of applications and the distribution of fields and outdoor spaces. A year round calendar will be provided online at MaldenRec.com to reflect availability of fields and outdoor spaces.

Contact Information

**For inquiries and further information about the parks contact the
Recreation Department at 781-397-7168 or email at Parks&Rec@cityofmalden.org**

Recreation Department Staff

Recreation Coordinator	Joseph Levine	Cell: 781-589-2903
Recreation Clerk	Laura Perez	Cell: 781-771-5464

Other Contact Information

Department of Public Works	Robert Knox	781-397-7160
Board of Health		781-397-7049
Police Department		781-397-7171
Fire Department		781-397-7383
School Gym Permits	Kathleen McCormack	kmccormack@maldenps.org

Permit Priority List

The scheduling of the athletic fields and recreational facilities will be priority based as follows:

- Malden Public Schools Use:
 - High School sanctioned athletic teams games and practices
- Malden Recreation Department sponsored programs, services, activities and special events
- Malden Youth Sports Organizations – Nonprofit
 - Youth Baseball, Youth Soccer, Youth Lacrosse, Youth Softball, Youth Field Hockey, Youth Basketball, Youth Football/Cheering
- Malden Adult Sport Leagues/Associations (50% or more Malden Residents. Team Roster must be provided complete with names and addresses, which may be verified)
- Malden Neighborhood Associations
- Malden Non-profit and Charitable Organizations
- Malden Businesses and Companies
- Non-resident organizations, businesses, groups, teams and single use permits

Permits will not be issued due to the following conditions:

- There is scheduled maintenance, restoration, improvements or hazardous conditions
- The Park Coordinator has not formally opened the parks, fields and facilities for the season
- Inclement weather or flooding

Factors that assist in the decision to grant a permit:

- Past history of the permit applicant with the City of Malden
- Past history of the permit applicant complying with the City of Malden policies

Permits are not guaranteed from season to season.

Fee Structure

Fees are assessed on a per season basis. Seasons generally run for approximately 10-12 weeks and play-off games may be considered as part of the season.

User Type	Grass	Turf
<u>Malden Public Schools Use:</u> High School sanctioned athletic teams games and practices	No Charge	No Charge
<u>Malden Recreation Department</u> sponsored programs, services, activities and special events	No Charge	No Charge
<u>Malden Youth Sports Organizations</u> – Nonprofit (90% or more Malden Residents - Team Roster must be provided complete with names and addresses, which may be verified) Youth Baseball, Youth Soccer, Youth Lacrosse, Youth Softball, Youth Field Hockey, Youth Basketball, Youth Football/Cheering	\$100.00 per field	\$100.00 per field
<u>Malden Adult Sport Leagues/Associations</u> (90% or more Malden Residents. Team Roster must be provided complete with names and addresses, which may be verified)	\$100.00 per field	\$125.00 per field
<u>Malden Neighborhood Associations</u>	\$100.00 per field	\$125.00 per field
<u>Malden Non-profit (non-sport) and Charitable Organizations</u>	\$100.00 per field	\$125.00 per field
<u>Malden Businesses and Companies</u>	\$100.00 per field	\$125.00 per field
<u>Non-Malden Organizations, Businesses, Groups, and Teams - Youth or Adult</u> Permits are issued on a case-by-case basis and are not guaranteed to Non-Malden organizations, businesses, groups or teams. <u>*Private Clinics, Camps or Tournaments</u>	\$40.00 per hour (\$25/hr - lights) *\$75.00/hr (\$25/hr - lights)	\$60.00 per hour (\$25/hr - lights) *\$100.00/hr (\$25/hr - lights)
<u>Single Day use permits for organizations, businesses, groups, teams and wedding events (Non-Sport)</u>	\$50.00	Not Rentable
<u>Single Day use permits for residents and private small groups.</u> (example: Small picnics or birthday parties)	No Charge	Not Rentable

When two or more permits holders are applying for the same park, field or facility, priority will be given to the traditional sport in season.

All rates are subject to change without notice. Malden Recreation reserves the right to issue special permits to an organization that does not confirm with the above written priorities.

Conditions, Terms & Limitations

All permits issued by the Malden Recreation Department are subject to conditions, terms and limitations as defined by federal and state laws, local ordinances and the Malden Recreation Field Permit Policies Handbook including the *Indemnity Clause and Disclaimer*. Violations are subject to our disciplinary policy.

