

**TOWN OF BOXBOROUGH
FIELD USE PERMIT POLICY
EFFECTIVE MARCH 1, 2020**

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*.

Scheduling of Fields

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

Application Process

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit at the **Boxborough Department of Public Works (DPW)**.
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the **Boxborough DPW**.
5. Each Acton-Boxborough Youth Sports Organization must submit a written copy of their field needs to **Boxborough DPW** two weeks prior to the scheduled bi-annual seasonal meeting. Please inquire with the Town of Boxborough Recreation Commission for more details on date and time of the bi-annual meeting.
6. All permits must be approved by the Director of Public Works, who will forward copies to the Recreation Commission and other departments as needed: DPW, police, fire, etc.
7. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
8. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the Boxborough Field Use Permit Policy by authorized signature.

Waiver/Reduction of Fees

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator as well as a copy to the DPW. The Town Administrator will forward all fee waiver/reduction requests to the Select Board for action. *All requests must be submitted 30-60 days prior to the desired start date of field use.*

The Town may waive/reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports programs.

Subletting of fields

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Permit holder shall refer entity to Boxborough DPW for issuance of a permit. Violators will be subject to permit revocation.

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation.

Cancellation Policy

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

Field Closure and Inclement Weather Field Use

1. When a field has been ordered to be closed, for whatever reason, the field shall NOT be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. On weekdays, the DPW will communicate field closings to the permitted organizations. On weekends and after hours, the group users will make the determination and handle all communication. Communication may be made by phone but must be followed up by e-mail.
3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.

4. Regardless of whether the field is officially closed or not, a practice or a game must not commence or continue on a field if:
 - a. The field has standing water on it (i.e. puddles).
 - b. Base paths on softball and baseball fields have any standing water.
 - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
 - d. Lightning is present. There is no exception to this rule.
 - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
5. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
6. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date or request a full refund for that day.

Removal of Trash

Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the *Boxborough Field Use Permit Policy*.

Representative's Name and Organization

Representative's Signature & Date



TOWN OF BOXBOROUGH
 Department of Public Works
 Boxborough, Massachusetts 01719
 Phone: (978) 264-1790
 www.boxborough-ma.gov

FIELD PERMIT APPLICATION

COMPLETE SECTIONS I AND II ONLY. File application at the **Boxborough Department of Public Works (DPW)** at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough DPW) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued and emailed to applicant.

SECTION I

Application Date: _____ Name of Organization: _____

Contact Person: _____ Email Address: _____

Address: _____

Town/City: _____ State: _____ Zip Code: _____

Phone: Home () _____ Work () _____

Organization: Resident Non-Resident Number of Participants: _____

Describe Activity: _____

SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer.** *Configuration of fields at each location may be determined by Town*

_____ Flerra Soccer	_____ Liberty Soccer	_____ Fifer's Soccer
11 v 11 6 v 6	11 v 11 6 v 6	11 v 11 6 v 6
8 v 8 4 v 4	8 v 8 4 v 4	8 v 8 4 v 4
_____ Flerra Baseball	_____ Liberty Baseball	_____ Other

DATE(S) REQUESTED:

1st Choice _____ Time Requested: Start Time: _____ End Time: _____

2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be served? _____ If Yes, be specific _____

Will alcohol be served? * _____ Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

- For cook-outs, all permits must be obtained through the Fire Department.
- Has a permit been obtained by the Fire Department? _____
- Please notify the Boxborough DPW for cancellations so that we may notify all accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission whenever, in its' discretion, such cancellation seems advisable.

(Applicant's Signature)

(Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issued by: _____ Date: _____
DPW Director

Special Instructions: _____

For office use only:

Application received on: ____/____/____

Permit Fee: \$_____ Check #_____

Applicant contacted on: ____/____/____ by: Phone Email

Application Withdrawn: ____/____/____

Copy to (if necessary):

_____ Authorized Rep. _____ Police _____ Fire _____ Rec. Comm.



**Boxborough Department of Public Works
873 Massachusetts Ave.
Boxborough, MA 01719
978-264-1790**

**Schedule of Field Permit Fees
Effective March 1, 2020**

Field Fee (per field)	Boxborough Resident [Exclusive-use for organized activity]		Non-Boxborough Resident	
	(up to 2 hours)	(2 + hours)	(up to 2 hours)	(2+ hours)
Per Field	\$60	\$120	\$120	\$240
Multiple Day Use (10 Consecutive Days)	\$200	\$400	\$250	\$500
Multiple Day Use (11-20 Days)	\$250	\$500	\$300	\$600
Multiple Week Use (10 consecutive weeks/same day, same time)	\$200	\$400	\$250	\$500
Camps/Clinics	\$240 per field/day		\$240 per field/day	

Fees may be waived for certain permitted uses as specified in the *Boxborough Field Use Permit Policy*.