



TOWN OF SALISBURY
PARKS & RECREATION COMMISSION
39 LAFAYETTE ROAD
SALISBURY, MASSACHUSETTS 01952
PHONE # 978-462-7611

Playing Field and Facility Permit Policy

The Salisbury Parks and Recreation Commission has adopted the following policy concerning the use of the Town's playing fields and related facilities. Fields in Salisbury are public and do not necessarily need a permit for use. However, a legally issued permit does take preference over any drop-in groups at any of the playing fields or facilities. Regular meetings of a group of individuals are considered organized and a permit must be issued.

Fields and Facilities Covered By This Policy

- Lion's Park Baseball Field
- Lion's Park Softball Field
- Memorial Baseball Field
- Memorial Multi-Purpose Field
- Salisbury Beach Baseball Field
- Town Common
- Salisbury Skate Park
- Partridge Brook Park
 - Multi-Purpose Field #1 (105' x 75')
 - Multi-Purpose Field #2 (105' x 75')
 - Multi-Purpose Field #3 (105' x 75')
 - Multi-Purpose Field #4 (135' x 180')
 - Multi-Purpose Field #5 (135' x 180')
 - Little League Baseball Field #1
 - Little League Baseball Field #2
 - Football Field (160' x 360')

Please note that permits issued are specific to fields requested & times/dates requested.

Permitted Uses Of Fields

- Organized/regular use of the Town's playing fields and facilities by groups shall require a permit.
- All efforts will be made to make the permitting process as fair as possible.
- When two or more applicants on equal footing apply for the same space, priority will be given to the traditional in season sport, as defined by the High School sports seasons, outlined as follows:
 - Fall Season- Flag Football, Football, Soccer
 - Spring- Baseball/Softball, Lacrosse
 - Summer- Baseball/Softball, per request
- Permits will be based on availability, scheduled renovations, or any other factors implemented by the Salisbury Parks and Recreation Commission and/or the Department of Public Works.
- In addition to the tier which a permit holder belongs, consideration will be given to Salisbury Youth Sports Leagues that have been a permit holder in the past. As a rule, a permit will be renewed provided the permit holders have conducted themselves in accordance with the conditions described in this policy. Items that will weigh in the final decisions will be the past history an organization has developed with the Parks and Recreation Commission, length of time an organization has been a part of the community, condition the field is left after users finish for the day (i.e. trash) and the ability of the group to conform to the rules and regulations of the Parks and Recreation Commission.
- Other than Tier 1, applicants that wish to use a second field during a season will only be considered based on availability of playing fields.
- The field/facility permit applicant or the responsible adults (league representative, coach, parent, proper adult supervision) shall be present at all times a field allocated to them is in use.
- Payment is expected prior to receiving the permit (with the exception being Tier 2 youth organizations that pay per the participant rate). **Only payment by check is accepted, made payable to the Salisbury Parks and Recreation Commission.** No future permits will be issued to a group or organization until all outstanding fees are paid.
- Reallocation or subletting of fields or facilities is strictly prohibited. If permitted fields are going unused, the unused dates may not be assigned to non-permitted users and are to be turned back to the Parks and Recreation Commission for allocation to other users.

- Unless specifically requested and approved by the Parks and Recreation Commission, and the Department of Public Works, it is understood that the function/activity to be held is not a fundraiser that no admission is to be charged, that no tickets will be sold or collections taken, and that no items will be sold.
- Any violation of the permit's terms, conditions, and/or limitations shall be ground for immediate revocation of the permit. No refund of the permit fee will be granted and future applications for permits may be denied.
- The Parks and Recreation Commission require a certificate of insurance naming the Town of Salisbury as additionally insured.

Checklist For Permit Application:

Consideration will not be given until the following conditions are met:

1. Completed application with signed acknowledgement of policy statement.
 2. If requested, associated rosters signed by organization or league authenticating enrollment numbers for Tier 2 users.
 3. A copy of the organization's insurance certificate.
 4. Any organization or entity using the fields/facilities must provide a notarized letter stating that the entity or organization performs CORI checks on all staff and volunteers, as required by Massachusetts General Law. This must be on your organizations letterhead and signed by your president.
- Once a field/facility permit has been processed, no refunds will be given.
 - All revenue generated by user fees are for field/facility improvements, and Parks and Recreation Commission sponsored events/projects.

Permits will be issued in the following priority:

Tier 1 Priority Use (90-100% Salisbury Residents):

- Parks and Recreation Commission sponsored programs.
- Salisbury Youth Baseball and Softball
- Any Salisbury Elementary School Event or Activity

Tier 2 Priority Use (Youth Sports Organizations):

- Salisbury Youth Sports Organizations (i.e. Babe Ruth Baseball, Seacoast Youth Flag Football) who pay a per participant/per season fee.
- Salisbury based Youth Sports Organizations (teams that participate in regional leagues, not in-town organizations).

Tier 3 Priority Use (Non-Profit Organizations):

- Any entity or league that can provide the Parks and Recreation Commission with proof of non-profit status (i.e. Adult Sports League entities with non-profit status).

Tier 4 Priority Use (Under 60% Salisbury Residency):

- Any entity of league that does not meet 60% residency requirements.