- **HOURS** – Fields and Outdoor Spaces are opened from dawn to dusk unless otherwise stated or authorized by the Recreation Department.
- **DAMAGES** – Damages caused by aggressive or negligent use of a park, playground structure, athletic facility, fields or park equipment of any kind will be assessed 100% of the cost to correct, replace or repair to the offender.
- **MAINTENANCE AND UPKEEP** – The permit applicant, organization, league or group is not allowed to perform any maintenance or upkeep on any fields, grounds or facilities without prior specific approval from the Malden Department of Public Works Director.
 - Lining of the fields is the responsibility of the Malden Department of Public Works.
 - The permit holder, organization, league or group is responsible to make sure that all trash is properly disposed into trash or recycling receptacles. If after an event, activity or game it is found that additional clean-up is necessary, the permit holder will be charged accordingly.
- **EVENTS** – The permit holder must be present at the facility during the time stated on the permit issued. No events or activities will be permitted that are considered likely to damage fields, irrigation systems or resources. Malden Recreation reserves the right to require additional staff to monitor or supervise an event.
 - Malden Recreation reserves the right to require a police detail for a permit applicant depending on the size of the event. The cost for any required detail or additional staff will be the responsibility of the permit applicant.
 - Equipment of any kind must be approved by the Malden Recreation Coordinator at least 24 hours prior to the day of the event.
 - If the permitted organization, league or group is serving food, it is their responsibility to obtain any necessary Board of Health permits prior to the event.
 - The permitted organization, league or group must acquire special approval for the playing of live music in or at any field/facility.
 - No food carts or food vendors are allowed within any Malden Recreation facilities without prior approval and permits issued by Malden Recreation Department.
 - No possession or consumption of alcohol or smoking is allowed within any public park, playground or athletic facility.
- **THE CITY OF MALDEN’S ORDINANCES PERTAINING TO ALCOHOL IN PUBLIC PLACES IS STRICTLY ENFORCED ON ALL PROPERTIES UNDER THE JURISDICTION OF THE CITY OF MALDEN RECREATION DEPARTMENT. THERE IS NO ALCOHOL ALLOWED ON OR AT THESE FACILITIES AT ANY TIME. ANY VIOLATION OF THE CITY ORDINANCE WILL BE GROUNDS FOR IMMEDIATE REVOCATION OF SUCH PERMIT AND DENIAL OF FUTURE APPLICATIONS FOR PERMITS.**

- **CONDUCT** – Conduct unbecoming or illegal of an individual, group, or team, such as, but not limited to, foul language, public urination, illegal drug use, smoking, alcohol consumption, or other conduct considered to be a public nuisance will be reported to the proper authorities and will be subject to penalties of such actions. Anyone exhibiting such conduct shall be asked to leave immediately.
 - Direct and insubordinate disobedience of a Park Director directive will result in immediate revocation of a parks permit.
 - The Recreation Department personnel reserve the right to enter all fields, parks and facilities at any time during any and all use for the observation of activities.

- **COMMUNICATION** – The designated contact person or secondary person should make all communications to the Malden Recreation Department.
 - The permit applicant is responsible for informing all of the League Board members, general members, coaches, assistants, volunteers, parents/guardians and players of **ALL** rules, regulations, conditions, terms and limitations regarding use and conduct on the fields/facilities as defined in this handbook.
 - If a permitted event is **not** held due to unforeseen conditions the permit contact person **MUST** contact Malden Recreation Department immediately.
 - If the permit holder is not going to use a field/facility, the unused dates and times may not be assigned or transferred. These dates and times must be made aware to the Malden Recreation Department immediately.

- **TURF FIELD SPECIFIC CONDITIONS** – No food products, gum, chewing tobacco, sunflower seeds or flavored drinks are allowed on the turf field. **ONLY** plain water is allowed.
 - Only molded cleats (*no metal*) are permitted on turf fields. High heeled shoes are **NOT** permitted.
 - All other conditions within General Conditions, Terms & Limitations, if applicable, are also considered part of the Turf Field policies.

