



Town of Belmont
Recreation Department
PO Box 56
Belmont MA 02478
617-993-2760
Jon Marshall
Assistant Town Administrator

All public athletic fields owned by the Town of Belmont, including those located on school property, are scheduled through the Town's Recreation Department. Any organized team, camp, school, business, club or youth group, must have a permit issued by the Department in order to utilize a Town field. A permit holder has exclusive rights to use the field for the time and purpose specified in that holder's permit, subject to the terms and conditions below.

Additional permits may be required if an organization plans to have food at its event.

Please call the Recreation Department for additional information or questions about this policy.

How to apply:

1. Call or email the Recreation Department to determine field availability.
2. Complete the application and submit with all required documentation of liability insurance. Provide proof of insurance issued by insurance companies eligible to issue policies in the Commonwealth of Massachusetts and acceptable to the Town in the amount of at least \$1,000,000 for Comprehensive General Liability. The Town of Belmont must be named as additionally insured on all policies.
3. No permits will be issued until all paperwork is complete and all fees have been paid or payment arrangements have been made.
4. Permit is not valid until signed by the Representative of the Recreation Department. Failure to adhere to policies, rules or regulations as outlined in this application may result in the loss of field use privileges.

User priority:

Use of the field shall be determined based on the following priorities:

1. Town of Belmont Recreation programs
2. Town of Belmont School Department
3. Belmont organized youth groups
4. Belmont residents
5. All others

Rules and Regulations Applicable to All Groups Utilizing Town Fields

1. Alcohol and tobacco products are prohibited on all Town parks and fields.
2. The permit holder is responsible for ensuring the area is free of all trash and rubbish at the end of each use period which may include up to bagging and removal of all trash. Regardless, it is the user's responsibility to ensure all litter is disposed of appropriately.
3. Permit holders must allow the Town's Department of Public Works and its employees and contractors to access Town fields for maintenance and repair.
4. Permit holders will be responsible for any and all damages to a Town field during the permit holders' period of field usage.
5. Field maintenance may only be conducted by the Town or its contractors. Permit holders may not perform maintenance of any field including, without limitation, raking or snow removal.
6. All dogs must be leashed when field is in use by youth sports groups.

7. No permanent structures or storage boxes are allowed on the fields without the consent of the Recreation Department. Any container may be subject to review by the Recreation Commission.
 - a. A permit holder is strictly prohibited from allowing any other organization to use a field during the permit holder's reserved time.
8. All banners or signs must be approved by the Town's Recreation Department prior to being displayed on a Town field.
9. The Belmont Recreation Department requires that all youth organization coaches and volunteers complete a CORI background check at least every two years. Permit holders must submit written evidence to the Town that such background checks have been completed at least every two years.
10. All Permit holders providing programming for youth must provide the Town with a list of participants in the program.
11. Permit holders must submit notice of cancellation of a reserved field time at least 72 hours in advance of the reserved time. The Town may reimburse field reservation fees in the event cancellation is due to extreme weather. Permit holders are asked to use good judgement when weather conditions may damage the field or be unsafe for participants and cancel if necessary. Refunds may be granted upon request.

Field Closures:

The Town of Belmont reserves the right to close any Town field due to inclement weather, field maintenance or for other public safety and health reasons. The Town will make an effort to notify permit holders of any such closure in advance.

By signing this application, the user agrees to the terms and conditions stated above.

Authorized Signature

Date



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 Recreation Department
 PO Box 56
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 Assistant Town Administrator

Contact Name _____ Organization _____

Address _____ Email Address _____

Telephone (primary) _____

Check here for Multiple Dates/Locations, complete attached sheet

Field # requested	Field # Requested	Field # Requested	Field # Requested	Field # Requested	Field # Requested
Chenery Middle	Pequossette	Grove St	Town Field	Winn Brook	Concord Ave
Softball _____	Soccer _____	Soccer _____	Soccer _____	Soccer _____	Softball _____
Football _____	Lacrosse _____	Baseball _____	Field Space _____	Baseball _____	Payson Park
Field Space _____	Baseball _____	Tennis Courts _____		Tennis Courts _____	Field _____
	Tennis Courts _____			Picnic Table _____	Bocce Court _____

Dates/Times Requested

Date(s) _____

Time(s) _____

Date(s) _____

Fees: (as determined by the Recreation Commission)

- Belmont Public Schools/PTO No charge
- Belmont Youth Sports Groups \$10. Per player per season
- Resident Single Use: \$25. Per hour
- Non-Resident Single Use: \$35. Per hour
- Local Private Schools: \$25. Per hour
- Private or for profit camps/groups \$60. Per hour
- Lighting \$10. Per hour

Waiver of Liability

This permit is not valid until signed by the Representative of the Recreation Department. Failure to adhere to policies, rules or regulations as outlined in this application may result in the loss of field use privileges. It is understood that the Town of Belmont, the Recreation Department and the Department of Public Works employees are not responsible for any injury or loss of property that may be incurred by anyone using Town facilities. It is further understood that, if required, I will apply for any additional permits required by other Town Departments for activities taking place during my scheduled events. (Canopies, grills, prepared foods, etc)

Authorized Signature of Requestor _____ Date _____

Office Use Only Approved Approved as Amended

Recreation Dept. Representative Date



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Field Permit Request - Multiple Dates

please complete 1 form per field requested

Organization:	
Name & role with org.	
Contact Phone:	
Contact Email:	

Field Information

Field Requested:	
Area Requested:	
Usage Planned:	

Dates per Season (Spring, Summer, Fall)

Season Requested:	
First Date:	
Last Date:	

Weekly Outlook (include pm, am)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time:							
End Time:							

Authorization:

I have been authorized by the above organization to request field permits. I recognize that this is a request and use cannot begin without an authorized permit by the Town of Belmont. I understand the field use policy and understand that the above organization could be liable for damages caused by those using the fields on behalf of the organization.

Signature

Date