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## TOWN OF BROOKLINE RECREATION DEPARTMENT POLICY

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**SECTION:** OPEN SPACES, PARKS AND FACILITIES  
**SUBJECT:** ATHLETIC FIELD USE & FEE ALLOCATION  
**DATE:** JANUARY 2014

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Effective July 12, 2010

The Town of Brookline Park and Recreation Commission oversees and regulates permits for the use of athletic fields to the general public for cultural, social and recreational activities and programs. The purpose of this document is to establish a policy and procedures that govern the allocation and permitted use of Town of Brookline athletic fields, with the overall goal of fair and equitable distribution among all eligible users, according to priorities. The policy will outline who is eligible to apply to use Town of Brookline Parks and Open Space Division managed athletic fields under the jurisdiction of the Park and Recreation Commission for organized activities. The Town may charge a fee to recover costs to operate, maintain, supervise and administer the use of its athletic facilities. Submission of a Field Use Request does not constitute approval. Requests for additional use or programs not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the Park and Recreation Commission, or by submitting a Special Event Application if applicable.

The purpose of this policy is to:

- Outline facility scheduling procedures,
- Define rules and regulations regarding use,
- Manage the limited number of athletic fields in a fair and equitable manner,
- Create a tiered user priority system that clearly defines permit eligibility,
- Minimize user conflicts,
- Protect the substantial investment that the Town makes in its athletic fields
- Provide safe and well-maintained athletic fields; and to
- Provide clear, concise and easy to understand parameters that facilitate both compliance and enforcement.

This policy applies to all Town of Brookline athletic fields, including K-8 school fields (after school hours), when scheduled by the Park and Recreation Commission [as administered by the Parks & Open Space Division & Recreation Department]. The Park and Recreation Commission reserves the right to revoke any permit as necessary to fulfill its obligations and responsibilities to the Town, for reasons including, but not limited to, any violation of the guidelines set forth in this policy.

All players, coaches, and spectators are expected to abide by generally accepted standards of good sportsmanship; and any standards as may be set forth by the Town, Brookline Youth groups and contained in Brookline Public Schools core values. The Town of Brookline Park & Recreation Commission requires every sports organization that utilizes Town athletic fields to adopt a “Code of Conduct” policy, to promote good sportsmanship and appropriate behavior throughout its respective organization. The policy should apply to all coaches, officials, participants, and spectators. The policy should include provisions for enforcement and consequences. Any violations must be dealt with swiftly and consequences must be enforced.

User groups must not discriminate on the basis of disability, gender, race or religion.



## Field Scheduling Process

Field Users Annual Meeting: A Field Users Meeting will be held annually to allocate league field use in accordance with the Athletic Field Use and Allocation Policy for the Town of Brookline programs, Town youth sports organizations, sports organizations, sports camps, tournaments, clinics and Town school programs. It is the responsibility of the requesting organization to assign a league representative or designee to attend the annual meeting. Failure to do so may result in a loss of the organization's field use allocation. During the year applications will be considered for remaining availability.

## Application Submission Start Dates for Athletic Field Use

- Spring Season April 7th (TBA) – June 30th applications are due January 1st
- Summer Season July 1st – August 31st applications are due April 1st
- Fall Season September 1st – November 30th (TBA) applications are due June 1st

**Sports Camps, Tournaments and Clinics:** All sports camps, tournaments and clinics that are conducted at Town of Brookline athletic facilities must be authorized by the Brookline Park & Recreation Commission. The requesting organization or instructor(s) must enter into a contractual use agreement with the Brookline Recreation Department for the authorized use of any athletic facility. The agreed upon contract must be completed prior to any advertising or publication of dates and location, as the requested facilities may or may not be available.

## Applying for a Permit

1. Application: Submit an application to the Brookline Recreation Department
  - Applications can be found online at [www.brooklinerec.com](http://www.brooklinerec.com) and can be submitted via email to: [recreation@brooklinema.gov](mailto:recreation@brooklinema.gov), in person or via postal mail to the Brookline Recreation Department, 133 Eliot Street, Brookline, MA 02467. Cash, check or credit cards are accepted. The Recreation Department is open Monday Friday 8:30am – 5:00pm.
  - Telephone reservations will not be accepted, however, you may call (617) 730-2069 to check park, playground, field or facility availability, or email [recreation@brooklinema.gov](mailto:recreation@brooklinema.gov)
  - All applicants must be at least 18 years of age or older and must be present throughout the entire use of the rental period.
  - Once your reservation request has been submitted, full rental fees and proof of insurance are due within 5 business days of submittal.
2. Notification: A Recreation staff person will email you to confirm reservation. No events may begin before 8:00am or end past dusk, with the exception of lighted fields or facilities that may be scheduled up to 10:00pm. The time stated on your application should be the actual time you wish to gain entry to the field/facility and the time you anticipate being cleaned-up and off the field.
3. Permits:
  - Verification of Permit: Applications are not confirmed until the applicant receives the field use permit. A separate application and application fees must be submitted for each park. Multiple fields at the same park will be considered on one reservation form.
  - Non-Transferable: Permits are non-transferable and may not be passed on to other user groups. All field users must adhere to their designated activity, times, locations, conditions and dates of assigned use.
  - Proof of Permit: Athletic field use permits should be carried by the permittee at all