- **RAIN/WET CONDITIONS POLICY** – The Malden Recreation Department reserves the right to close any field or park facility due to inclement weather or safety conditions. Should this situation occur, a suitable alternative date would be provided or funds refunded. If your rental date is rained out please call the Malden Recreation Department office to make other arrangements.
 - Playability test after rainy conditions: If there are puddles on the fields or you step on any portion of the field and water squishes out from under your shoe, the field is closed with no game play and/or practice. Playing on wet fields poses a safety hazard and causes severe field damage.
 - **There is no sports field use on grass fields during rainy conditions.**

- **INCLEMENT WEATHER POLICY** – Any decision to cancel a permitted activity is made by the permit holder and/or secondary point of contact for the permit holder. The Malden Recreation Department reserves the right to cancel an activity if it is deemed unsafe to continue with the activity.
 - Organizations, leagues, groups or persons are not allowed to practice nor have a game on any field if there is standing water or is slippery or during a thunder, lightning, and hail or snow storm. A field should not be shoveled to clear snow, ice or water in order to use field without the Parks Coordinator approval. Any damage resulting to a park or field because an organization, league, group or other permit holder did not comply with conditions will be held responsible for all repairs and costs associated with repairs and will be subject to our disciplinary policy.
 - If the permit holder cannot utilize their permit due to inclement weather, the permit holder must contact the Malden Recreation Department to reschedule a make-up based on availability and/or may request to be considered for a full refund if a single use permit was issued.

- **CANCELLATION & REFUND POLICY** – All cancellations, regardless of time, need to be communicated to the Malden Recreation Department. It is the permit holder’s responsibility to communicate cancellations directly to the Malden Recreation Department and provide reason for cancelling. If time on permit has started and no communication has been provided to the Malden Recreation Department, a **NON-CANCELLATION FEE** will be assessed to cover the cost of staff assigned by the Malden Recreation Department to work during the rental time slot, where applicable. Refunds will be reviewed on a case by case basis.

Disciplinary Action Policy

Any violation of the permit conditions, terms and limitations can result in loss of permits and future permit requests. Possible fines may be applied in cases of destruction of property due to vandalism, misuse of a permit, use of field without a permit or use of a field when fields are deemed closed.

1. First Offense – Verbal warning to permit holder from the Parks Coordinator.
2. Second Offense – Written warning to permit holder from the Parks Coordinator with copy of letter filed with the City of Malden.
3. Third Offense – Permit Suspension for the season. Communication will be written and copy of letter will be filed with the City of Malden.
4. Fourth Offense – (Includes new season) Permit Revocation. Permit Holder will not be eligible for issuance of permits going forward.

Malden Recreation Department reserves the right to ban any individual and those governed within a league, team or group who has violated policies from using the parks, fields and facilities.

Permit Application Procedure & Application Due Dates

- All applicants must be at least 18 years of age to apply for a permit with the Malden Recreation Department.
- Application, required documentation and deposit must be received prior to issuance of permit.
- Applications are reviewed on a first come first serve basis and availability of fields are not guaranteed season to season, unless you have been granted a special permit through the Malden Recreation Department.
- With increasing demands for use of athletic fields and park uses, the Malden Recreation Department may not be able to accommodate every application or request. Therefore, the Malden Recreation Department reserves the right to use its priority based system and discretion when issuing permits.
- No permits will be issued before the application deadline for each season.
- Leagues, groups or individuals are responsible for completed CORI checks on all coaches, volunteers or any adult involved with children less than 18 years of age.
- **Use of parks, fields and facilities awarded to a permit holder will be made public on the Malden Recreation website, www.maldenrec.com. All awarded permit holders will be required to submit a practice, game or playoffs schedule that will be used to publish reserved facilities on the site.**
- Permitting Procedure:
 1. Fill out application – All fields on the application need to be filled out to prevent delays in processing. If a field does not apply to your request, place N/A on the line.
 2. Review fee structure to determine fees due for the season
 3. Collect all required documentation and prepare to pass it in with application
 4. Mail/Drop-Off Completed Application and Required Documentation to:

Malden Recreation Department
32 Pearl Street
Malden, MA 02148
 5. If permit is awarded for use of park, field or facility:
 - i. Submit Complete Rosters at least 48 hours prior to first date requested.
 - ii. Submit Completed Schedule at least 48 hours prior to first date requested.
 - iii. Submit Payment for Permit(s) at least one week prior to first date requested.
(Make checks payable to: City of Malden)
 - iv. Permit will be invalid if the above is not completed.

SEASONAL PERMIT APPLICATION DUE DATES

<u>Season</u>	<u>Season Term*</u>	<u>Due Date</u>	<u>Permit Issued</u>
Spring	4/1 thru 6/19	February 15 th	March 1 st
Summer	6/20 thru 8/31	May 15 th	June 1 st
Fall	9/1 thru 11/30	July 15 th	August 1 st
Winter	12/1 thru 3/31	October 15 th	November 1 st

***Dates are subject to change due to weather and field conditions.**

Permit Application Required Documentation

Required by the seasonal due date:

- Permit Application completed and signed with date
- Contact information of Primary permit holder and Secondary contact. These are the only two individuals who will be communicating with the Malden Recreation Department that will be allowed to make any decisions related to the permit issued.
- Signed copy of the Malden Recreation Department Consent of CORI verification form
- Signed copy of the Malden Recreation Department Indemnity Clause & Disclaimer form
- Proof of Insurance: If application is approved, prior to issuance of the permit, the applicant must submit proof of property damage and bodily injury insurance shall be in the form of a Certificate of Insurance issued by your insurance agent naming the City of Malden as an additional insured.

