



Town of Brookline Athletic Field, Tennis Court, and Basketball Court Use and Allocation Policy

The Town of Brookline Park and Recreation Commission oversees and regulates permits for the use of athletic fields, tennis courts and basketball courts (herein courts) 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/courts, 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 and courts 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 and Court Use Request does not constitute approval. Applications for additional use or programs not covered by the Athletic Field and Court 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:

- A. Outline field and court scheduling procedures,
- B. Create a tiered priority system and more clearly define permit eligibility.
- C. Define rules and regulations regarding field and court use.

Explaining the Intent:

- Manage the limited number of athletic fields/courts in a fair and equitable manner
- Provide guidelines for user groups,
- 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 facilities
- Provide safe and well-maintained athletic fields and courts; 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 and courts, including K-8 schools (*out of school time programming*), 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.

A. Field and Court 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 held during the second week of January. Failure to do so may result in a loss of the organization's field use allocation. Throughout the year, applications will be considered for remaining availability.

Application Submission Start Dates for Athletic Field and Court Use

- 2nd Week of January for the entire year and in accordance with the following sections and guidelines:
 - April – June
 - July – August
 - August – December

Guidelines:

- All sports must submit rosters with addresses
- As of Summer 2019, Baseball organizations will be required to:
 - submit game time requests in a 2.5 hour time block.

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 and can be submitted via email to: 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 us at 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. An occasional substitute is permitted.

- Once your reservation request has been approved by Recreation (by email). Proof of insurance and rental fees are due within 5 business days of receipt of email.

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/court and the time you anticipate being cleaned-up and off the field/court.

3. Permits:

- **Verification of Permit:** Applications are not confirmed until the applicant receives the field/court use permit. A separate application and application fees must be submitted for each park. Multiple fields/courts 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 users must adhere to their designated activity, times, locations, conditions and dates of assigned use.

- **Proof of Permit:** Permits should be carried by the permittee at all times, during scheduled use of the athletic fields/courts 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 (i.e. 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 open flame permit is requested of the Park and Recreation Commission and received by the applicant.

B. 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. The request should be sent by email to both the Recreation Department and the Parks and Recreation Commission.

C. Athletic Field and Court 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/courts, up to and including organization size and field capacity restrictions. Violation of rules and regulations may result in the facility use permit being revoked.

Cancellations/Refunds: The Town of Brookline Park and Recreation Commission do not give credit for fields/courts that a group does not use after receiving a permit. If the Parks and Open Space Division closes a field/court to all use due to weather or other causes, and then a refund may be requested by contacting the Recreation Department.

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 or court. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.

Code of Conduct:

All board members and league administrators, players, coaches, and spectators are expected to abide by general standards of good sportsmanship as set forth by the Brookline Recreation Department, and the Park and Recreation Commission Acceptable Code of Conduct, and any standards as may be set forth by or espoused 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 and courts to adopt a "Code of Conduct" policy, to promote good sportsmanship and appropriate behavior throughout its respective organization. The policy applies to all board members/league administrators, coaches, officials, participants, and spectators. The policy should include provisions for enforcement and consequences. Violations of the core values and conduct policies of Town of Brookline, Parks and Recreation Commission, and Brookline Youth Group Organizations, and/or Brookline Public School will be dealt with swiftly and the consequences determined by respective organizations, up to and including revocation of permit, will be enforced.

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

Security: The Park and Recreation Commission reserve 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/court 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. Additional fees may be assessed if fields/courts are otherwise damaged 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 or courts.

Alcohol and Tobacco Use: There is no alcohol or tobacco consumption allowed at permitted events on Town-owned property.

Use of Fields and Courts 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/court 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 or court closure periods will be identified by Parks Maintenance staff, either by site or athletic field/court. The closed site or area, 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. Availability of other seasonal permits is based on weather.

Rainy Days/Wet Fields and Courts:

To prevent damage and for safety reasons, the fields/courts may not be used in the rain, or in saturated or 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 or courts.

Athletic fields/courts 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 Alert Center Tab at www.brooklinerec.com. The hotline and the website (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/Court – A field/court is considered wet if one or more of the conditions below apply:

- A footprint 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/Courts:

- Field/court 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/court 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 Alert Center Tab at 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. If the Parks and Open Space Department closes a field/court to all use, the permitted user may request a refund by contacting the Recreation Department.

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

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

- 1ST Offense – Written warning to the league representative
- 2ND Offense – Suspension of field/court use by the offender

Fees and Field/Court 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	\$15.00/Hour
Adult Organizations	\$25.00/Hour
Brookline Based Non-Profit	\$25.00/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	\$25.00/Hour
Adult Organizations	\$40.00/Hour
Non Brookline Non-Profit	\$40.00/Hour

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

All of the Above \$50.00/Hour

* 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/court reservation.

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