



Town of Wakefield - Field Permit Policy

Statement of Purpose:

Due to the growing demands on playing fields in the Town of Wakefield, the Wakefield Recreation commission has developed the following field permit policy to assist in the scheduling and permitting of Town of Wakefield Gymnasiums, Fields and Outdoor Spaces. The policy as written is intended to provide guidelines that will assist in the equitable distribution of playing fields.

Wakefield Fields and Facilities are in the public domain and do not necessarily require a permit for use. However, a legally issued permit does take precedence over drop-in use on any gymnasium, field or facility.

The Field Policy and Fees will be reviewed annually by the Recreation Commission.

Permitting Priority:

The Town of Wakefield has set the following priority for field distribution:

1. Wakefield High School teams and all Wakefield Public Schools have priority during the school year. Varsity games shall be played to completion.
2. Wakefield Recreation Programs, Wakefield Youth Organizations, Wakefield Town Leagues and Sports Organizations, Monday – Friday after 5:00 pm, are defined as any organization that is requesting one or more fields for four or more dates during a specific season. Rosters must contain at least 90% Wakefield Residents under the age of 18.
3. Private, Parochial and non-Wakefield Public Schools located within the Town of Wakefield, Monday – Friday until 5:00 PM during the school year. Varsity games shall be played to completion.
4. Wakefield Adult Organizations- Any Sports Organization requesting one or more fields for four or more dates during a specific season. Rosters must contain at least 90% Wakefield Residents of the age of 18 or older.
5. Wakefield Residents – defined as any person(s) residing in the Town of Wakefield. Proof of residency may be required.
6. Non-Resident Organizations- Any Sports Organization requesting one or more fields for four or more dates during a specific season. Roster must contain less than 90% Wakefield Residents
7. Non-Residents- defined as any person(s) residing outside the Town of Wakefield.

Note: When two or more applicants are on equal footing and applying for the same space, priority will be given to the traditional in-season sport, outlined as follows:

- Fall Season: Field Hockey, Football, Soccer
- Spring Season: Baseball, Lacrosse, Softball, Track and Field
- Summer: Baseball

Permitting Procedures:

For Individuals and Teams Seeking Permits

1. Complete Field Request Forms- Permit application is filled out and signed.
2. Submit Rosters- Each team is required to submit roster lists of all participants, which must include registrants' addresses 2 weeks prior to first practice/game date requested. This information will be used to determine resident and non-resident qualification.
3. Submit a copy of their professional liability insurance policy naming the Town of Wakefield as additionally insured to Wakefield Recreation at the time of request.
4. Submit Payment for Permit(s) - Due one week prior to first date requested. Checks must be made out to WAKEFIELD RECREATION.
5. The gymnasium, field and facilities should be permitted at least 48 hours in advance of the date requested.

Seasons are defined as follows:

- Spring: April 1 - June 20, Start date to be determined by the Department of public works and Recreation Commission
- Summer: June 21 – August 31
- Fall: September 1 – November 30
- Winter: December 1 – March 31

Permit Rates: See Addendum A – Field Fee Schedule

Field List: See Addendum B – Field List

Field Rules:

1. Turf Fields
 - a. Proper Foot Wear is extremely important – No metal spikes.
 - b. Water only allowed on the field (no sports drinks, coffee, soda etc.)
 - c. No food (no gum, sunflower seeds, peanuts, etc.)
 - d. No alcohol or other controlled substances
 - e. No tobacco products
 - f. No foul or abusive language
 - g. No glass bottles/glass containers
 - h. No corner flags/stakes
 - i. No bikes, skateboards, rollerblades, strollers
 - j. No motor vehicles
 - k. No dogs (other than service dogs) or other animals