Tier 5 Priority Use:

- Private clinics, camps, tournaments or other special uses of the Town's fields or related facilities.

Any Tier 1 or Tier 2 organization shall provide the following information if requested by the Parks and Recreation Commission:

- Organization/league rosters including the name of the participant and home address of the participant.

Application Process:

- Permit applications for fields/facilities for the calendar year will be accepted by the Parks and Recreation Commission beginning the first Monday in January. Starting and ending dates are approximate and depend upon weather/field conditions. The Parks and Recreation Commission and the Department of Public Works will set the start dates.
- Sessions:
 1. Spring- approximately April 1 – June 30
 2. Summer- approximately July 1 – August 14
 3. Fall- approximately August 15 – November 21

- A schedule of permit fees is listed in the end of this document. The Parks and Recreation Commission will issue a permit/invoice based upon the Tier Category the organization falls under.
- All completed permit applications should be received by the Parks and Recreation Commission in a timely manner. Following is an approximate timetable for submission of playing field and related facility applications.

	Spring Season	Summer Season	Fall Season
Application Period Opens	January	January	January
Applications Due By	February 15	April 30	July 31
Permits Issued By	March 15	June 1	August 15

It is the responsibility of each permit holder to submit requests in writing to the Parks and Recreation Commission.

- Once a permit is issued, use of the playing fields and facilities covered by such permit is strictly limited to the terms and conditions, and limitations contained in the permit.
- Field and facility permits may be revoked for the following:
 - Use of alcohol, tobacco, and other controlled substances at field sites
 - Use of wet and/or unplayable fields
 - Excessive litter
 - Use of foul and/or abusive language
 - Damage to fields or facilities
- **Field permit holders are not allowed to practice or play games on any fields under the following conditions:**
 1. When there is standing water on the field
 2. When the ground is water-logged and “squishy”
 3. When the footing is unsure and slippery
 4. During any thunderstorm, lightening event, or heavy rain
- For information about playing fields and related facility conditions when a field is closed due to wet or unfavorable conditions you can contact the Department of Public Works at 978-462-7611. After regular office hours (Monday-Thursday 8:00 AM – 4:00 PM, Friday 8:30 AM – 3:00 PM), it shall be the responsibility of the permit holder to determine if an activity can be held.
- **Field permit holders will be held responsible for the repair of any field on which they play in wet or unfavorable conditions and caused damage to the field, regardless of whether or not the field was closed by the Parks and Recreation Commission of Department of Public Works. If field damage occurs, the Department of Public Works will determine what and how the field needs to be repaired and the permit holder will be responsible for paying all field damage.**
- If there is any pre-existing damage to a field or facility upon arrival by a permitted group, please contact the Department of Public Works immediately to report the damage.
- Field lining is not included as part of the fee for using the field.
- Field permit holders are not allowed to practice or play games on any snow-covered field and are not allowed to remove snow from any field.

In submitting an application for a permit under this policy, the applicant:

- Agrees he/she will abide by the rules of the Town, the Salisbury Parks and Recreation Commission, Department of Public Works and their representatives and designees.
- The applicant acknowledges that there are certain risks of injury associated with exercise and use of the playing fields and related facilities. The applicant further acknowledges and agrees that the use of the playing fields and related facilities is its free and voluntary act and, and that the applicant assumes full responsibility for its participants’ safety during its use of the playing fields and related facilities. In consideration of being allowed to use the playing fields and related facilities, the organization, on behalf of itself and its agents, predecessors, successors, insurers, participants, members, players, invitees, heirs and assigns, hereby releases, forever discharges and agrees to hold harmless the Town of Salisbury, its officers, employees, departments, boards, commissions, and agents from any liability for any and all loss, damage, costs, claims, expenses and compensation arising out of any bodily injury or property damage received or incurred in connection with the use of said playing fields and related facilities.

The Parks and Recreation Commission/Department of Public Works reserve the rights to:

- Require a police detail, where deemed necessary, as a condition to any permit issued. The cost of such a police detail shall be borne by the permit holder.
- Revoke permits issues for violation of policy, Town Ordinance/By-Laws or Parks and Recreation Commission rules and regulations.

Fee Schedule

Fees are per season, per field (excluding Tier 1 category)

(Fees to be re-evaluated yearly)

Effective 1-1-2017

Tier 1 Salisbury Youth (90-100% Salisbury Children)	In lieu of fees, no charge w/ in kind services required. Must be approved by the DPW ahead of time.
Tier 2 Youth Sports Organizations	\$5/Per Participant Fee
Tier 3 Non Profit Organizations	\$20/hour
Tier 4 Under 60% Salisbury Residents	\$35/hour
Tier 5 Private clinics, camps, tournaments, and other special uses of the Town's fields	\$1,000/week

- In lieu of fees, in-kind services will be considered and deducted from field usage charges. In order to have in-kind services deducted from field usage charges, approval must be granted by the Department of Public Works ahead of time. Those who gain approval to perform in-kind services in lieu of fees must provide a detailed list of services performed, along with receipts if applicable.
- Credit for daily field users may be issued at the discretion of the Commission due to weather related reasons.