Required by the first day of requested use:

- Roster including names and address of all registered participants as of permit application date (48 hours prior to first day of requested use)
- Payment of fees for the season (48 hours prior to first day of requested use)
- Schedule of practices, games or playoffs including times for each field requested. (one week prior to first day of requested use)

Permit Application



MALDEN RECREATION DEPARTMENT

32 Pearl Street, Malden MA 02148

Parks&Rec@cityofmalden.org

Office: 781-397-7168

PARK & FIELD APPLICATION

League/Team Name or Company Name:

League/Team Permit Holder:

Address:

Permit Holder Title/Position:

City, State, Zip Code:

Email Address:

Phone #:

Cell#:

Second Responsible Person who will assist the Permit Holder supervise teams and spectators and will ensure compliance of same as outlined in the Malden Recreation Field Permit Policies Handbook.

Second Responsible Person:

Title/Position:

Address:

Email Address:

City, State, Zip Code:

Phone #:

Cell#:

Age Group: Type of Activity:

Youth

Adult

Season Requested:

Spring

Summer

Fall

Winter

Equipment or Other Requests:

REQUESTED FIELDS & PARKS

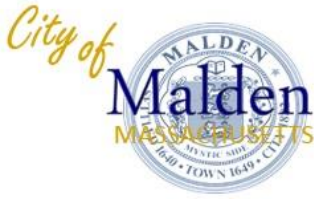
<u>Field/Park Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Day(s) of week & Time</u>

It is understood and agreed that the permit holder will abide by the policies set forth in the Malden Recreation Department Field Permit Policies Handbook or permit holder, league, group or team may be subject to permit revocation. Permit will not be considered valid until all required documentation, including payment, has been received by the Malden Recreation Department.

Permit Holder Signature / Date

Secondary Responsible Person/Date

Consent of CORI verification



MALDEN RECREATION DEPARTMENT

32 Pearl Street, Malden MA 02148

Parks&Rec@cityofmalden.org

Office: 781-397-7168

CONFIRMATION OF CORI VERIFICATION

Print Name of Permit Holder:

Print Name of Organization/League/Group:

Permit Season:

As the permit holder, I provide this written confirmation that CORI checks have been completed on all coaches, volunteers or anyone involved with children under the age of 18 years old.

Permit Holder Signature:

Date:

Witness Signature

Secondary Responsible Person Signature:

Date:

Indemnity Clause & Disclaimer



MALDEN RECREATION DEPARTMENT

32 Pearl Street, Malden MA 02148

Parks&Rec@cityofmalden.org

Office: 781-397-7168

INDEMNITY CLAUSE & DISCLAIMER

I have read, understood and agree to all of the rules, regulations, terms, conditions and limitations listed in the Malden Recreation Departments "Field Permit Policies Handbook" and understand the consequences of not complying with these policies. In consideration of being permitted to use the Malden Recreations fields and facilities, I, on behalf of the members and players from my organization, league or group, shall indemnify, defend and hold the City of Malden, its dependents, employees and officials harmless from any and all claims, demands, liabilities, actions, cause of actions, cost and expenses, including attorney fees arising out of the use of the playing fields, parks, facilities and equipment. Any one person or group utilizing any Malden Recreation facilities, fields, parks, and equipment will do so at their own risk.

The permit will be immediately revoked for the use of alcohol, any illegal substance, and violation of the law and any behavior deemed inappropriate by the Malden Recreation Department or City of Malden representatives. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Malden Recreation Department Park Coordinator or his duly appointed representative reserves the right, in the interest of public safety, to discontinue all activities or dismiss the person or persons detrimental to the activity.

All incidents or accidents should be reported to the Malden Recreation Department immediately.

My signature below indicates that I have read and agree to the above disclaimer, received and read a copy of the "Field Permit Policies Handbook", and will fully abide by the terms, conditions, and provisions contained or referred to therein.

Signature of Permit Holder:

Date Signed:

Address:

Email:

City, State, Zip Code:

Work #:

Cell #:

Permit Season:

Organization/League: