



WALPOLE FIELD PERMIT POLICIES

The Walpole Recreation Committee reserves the right to deny or revoke an activity or event from use of a town-owned property. Walpole Recreation Committee members, employees, Police Officers, and/or assigned people may deny the use of a field and/or require an activity to conclude due to inclement weather, unsafe, poor field conditions and/or failure to comply with permitting policies.

All regularly scheduled meetings of groups of individuals are considered organize use and require the issue of a Field Permit for use by the Walpole Recreation Department.

All permit holders are responsible for ensuring coaches, volunteers, parents/guardians, and participants are aware of all rules regarding use and conduct on the fields.

Permit holders should be prepared to present their permit to the Recreation Department, Police Department, and/or Department of Public Works as proof of authorization to use the facility.

Fees generated from this policy will be used for capital improvements and general maintenance of the town fields including mowing, weeding, fertilizing, limited infield care, trash, netting, fencing and resurfacing (courts).

I. USER PRIORITY

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| A. Walpole Public Schools | D. Private Organizations |
| B. Walpole Recreation Department | E. Private Rentals |
| C. Recognized Walpole non-profit Groups | F. First-come, first-served |

II. PROCEDURES AND SCHEDULING

- A. The responsible person must fill out and sign the Field Permit Application to reserve a field or court.
- Applicant must be 25-years old or older and will take responsibility for all the participants
 - One permit-per-field should include the field/court, all dates, days and times requested
 - Include a certificate of insurance naming the Town of Walpole as additionally insured
 - Attach any applicable Food, Alcohol, and Certified Camp Permits from the Walpole Board of Health
 - Submit your check made out to the Town of Walpole for all fees
- B. The applicant is solely responsible for the Permits and fulfillment of the regulation of the following:
- Board of Health permit to run a camp/clinic/program according to MDPH MGL 105 CMR 430 (no reservation will be taken without a signed BOH permit classifying your organization).
 - State Department of Public Safety
 - Internal Revenue Admission Laws
 - State and Local Police Laws

- e. State and Local Fire Laws

C. Permit deadlines

- a. Seasonal deadlines will be worked out with the leagues
- b. Deadlines will be posted on the Walpole Recreation web-page and the permit application
- c. User Priority will determine field allocation until deadline
- d. After the deadline, fields will be permitted pursuant to User Priority and on a first-come, first-served basis.

III. WEATHER POLICY

The facilities may be used only with the permission of the Walpole Recreation Committee, the Director of Recreation, or their designee. Applicants must fill out one form per field requested. Permission for use of said facilities will be granted by user priority to an adult for a period of time on a first-come, first-served basis as described within the permit acquired by the intended party, at the discretion of the Walpole recreation Committee.

In all cases, permission to use the fields is granted with the understanding that the use shall be subject to cancellation resulting from inclement weather, maintenance and/or at Walpole Recreation Department discretion.

Weather Cancellation – if the Recreation Department has not closed the fields due to unfavorable conditions, it shall be the responsibility of the applicant to close the facility and reschedule the event under the following wet or unfavorable conditions, including but not limited to:

- Standing puddles of water on the field
- Footing is unsure and slippery
- Walking on turf/infield produces water or ground is frozen
- Severe weather storms
- Lightning (you cannot play a game within ½ hour of the lightning)

Teams are not allowed to play on a field if there is standing water, muddy surfaces, or during thunder/lightning storm. Teams may not push water and material (infield mix) into the grass to make a field “playable.” The permit holder will be responsible to pay for repairs on a field that should have been closed and consequently may have their permit revoked. Failure to pay for repairs may result in the revocation of all future permits.

If the information states a location to be closed, then any permit for that field is revoked until such time that the field is judged to be usable. If the field is closed due to weather conditions, the Recreation Department will make every effort to find an alternate field/date for a make-up.

IV. ADDITIONAL PERMITS AND LIABILITY

The Permit Holder is responsible for their organization and their guests’ behavior at all times. There will be no foul language, littering, parking on fields, or destruction of property permitted on Town fields. Walpole Police will be notified if any violations occur.

The Walpole Recreation Department requires a Commercial general liability insurance certificate. Certificate should name the Town of Walpole as an “additional insured,” with the combined limit for Bod Injury and Property Damage \$1,000,000 for each occurrence and with a \$1,000,000 annual aggregate.

The Permit Holder is responsible for verifying that ALL league officers, coaches, officials and volunteers in the organization that are working with children and older adults have been CORI checked and approved by the organization.

V. ABUSE OF POLICY

The following steps will be taken in the event that anyone from your organization abuses this policy:

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| First Offense | Written warning to team and the head of the organization |
| Second Offense | \$250 fine and suspension of the team or organization from practicing on the fields for 1 week |
| Third Offense | \$500 fine and forfeiture of a team or organization's privilege to either practice or play games on Town of Walpole facilities for the remainder of the season. |