times, during scheduled use of the athletic fields and must be presented upon request. Authorized permits will only be distributed after the Athletic Field Users Meeting, and all required documentation has been submitted (ie. proof of insurance, proof of non-profit status, if applicable, team roster and game schedule etc.).

4. Grilling: There is no grilling of any kind allowed on any of our fields or facilities unless a special permit is requested of the Park and Recreation Commission and received by the applicant.

### **User Priority**

Applications will be considered in accordance with the priorities listed below.

#### **Priority I**

Brookline Park & Recreation Programs, Brookline Schools and Town Sponsored Programs.

#### **Priority II**

Brookline Youth Group and Brookline Adult Sports Organizations with greater than 75% residency rate, and Brookline based non-profit organizations.

#### **Priority III**

Brookline Youth Group and Brookline Adult Sports Organizations with less than 75% residency rate, and non-profit organizations based outside of Brookline.

#### **Priority IV**

Private institutions and organizations, non-resident, for profit businesses, private clinics, camps or tournaments.

### **Requests by New Organizations**

A new youth sports organization must submit a written request to participate in the field schedule process. It must meet all other criteria as indicated above for consideration. If the new sports organization offers either a new recreation opportunity, or serves an age group not being offered by an existing program, it may receive priority consideration over other new requests.

### **Athletic Field Rules and Regulations**

The Town of Brookline and the Park and Recreation Commission, or its authorized representative, retain the right to set conditions and requirements suitable to safe, reasonable, and orderly use of the athletic fields. Violation of rules and regulations may result in the facility use permit being revoked.

### **Cancellations/Refunds**

The Town of Brookline Park and Recreation Commission does not give credit for fields that cannot be used due to weather or natural conditions. If an event is cancelled every effort will be made to reschedule such an event at a later date for the affected group.

### **Liability/Insurance:**

1. Insurance Certificate: Liability insurance holding the Town of Brookline harmless is required for all long-term reservations, special events and tournaments. User groups not affiliated with Brookline Recreation will be required to produce a Certificate of Liability for \$1,000,000.00 with the Town of Brookline added as the additionally insured. The certificate must be submitted to the Recreation Department with the permit holder's name and permit



- date(s) referenced.
2. Responsibility of Permittee: The applicants will be responsible for any and all damage to the Town of Brookline premises, equipment, and property. If, after an activity, additional maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly. The applicant will be held responsible for all actions, behaviors, and damages caused by his/her guests/attendees.
  3. Revocation of Permit: The Park and Recreation Commission has the right to revoke any permit(s) issued due to the group causing damage to the facility by inappropriate behavior or activities caused by the group's use of the athletic field. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.

### **Security**

The Park and Recreation Commission reserves the right to require a police detail at any event. The permit holder should arrange for the police detail with the Brookline Police Department. The police officer must be on duty 1 hour prior to and 1 hour after the rental period. Please make arrangements with the Police Department at least 30 days prior to an event. Permits will not be issued until the officers are reserved.

### **Restrooms**

Some parks do not have restrooms available. If you are renting a field at one of those parks, you may be required to rent portable toilet facilities. It is the responsibility of the permittee to make these arrangements to the satisfaction of the Park and Recreation Commission or its designee.

### **Field Lining and Maintenance**

Field lining is a very important part of the permitting process. Please contact the Parks and Open Space Division to go over field lining schemes for seasonal permits. We will not line fields for short term permits. The Parks and Open Space Division may ask a user group to move or alter practices due to field lining or turf maintenance activities.

### **Residency Requirement**

All sports organizations and programs in Priority II must have a 75% minimum residency rate as demonstrated by an official seasonal roster that includes names and addresses. Any child participating in the Brookline Public School system qualifies under this policy as a resident. Team rosters must be submitted to the Town of Brookline Recreation Department.

### **Proof of Non-Profit Status**

Permittees wishing to be considered as non-profit organizations must produce a certificate of non-profit status verified by the Massachusetts Attorney General's Office.

### **Vehicle Access**

Vehicles may not be driven or parked on turf areas, sidewalks, service driveways, or emergency zones.

### **Trash and Recyclables**

All trash and recyclables must be placed in proper receptacles. Damage fees may be assessed if fields are not clean after each use.



### **Synthetic Fields**

No food or drink other than water is allowed on synthetic turf field facilities. Dogs are not allowed either on or off leash.

### **Footwear**

No metal spikes are allowed on athletic fields.

### **Alcohol and Tobacco Use**

There is no alcohol or tobacco consumption allowed at permitted events on Town-owned property.

### **Use of Fields at Own Risk**

The Town of Brookline carries no medical insurance for users of its facilities. Users participate at their own risk of injury.

### **Closed or Restricted Areas**

Field closure is at the discretion of the Director of Parks and Open Space or the Director's designee. Any section or part of any park, facility or field may be declared closed to the public at any time for any interval of time, either temporarily or at regularly scheduled maintenance intervals. To maintain the quality of town athletic facilities and to allow for appropriate rest and repair of turf areas, mandatory field closure periods will be identified by Parks Maintenance staff, either by site or athletic field. The closed site or athletic field, will be identified by posted signs and/or fencing.

### **Seasonal Unavailability**

With the exception of synthetic turf fields, permits will not be issued for sport fields and open turf areas from late November to early April.

### **Rainy Days/Wet Fields**

To prevent damage and for safety reasons, the fields may not be used in the rain, or in saturated or be wet conditions. Please do not allow your participants to play in any unsafe condition and report such condition (if necessary) to the Parks and Open Space Office (617) 879-5650. Only the Parks and Open Space Division has the authority to officially open and close athletic fields.

Athletic fields may be closed due to inclement weather or saturated conditions at any time.

Organizations must call the inclement weather hotline number 617-730-2083 or 617-730-2084 for updates or check the field closure webpage at [www.brooklinerec.com](http://www.brooklinerec.com). The hotline and the website ([www.brooklinerec.com](http://www.brooklinerec.com)) will be updated as soon as the decision is made or no later than 1:00pm on the day in question.

**Wet Field** – A field is considered wet if one or more of the conditions below apply:

- a footstep leaves an impression on the turf,
- the grass is removed easily with a cleat,
- there are standing puddles of water ,
- footing is unsure and slippery,
- ground is water logged and squishy

### **Guidelines for Cancellation of Activity on Town/School Fields:**

- Field is wet (see above)
- Lightening or thunder is present, or severe weather warnings are present
- Unsafe facility conditions – glass, exposed stones and rocks, etc.
- Frozen fields



In order to determine whether or not a field can be played on, organizations should call the Park and Recreation Field Closure Hotline at (617) 730-2083 or (617) 730-2084 or check out the field closure webpage at [www.brooklinerec.com](http://www.brooklinerec.com). Change in status due to changing weather conditions will be put on the message by 1:00pm for daily afternoon/evening play and by 7:00am for weekend play. The hotline will be updated as conditions change. Knowledge of a group playing on and damaging turf may result in the immediate cancellation of that permit and/or fines imposed to repair such damage. Refunds will not be issued for inclement weather but every effort will be made to reschedule such an event.

Any user group found playing on a field that has been closed for any reason may forfeit the right to play on that field for the remainder of the season. Please call the Parks and Open Space Division or Recreation Department to report any field abuse or issues (617) 879-5650.

**Violations**

Violations of any of the Field Use and Allocation Policy, including unpermitted use, and use when a site has been closed for any reason, may result in the following:

- 1<sup>st</sup> Offense – Written warning to the league representative
- 2<sup>ND</sup> Offense – Suspension of field use by the offender

The Brookline Park and Recreation Commission reserves the right to amend this policy at any time at its discretion.

**Brookline Field Use Fees**

Fees and Field allocation are based upon the user priorities listed below.

Priority I Brookline Park & Recreation Programs, Brookline Schools and Town Sponsored Programs.

Town Schools	No Fee
Town Sponsored Programs	No Fee

Priority II Brookline Youth Group and Brookline Adult Sports Organizations with greater than 75% residency rate, and Brookline based non-profit organizations.

Youth Organizations	\$10.00/Hour
Adult Organizations	\$20.00/Hour
Brookline Based Non-Profit	\$20.00/Hour

Priority III Brookline Youth Group and Brookline Adult Sports Organizations with less than 75% residency rate, and non-profit organizations based outside of Brookline.

Youth Organizations	\$20.00/Hour
Adult Organizations	\$30.00/Hour
Non Brookline Non-Profit	\$30.00/Hour

Priority IV Private institutions and organizations, non-resident, for profit businesses, private clinics, camps or tournaments.

All of the Above	\$40.00/Hour
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\* Note that all rates are for natural turf fields. Synthetic turf fields are billed at twice the rate for natural turf.

\*\* A minimum of 2 hours is required for a field reservation.