- l. No fires/grills
 - m. No sharp objects
 - n. Approved athletic equipment and benches only
 - o. Players and coaches only allowed on the field
 - p. No marking of lines on field
 - q. Spectators and visitors not allowed on turf
 - r. Beasley Oval: Crossing the track to the field should only be done on the lay down mat.
 - s. Beasley Oval: Spectators should not stand on the track when watching a game
 - t. Lawn Chairs or other chairs are not allowed on the field or track.
 - u. Each users group should have two people at the entrance to the facility before each game to insure that unauthorized items are not brought into the field or track area.
 - v. At the end of the event, the field should be policed with all trash collected and removed from the facility or placed in trash receptacles.
 - w. No sledding onto track.
2. Grass Fields
- a. No alcohol or other controlled substances
 - b. No tobacco products
 - c. No foul or abusive language
 - d. No glass bottles/glass containers
 - e. No dogs (other than service dogs) or other animals
 - f. At the end of the event, the field should be policed with all trash collected and removed from the facility or placed in trash receptacles.
3. Tennis
- a. Water only allowed on the court (no sports drinks, coffee, soda etc.)
 - b. No alcohol or other controlled substances
 - c. No tobacco products
 - d. No foul or abusive language
 - e. No glass bottles/glass containers
 - f. No bikes, skateboards, strollers
 - g. No dogs (other than service dogs) or other animals
 - h. At the end of the event, the field should be policed with all trash collected and removed from the facility or placed in trash receptacles.
4. Gymnasiums
- a. Water only allowed in the gymnasiums (no sports drinks, coffee, soda etc.)
 - b. No alcohol or other controlled substances
 - c. No tobacco products
 - d. No foul or abusive language
 - e. No glass bottles/glass containers
 - f. No dogs (other than service dogs) or other animals
 - g. At the end of the event, the field should be policed with all trash collected and removed from the facility or placed in trash receptacles.
5. Outdoor Basketball Courts
- a. No alcohol or other controlled substances

- b. No tobacco products
 - c. No foul or abusive language
 - d. No glass bottles/glass containers
 - e. No bikes, skateboards, strollers
 - f. No dogs (other than service dogs) or other animals
 - g. At the end of the event, the field should be policed with all trash collected and removed from the facility or placed in trash receptacles.
6. **BMX Track**
- a. Proper safety gear must be worn
 - b. No alcohol or other controlled substances
 - c. No tobacco products
 - d. No foul or abusive language
 - e. No glass bottles/glass containers
 - f. No dogs (other than service dogs) or other animals
 - g. At the end of the event, the field should be policed with all trash collected and removed from the facility or placed in trash receptacles.

Field Scheduling Guidelines:

1. Permits will not be issued to an organization for their next season if there is an outstanding field fee balance.
2. **Field Closings For an Extended Period of Time (more than one day)**
Under the following condition, the Department of Public Works and Recreation Commission may determine that a field is closed to ALL users. These conditions include, field under water, severe damages that make it unsafe/unplayable, field reconstruction and the need to rest fields. Information on field closings can be accessed by the recreation's website, <http://wakefieldrec.net/>, and will be communicated to league presidents and athletic directors. It is the responsibility of league presidents and athletic directors to notify their coaches and players.
3. **Field Closings Due to Inclement Weather (same day)**
Due to unpredictable weather conditions and the different effects the weather has on various fields, it's up to each individual organization to determine if a field is playable for a practice or a game. If an organization determines that a field is unplayable on a particular day, it is the responsibility of league presidents and athletic directors to notify their coaches and players and send an email or phone message to the Recreation Director. Organizations/Leagues that choose to play during inclement weather and cause damage to a field will be held liable for the damage and risk having their permits for that field revoked.
4. **Make-up Dates**
Rescheduling should be handled by each league president or Athletic Director using his or her existing permits. Requests may be made for additional permits for make-ups if they cannot be

accommodated within their existing permits. Wakefield Recreation will make a concerted effort to find available field space.

5. Large Group or Special Event Permits

Any special event is defined as an event with an expected attendance over 150 people. Approval of Director and/or the Recreation Commission is required.

6. Clinic/Camp Field Fee

Non-Wakefield Recreation Clinics/Camps are defined as any clinic that is offered within the Town of Wakefield that is not sponsored by Wakefield Recreation. Camps must meet the Health Department of the Town of Wakefield regulations. Groups must also submit a copy of their professional liability insurance policy naming the town of Wakefield as additionally insured to Wakefield Recreation at the time of request. Non-Wakefield Recreation Clinics will be assessed fees according to the following fee schedule: Fees based on 15% of gross income.

Clinic Fee # Attending	<\$31	\$31 - \$50	\$51 - \$100	\$101 - \$200	>\$200
<20	\$90	\$150	\$300	\$450	\$750
21 - 40	\$180	\$300	\$400	\$1200	\$1500
41 - 60	\$270	\$450	\$600	\$1800	\$2250
61 - 80	\$360	\$600	\$1,200	\$2,400	\$3000
81 - 100	\$450	\$750	\$1,500	\$3000	\$3,750
101 - 150	\$675	\$1,125	\$2,250	\$4,500	\$5,625
151 - 200	\$900	\$1,500	\$3,000	\$6000	\$7,500
>201	\$1,125	\$1,875	\$3,750	\$7,500	\$9,375

Private Camps, Clinics, and Tournaments: A non-refundable deposit of \$25 per field is due when the field permit application is submitted. Full payment must be received at least 30 days before the date of the event. If the event is cancelled, a refund will be issued depending on the amount of notification given to the Recreation Department prior to the event:

- i. 0-30 days: No Refund
- ii. 30-60 days: 50% Refund (excluding non-refundable deposit)
- iii. 60 or more days: Full Refund (excluding non-refundable deposit)

Non-Wakefield Recreation Clinics will be responsible for submitting a completed registration list and payment to Wakefield Recreation on or before the first permitted field date.

7. Violations

Any violation of the permit policy can result in loss of permits denial of permit requests, fees may also be forfeited. Possible fines may be applied in cases of destruction of property due to vandalism, misuse of permit, use of field without a permit or use of a field when fields are deemed closed. As a guideline, "Good Neighbor" conduct should be followed when it comes to parking, trash, noise level, etc. The Recreation Director reserves the right to revoke a permit for any reason. These shall include, without limitation, all applicable Town ordinances and such further rules and regulations as may be promulgated and in effect from time to time by the Town and/or the Recreation Commission. Field Permits may be revoked for:

- 1. Use of alcohol at field sites
- 2. Use of other controlled substance at field sites

3. Use of tobacco at field sites
4. Use of wet fields
5. Excessive litter
6. Cars parked on fields and other grass areas
7. Use of foul and abusive language
8. Failure to adhere to Town ordinances.

8. Scheduling Conflicts

In case of a scheduling conflict the placement will follow the Wakefield High School Sports Seasons. The priority will be given to the Wakefield based organization or team that is in season with the Wakefield High School Varsity Sports.

9. Reallocation or subletting of fields is prohibited

If permitted fields are going unused, the unused dates and times may not be assigned to non-permitted users and are to be turned back into the Recreation Commission for allocation to other users.

10. Admission

Unless specifically requested and approved by all applicable Town Departments and Boards, it is understood that the function/activity to be held is not a fundraiser, that no Admission is to be charged, that no tickets will be sold or collections taken.

11. Appeal Process

Appeals must be made in writing to the Recreation Director. If after further discussion an individual or group are still not satisfied, a request can be made to present an appeal to the Town Administrator.

Addendum A: Field Fee Schedule

	Grass Non-Light	Grass Lights	Turf Non-Light	Turf Lights	Other Non-Lights	Other Lights
Level 1 Public Schools and Town Departments, Recreation	No Charge	No Charge	No Charge	No Charge		
Level 2 Wakefield Youth Organizations (90% Wakefield Residents)	\$5 per participant fee/per season	\$5 per participant fee/per season	\$5 per participant fee/per season	\$5 per participant fee/per season		
Level 3 Non Wakefield Residents (Includes Wakefield Organizations with non- resident participants.)	\$20 per hour	\$40 per hour light fee.	\$100 per hour	\$150 per hour		
Level 4 Wakefield Adult Sports Organizations, Casual and One Time Users	\$20 per hour	\$30 per hour light fee.	\$50 per hour	\$100 per hour		
Level 5 Tournaments	\$150 per field	\$50 per hour light fee.	\$150 per hour	\$200 per hour		
Level 6 Basketball and Tennis					\$10 per hour per court (2 hour min)	\$20 per hour per court (2 hour min)
Level 7 BMX Track					\$20/event	

Addendum B: Field List

Field	Surface	Lighted	Baseball	Softball	Football	Lacrosse	Soccer	Track	Basketball	Tennis	Other
Landrigan	Turf	Yes			G	G	G				
Beasley	Turf	Yes			G	G	G	G			
Walton 1	Turf	Yes			P	G	G				
Walton 2	Turf	Yes			P	G	G				
Nasella	Grass	Yes	G		P	P	P				
Veterans	Grass	Yes		G							
Mapleway	Grass	No		G	P	P	P				
Blatz	Grass	No		G	P	P	G				
Dolbeare	Grass	No					G				
Moulton	Grass	No	G		P	G	G				
Sullivan	Grass	No	G		P	P	G				
Yeuell	Grass	No		G			G				
Doyle	Grass	No	G	G			G				
JJ Round	Grass	No	G		P	P	P				
Lower Common	Grass	No									Y
Basketball (JJ Round, Galvin)	Hard	Yes							G		
Tennis (Dobbins, Veterans, Mapleway, Moulton)	Hard	Yes								G	
BMX (Sullivan)	Dirt	No									Y

G-Game: The field is lined or used for games and practice.

P-Practice: The field is not lined or only used for practice.