

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

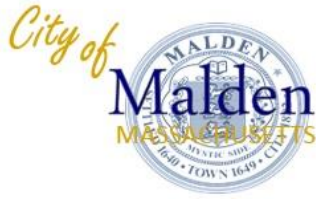
<u>Field/Park Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Day(s) of week & Time</u>

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



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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:

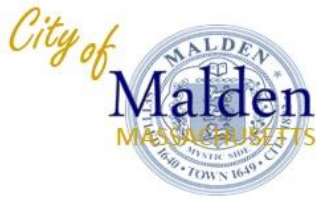
Date:

Witness Signature

Secondary Responsible Person Signature:

Date:

Indemnity Clause & Disclaimer



MALDEN RECREATION DEPARTMENT

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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: