

Town of Wellesley Natural Resources Commission
Town Hall
Wellesley, MA 02482-5992
(781) 431-1019 Ext. 2294

PERMIT TO USE PARK OR CONSERVATION LAND
2018

A permit is hereby issued to use the park or conservation land specified below for the dates and times shown, subject to licensing and athletic scheduling requirements and under the conditions specified.

PERMIT ISSUED TO: Wellesley Hills Junior Women's Club

CONTACT PERSON: Carrie Tarrant

TELEPHONE: 917-539-6255

EMAIL: carriertarrant@gmail.com

ADDRESS: 6 Cavanagh Road, Wellesley, MA 02481

NATURE OF EVENT: 5K and Kids Fun Run

EVENT LOCATION: Wellesley High School Track and Field

DAY AND DATE: Sunday, May 19, 2019

HOURS: 6:00 AM – 1:00 PM

CONDITIONS:

1. Thorough clean up immediately following the event.
2. All recyclable material must be recycled. A recycling captain must be designated and advise the NRC. We will expect the captain to be the Contact Person unless otherwise notified.
3. All waste and recyclable material must be removed from the site immediately following the event.
4. No Amplification unless otherwise approved.

SIGNED: _____


Brandon Schmitt, Director

DATE: _____

Please see Land Use Policy: http://www.wellesleyma.gov/Pages/WellesleyMA_NRC/LandUsePolicy.pdf

Selectmen's Office
 Dept. of Public Works
 Recreation Superintendent

Superintendent of Schools
 School Athletic Director
 Health Director

Police Chief
 Fire Chief
 Planning/DRB

Chin, Matthew

From: Schmitt, Brandon
Sent: Wednesday, October 03, 2018 10:22 AM
To: Chin, Matthew; John Brown
Subject: Fun Run Permit May 19th
Attachments: SKMBT_C45218100309190.pdf

Hi John and Matt,

I'm ready to issue the attached permit for May 19 6AM-1PM barring any conflicts on your end.

Last year, we denied use of any amplification, and so far they have not asked for it this year. I've also asked for a slightly more detailed clean-up plan from them but otherwise have no issues with it.

Do you have any issues, or think this needs PFTF approval? Thank you!

Thanks,

Brandon Schmitt, Director
Wellesley Natural Resources Commission
525 Washington Street
Wellesley, MA 02482
(781) 431-1019 x2294
Certified Arborist, Municipal Specialist: International Society of Arboriculture Massachusetts Qualified Tree Warden

Playing Fields Task Force

Proposed Changes to Article 55 at ATM 2019

2. DPW Field Use Fund.

Funds held in the DPW Field Use Fund shall be expended for **athletic playing fields** maintenance and Playing Fields Task Force administrative costs, under the direction of the Department of Public Works. Receipts credited to this fund shall include some or all of the fees charged to **sports team** field and/or track users, as determined by the Task Force.

3. Turf Field Fund.

Funds held in the Turf Field Fund shall be expended for repairs and replacement to the artificial turfs at Sprague Field and Hunnewell Field, under the direction of the Department of Public Works. Receipts credited to this fund shall include some or all of the fees charged to **sports team** field and/or track users, as determined by the Playing Fields Task Force.

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PLAYING FIELDS TASK FORCE
Charter

Membership

The Playing Fields Task Force ("Task Force") shall consist of:

- a representative each from the Recreation Commission and department staff,
- a representative each from the Natural Resources Commission and department staff,
- a representative each from the Board of Public Works and department staff,
- a representative each from the School Committee and department staff,
- a representative from the Wellesley United Soccer Club,
- a representative from the Wellesley Little League/Wellesley Girls Softball,
- a representative from the Wellesley Youth Lacrosse Club,
- a representative from Wellesley Youth Football, *add from Youth Baseball/softball Assoc.*
- a representative from the Wellesley Youth Hockey Association,
- a representative from the Wellesley Scoops Field Hockey Club,
- a representative from the Wellesley Men's Softball League; and
- a Wellesley citizen at-large to be appointed by the Playing Fields Task Force.

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Staff shall be non-voting members except when acting with appropriate board member proxy power.

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Other organizations may be invited to attend and participate in Task Force processes, but shall not have voting representation.

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Term

The term of office for board members shall be at the discretion of their respective board or commission. The term of the citizen at large shall be three years commencing on July 1, 2017.

Duties

The Task Force is established:

- to develop and maintain the master plan for the reconfiguration, use, maintenance, and improvement of active recreational playing fields throughout the Town of Wellesley for approval/action by the appropriate responsible boards, namely the: Recreation Commission, Natural Resources Commission, Board of Public Works, Board of Selectmen, and School Committee,
- to provide recommendations to the responsible boards for capital funding appropriations for playing field improvements, and to provide active support for those funding requests throughout the funding approval process,

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- to keep their departments and boards fully informed as to any PFTF-supported capital projects and to obtain their boards and departments timely approval for such projects,
- to recommend and implement field use policy,
- to set field user fees, those fees to be deposited in account(s) dedicated to playing fields maintenance and Task Force administrative expenses, consistent with Article 55 of the Town Bylaws, and advise on their use,
- to monitor playing fields status including condition, frequency, and intensity of use,
- to rate field conditions and compare them to fields in other communities,
- to work with other boards to investigate the availability of privately-owned playing fields, and fields in other communities, and
- to act as a forum to resolve overlapping requirements among field users.

Deleted: for collection from users by the Recreation Department
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Committee Leadership

The committee shall elect a chair and vice chair, whose terms shall be one year commencing July 1 and ending June 30. The Recreation Department staff representative shall serve as secretary.

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Annual Report

The Task Force shall submit an annual report to the responsible boards on or before the second Friday in August, and file a copy with the Town Clerk.



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Municipality of Anchorage - Parks & Recreation Special Event Application

| Applicant and Sponsoring Organization Information | |
|--|--------------|
| Name | |
| Street Address | |
| City, State, ZIP Code | |
| Day Phone & Birthdate | |
| Fax Phone | |
| E-Mail Address | |
| Organization (must match certificate of insurance) | |
| Contact Person "on site" Day of Event | Cell Number: |
| Tax Exempt No | |

| Event Information | | |
|---------------------------------------|--|---|
| Type of Event (Check all that apply): | | |
| <input type="checkbox"/> Run | <input type="checkbox"/> Parade | <input type="checkbox"/> Private Party |
| <input type="checkbox"/> Walk | <input type="checkbox"/> Park Festival | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Street Fair | <input type="checkbox"/> Concert | <input type="checkbox"/> Other (specify): |
| Event Title | | |
| Event Date | | |
| Park location | | |
| Set-up | Start: | End: |
| Event Date | Date: | Time: |
| Break Down | Date: | Time: |
| Attendance | Participants: | Spectators: Total: |

| Overall Event Description |
|---------------------------------------|
| Briefly explain event and activities: |
| |

| Parade/Street Closure Information | | |
|---|-----------------|------------------|
| Names of Streets to be closed: | | |
| | Between | and |
| Parade/Walk/Run Route (map must be included with application): | | |
| Are you requesting a complete or rolling street closure? Why are you requesting this street closure? Please include map of areas. Have you contacted Traffic Department for permit? | | |
| Time of Street Closure | Start: | End: |
| What is your parking plan for this event? | | |
| Assembly Area: | | Disbanding area: |
| Reviewing Stand Location | | |
| Number of anticipated entries | | |
| Event Details | | |
| Does your event involve the sale or consumption of alcoholic beverages? If yes, please describe: | | |
| Will items or services be sold at the event? If yes, please describe. Vendor/concession fees apply. | | |
| Will event have amplified sound? If, yes please describe. Have you contacted Health Department about noise permit? | | |
| Is this a fundraising event? If yes, please describe: | | |
| Is the event free to the public? | Admission Cost: | |
| Will Vendors be cooking or heating food? If yes, please describe. Contact Health Department as permits and fees are required. | | |

Will there be any fenced areas? If yes, please describe and provide map.

Will there be construction of stages or other improvements, including any tents or awnings? If yes, please describe:

What is your cleanup plan after the event?

Safety/Security/Volunteers

Please describe your procedures for both crowd control and internal security:

Have you hired a Security company to handle security arrangements for this event?

Security Company Name:

Security Company Phone Number:

Number of Guards:

Guard Schedule:

Do you plan on utilizing volunteers? If yes, in what capacity?

Promotion Information

Please describe marketing and promotional effort for the event:

Rules and Regulations

- A non-refundable processing fee is required at the time the application is submitted to the Municipality of Anchorage. For Special Events with 300 or fewer spectators/participants the processing fee is \$50, for special events with 301-500 spectators/participants the fee is \$150, and for special events with 501 or more spectators/participants the fee is \$200.
Processing Fee does not apply to Professional Photo Shoots.
Filming Fees: \$250 first day, \$50 each additional day or park/trail/city use.
- Reservations may be made a maximum of one (1) year in advance and must be made a minimum of twenty (20) business days in advance. Applications to seek a park use permit shall be made no less than forty-five (45) days prior to the requested event date.
- A copy of photo identification (Alaska Driver's license or I.D. card) of the applicant and the responsible person will be required to complete the application process.
- A site plan map of your event must be included with your application identifying the location of stages, vendor booths, portable toilets, registration area, etc.
- For runs, walks and parades a site plan map outlining your route must be submitted along with your Special Event Permit application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued.
- Permit Applications may require review by the Municipality of Anchorage Permit Review Board for approval or denial. Need for review is based on size, scope and impact of event.
- A certificate of insurance must be filed with Special Event Services ten (10) working days before the event. The named insured must match the name of the event organization on the application and permit. The Municipality of Anchorage requires all certificates of insurance to be submitted on a standard ACORD form or on the insurance company's letterhead. The Municipality of Anchorage must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The Municipality of Anchorage, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011 11 85. If alcohol will be served, a liquor liability endorsement is also required.
- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the Municipality to call upon Solid Waste Services. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event. When the applicant uses Municipal recyclable receptacles all rights of ownership are forfeited. All expenses will be the responsibility of the event applicant.
- Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. We estimate at least one (1) chemical toilet for every 100 people. Please contact Rent-A-Can, 694-9202, for rental of portables.
- You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the Municipality is not a guarantee of the date, location or an automatic approval of your event.
- Only readily removable barricades may be used for street closures and lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure. Please refer to www.muni.org/traffic for specific requirements.

Rules and Regulations (con't)

- In some cases, the hiring of officers from the Anchorage Police Department, a private security company, or a combination of both may be required by the Department to obtain a Special Event Permit. The Anchorage Police Department determines the type of security personnel based on expected attendance, location of the event, history of the event, nature of the event, street closures, and the amount of time.
- The Fire Department must review and approve the following: your plan for medical services; your route for emergency vehicle access; parade floats; fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the availability and location of on-site fire suppression equipment; the occupancy of enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department will inspect at your cost before and/or during the event.
- The applicant(s) shall assume and reimburse the Municipality of Anchorage for expenses determined by the Municipality to be unusual or extraordinary, when the permit is sought, including but not limited to:
 - A. The cost of providing, erecting, and moving barricades and/or signs;
 - B. The cost of providing and moving garbage or waste receptacles;
 - C. The cost of city personnel who are required by the city to work on the event.
 The Municipality of Anchorage may require, as a condition to issuance of a permit, that the applicant(s) provide a cash deposit to the Municipality to meet such costs. The required deposit shall not exceed \$1,000.00.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to the Special Event Permit and I am authorized by the organization to submit this application on its behalf. The information provided is true, correct, and accurate.

Name (printed)

Signature:

Date:

Driver's License or Alaska I.D. Number
(Copy of I.D Required)

Payment Information

Amount Due:

Payment Method (Check all that apply):

Cash

Check or Money Order#

Card #:

CVN #:

Expiration Date:

Authorized Signature:

Office Use Only

Permit Application Number:

Assigned to:

Notes:

Please submit your completed application to:

Special Events Services /C.B. Stewart
MOA Parks and Recreation
P.O. Box 196650, Anchorage, Alaska 99519-6650
Email: stewartcb@muni.org
Phone: (907) 343-4040 / Facsimile: (907) 249-7570

Special Event Application submitted.

Check off list

Non Refundable Processing Fee.

Check off

For Special events with 300 or fewer spectators and/or participants the processing fee is \$50, for events with 301-500 spectators and/or participants the fee is \$150, and for events with 501 or more spectators and/or participants the fee is \$200.

Event proposal in detail (Timelines, needs, activities).

Check off

As part of your application, a detailed scope of event with a timeline of the day's activities, requested services, and other specifics such as if vendors are expected, is required. This helps us to provide a clear vision of your event/activity, which will be used to determine impacts, additional permit needs, considerations and challenges.

Event Lay out.

Check off

Placements of vendors, activities, stages, etc... (a map of your event).

Clean up/Litter Disposal Plan.

Check off

All trash that is generated by your event should be removed from the park. Events larger than 50 are required to bring in a dumpster. Dumpsters should be placed in the street or off the field to protect the grass. Pick up of dumpster should be no later than 8:00am the next day. No trash cans should have trash overflowing or bags left next to them. Cans and bags must be deposited into the dumpster. We do not rent out extra trash cans.

Restrooms.

Check off

We can not guarantee a clean restroom prior to your event. Portables are serviced on a set schedule, and are for everyday park users. We encourage you to locate a local provider and make arrangements to bring in port-able bathroom's and/or hand washing station's during your event. We estimate at least 1(one) portable toilet for every 100(one hundred) people.

Noise Permit.

Check off

Anchorage Health Department issues Noise Permits for events open to the general public, which can allow a temporary increase in allowable noise levels. Private events are not eligible for a Noise Permit. Noise permit applications must be filed with the Health Department at least twenty (20) days prior to the commencement of the noise for which the permit is requested. If a Noise Permit is not present, noise from the event may not exceed 60 dB(A)(A-scale decibels) (normal voice conversation) at any residential property line between the hours of 7:00 a.m. and 10:00 p.m., and may not exceed 50 dB(A) at any residential property line between the hours of 10:00 p.m. and 7:00 a.m.

Note: All amplified events held at the Delaney Park Strip should be directed to the Health Department for determination of need. A copy of their response needs to be on file with the Parks & Recreation Department's permit office seven (7) days prior to your event. For further information, please call or visit our website www.muni.org/healthesd.org or 343-4200.

**General Liability Insurance Coverage, Required for Organizations,
Alcohol Waiver, Open to the Public Events**

Check off

In the amount of one million dollars (\$1,000,000.00) must be acquired before an event, and maintained the duration of the event, including set-up and clean-up periods. The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable. The name of the insured, the insurance carrier, the policy number and coverage of the limits must be stated on the certificate of insurance, as well as the effective and expiration dates for the coverage.

The name on the insurance form **MUST BE THE SAME ON THE PERMIT** issued by Parks & Recreation.

An endorsement naming "The Municipality of Anchorage, PO Box 196650, Anchorage AK 99519" as additional insured must be stated on the certificate of insurance With Subrogation Waived, and filed with the Parks & Recreation Department permit office seven (7) days prior to your event. IF ALCOHOL WILL BE SERVED, a liquor liability endorsement is also required and must be stated on the certificate of insurance ("Dram Shop", and/or "liquor host liability").

Will you be bringing in a vendor or contracted activities (rock wall, bouncy toys, flipping salmon, pony rides)?

 Yes No

Check off

If yes, you need to have a copy of their General Liability Insurance on file with MOA listed as additional insured to the Parks & Recreation Department permit office seven (7) days prior to your event.

Will you have alcohol at your event?

 Yes No

Check off

If Yes, an Alcohol Waiver Form package must be submitted to Parks & Recreation (see website for application). This includes a party plan, drivers plan, and security plan for the serving area. This package needs to be complete and received by Parks & Recreation a minimum of fourteen (14) days prior to your event for review by the Recreation Superintendent. If approved, you must have signed waiver on file with the Parks & Recreation Department permit office seven (7) days prior to your event.

Will you be selling alcohol at your event?

 Yes No

Check off

If Yes to selling alcohol, you must have a copy of your ABCB Permit on file with the Parks & Recreation Department permit office seven (7) days prior to your event. Your vendor must have their General Liability Insurance Coverage with an endorsement naming the "The Municipality of Anchorage, PO Box 196650, Anchorage AK 99519 as additional insured" to be on file with the Parks & Recreation Department permit office seven (7) days prior to your event.

Will you have concessions/vendors at your event?

Yes

No

Check off

If Yes, you will need a copy of their Food Service Permit/Caterer's permit from the Health Department (if serving food), copy of their business license, and general liability insurance should be on hand during the event.

The fee for each vendor is \$100 per day. Payment to Park & Recreation is due seven (7) days prior to your event. You will need to get a copy of their business license and have them include on their General Liability Insurance the Municipality of Anchorage as additional insured.

Will you be having any street closures?

Yes

No

Check off

If Yes, a certified traffic plan must be submitted with your Road Right-of-Way Special Events Permit, 343-8406.



CITY OF NEWPORT BEACH RECREATION & SENIOR SERVICES DEPARTMENT

100 CIVIC CENTER DRIVE, NEWPORT BEACH, CA 92660

p: 949-644-3151 f: 949-644-3155 e: recreation@newportbeachca.gov w: www.newportbeachca.gov

Parks Make Life Better!

SPECIAL EVENT PERMIT APPLICATION

ONLY COMPLETE APPLICATIONS WITH PAYMENT WILL BE ACCEPTED

Event Type: [] Casino [] Concert [] Festival [] Fundraiser [] Harbor Activities [] Live Music [] Parade Processions [] Race/Walk [] Sale/Expo [] Surf Contest [] Tournament [] Other:

CITY STAFF SEP # _____ LEVEL _____ FEE _____

Is this a repeat event? [] NO [] YES - If YES, what date was the event last held? _____

Event Title: _____ Event Date(s): _____

Event Start & End Time: _____ Setup Date & Time: _____ Break down Date & Time: _____

Attendance Per Day: _____ Participants Per Day: _____ Admission Fee: [] NO [] YES- DESCRIBE: _____

Open to public? [] NO [] YES, DESCRIBE: _____ Phone #/website for public info: _____

Event Exact Address: _____ Site Plan Attached: [] YES [] NO

APPLICANT INFORMATION

(If a professional event organizer is applying for this permit, a letter from the Chief Officer of the organization authorizing the organizer is required.)

Applicant: _____ [] Commercial [] Non-Commercial

Contact Person: _____ email: _____ phone: _____

Address: _____ City, State, Zip: _____ cell: _____

LIST INFORMATION OF PROFESSIONAL ORGANIZER OR EVENT PLANNER HIRED FOR THIS EVENT.

Name: _____ email: _____ phone: _____

Address: _____ cell: _____

RESPONSIBLE PERSON "ONSITE" DAY OF EVENT. (Person must be in attendance for the duration of the event and immediately available to City officials.)

Name: _____ email: _____ phone: _____

EVENT DETAILS

PARKING & TRAFFIC

Describe parking arrangements in detail for event: Is plan attached? [] YES [] NO _____

Traffic Equipment Required? [] NO [] YES - Describe: _____

List streets that require closure for this event: _____

Provide a detailed traffic plan for road closures. Is the plan attached? [] NO [] YES

ENTERTAINMENT

(AMPLIFIED SOUND REQUIRES ONSITE CONTACT)

List ALL entertainment & related activities: _____

Will event have amplified sound? [] NO [] YES Indoors [] YES Outdoors Sound Contact Name & Number: _____

Describe hours, equipment & type of use: _____

Will there be a Drawing Casino Company Name, Contact & Number: _____

ALCOHOL & FOOD

Alcohol at event? No Yes Served Yes Sold If yes, Contact Name & cell #: _____

Food at event? No Yes Served Yes Sold If yes, Contact Name & cell #: _____

Will food be prepared at the event? No Yes

STRUCTURES & OTHER EQUIPMENT (PERMIT IS REQUIRED FOR ANY TENT OVER 200 SQ. FT. AND/OR CANOPIES OVER 400 SQ. FT.)

Will there be canopies or tents? No Yes, If yes, size & quantity _____

Date installed: _____ Date removed: _____ Supplier Name: _____

Will booths, bleachers, stages, or structures be erected? No Yes, Describe: _____

Will signs or banners be used? No Yes, Describe: _____

(INFLATABLE SIGNS/BANNERS & SEARCHLIGHTS ARE NOT PERMITTED)

Will there be generators, vehicles, boats or other equipment? No Yes, Describe: _____

Will there be commercial filming of this event? _____

Any other commercial aspects? _____

Additional information: _____

AGREEMENT & PAYMENT INFORMATION

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILITY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH THE PERMIT CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION. _____ Initials

I HEREBY CERTIFY THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT, AND AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF NEWPORT BEACH, ITS CITY COUNCIL, OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS FROM AND AGAINST ANY AND ALL LOSS, CLAIMS, DAMAGES, LIABILITY, SUCH CLAIM OR SUIT ARISING FROM OR IN ANY MANNER CONNECTED TO THE REQUESTED ACTIVITY. I ALSO AGREE, IF APPROVED, TO COMPLY WITH ALL PERMIT CONDITIONS, AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY CONDITION OR ANY VIOLATION OF LAW MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE EVENT, DENIAL OF FUTURE EVENTS, AND OR CRIMINAL PROSECUTION.

FAILURE TO COMPLY WITH PERMIT CONDITIONS CAN RESULT IN REVOCATION OF THE PERMIT, FORFEITURE OF DEPOSIT, ADMINISTRATIVE CITATIONS, FINES AND DENIAL OF FUTURE PERMIT APPLICATIONS.

| | | |
|-------------|------------|-------|
| Print Name: | Signature: | Date: |
|-------------|------------|-------|

Payment:  Cash Check # _____ Credit Card #: _____ Exp. Date: _____ CVV Code: _____

- Attachments: A. Special Event Permit Fees
B. When Do I Need A Special Event

APPLICATION(S) MUST BE COMPLETE WITH ALL NECESSARY ATTACHMENTS IN ORDER TO BE ACCEPTED & PROCESSED. (INSURANCE, EVENT DIAGRAMS, PARKING PLANS, COMMUNITY NOTIFICATION, VENDOR LIST, OTHER PERMITS, ETC.)

FEES

NEW FEES EFFECTIVE 07/25/2018

| PERMIT | DESCRIPTION | RESIDENT | NON RESIDENT | RESIDENT LATE FEE | NON RESIDENT LATE FEE |
|--|---|----------------|----------------|--|--|
| LEVEL 1 (Level 1 Permits will not be processed without a minimum of 6 full calendar days before event) Appeal Fee - \$1,747 | <ul style="list-style-type: none"> One day event only Less than 1,000 people No road or lane closures No city services needed | \$481 | \$950 | \$607 Applies when completed permit is submitted with less than 20 full calendar days before event. | \$1,216 Applies when completed permit is submitted with less than 20 full calendar days before event. |
| LEVEL 2 (Deposit of \$815 required) (Level 2 Permits will not be processed without a minimum of 21 full calendar days before event) Appeal Fee - \$1,747 | <ul style="list-style-type: none"> Up to 4 consecutive days including set-up and break down Limited City services required as determined by Recreation Department 1,000 – 5,000 attendees over the course of the event Event occurs on public right-of way except parks under reservation | \$1,001 | \$2,145 | \$1,542 Applies when completed permit is submitted with less than 60 full calendar days before event. | \$3,076 Applies when completed permit is submitted with less than 60 full calendar days before event. |
| LEVEL 3 (Deposit of \$1,746 required) (Level 3 Permits will not be processed without a minimum of 90 full calendar days before event) Appeal Fee - \$1,747 | <ul style="list-style-type: none"> More than 4 consecutive days including set-up and break down More than 5,000 in attendance over the course of the event Traffic plans required Road closures/ traffic control required City services required Code enforcement required to monitor sound Pre event meeting required | \$2,842 | \$5,432 | \$4,491 Applies when completed permit is submitted with less than 120 full calendar days before event. | \$9,583 Applies when completed permit is submitted with less than 120 full calendar days before event. |
| BUNDLED | Up to 20 multiple events that are similar in nature at same location in same calendar year (applies to Level 1 and Level 2 Permits only, with Department Director approval). | \$3,125 | | | |

DEPOSIT — Used to pay for City services for the event or subsequent clean up of the event. Remaining portion will be returned to the event organizer within 30 days after event is completed.

A permit will be categorized in the highest level that includes one or more identifying criteria. (i.e. if event has less than 1,000 attendees but requires limited City services will be a Level 2 Permit.) Final decision of level of permit can be appealed to the City Manager.

If Special Event requires use of a City facility or additional City permits, the event organizer is expected to pay the appropriate fees and charges as they apply to that permit / facility / area.

WHEN DO I NEED A SPECIAL EVENT PERMIT

If your event/activity is one of the following, it will likely require a special event permit:

- Outdoor concert and entertainment, public or semi-public, dance, recreation, or sporting events.
- Circuses, carnivals, fairs and festivals.
- Farmer's Markets and swap meets.
- Walks, runs, athletic, bicycle and vehicle races and rides.
- Organized / Sponsored vehicle and boat shows
- Sales event outside the normal sales area of a business, such as a sidewalk and parking lot sales and other special promotions.
- Auto dealer sales events involving promotional attractions such as barbecues, tents, canopies, special signage, and similar facilities.
- Fireworks display
- Street fair, craft show on a residential or commercial right-of-way which is likely to obstruct, delay or interfere with normal flow of pedestrian or vehicular traffic.
- Car washes whereby the public is encouraged to attend.
- Outdoor amplified sound.
- Other events as described by NBMC 11.03.
- Harbor activities and events.

FOR SPECIFIC QUESTIONS PLEASE CALL 644-3151 AND SPEAK TO THE SPECIAL EVENT PERMIT COORDINATOR.

HOW SOON SHOULD I START THE PROCESS?

| | | | |
|---------|--------------------------------|---------|--|
| Level 1 | — 1 to 2 months prior to event | Level 3 | — 6 to 9 months prior to event |
| Level 2 | — 3 to 4 months prior to event | Bundled | — at least 6 weeks prior to your first event |

TERMS AND EXPLANATIONS TO HELP YOU FILL OUT YOUR SPECIAL EVENT PERMIT APPLICATION

Alcohol Service

Please be sure to describe the type of service you are planning. The following are examples:

- Free/host alcohol – alcohol is covered in the cost of the event, no sales at the event
- Alcohol sales – all alcohol is sold at the site
- Host and alcohol sales – a portion of the alcohol is included (i.e. one free drink with ticket) and the remainder is purchased by the participants
- Beer only
- Beer and wine
- Full bar offered

Amplified Sound

If your event has amplified sound but is NOT open to the public, you may only be required to have an amplified sound permit. Otherwise please see "noise" below.

Applicant

This must be the Chief Officer or Host Org representative authorized by the organization to apply for the event.

Banners

Any banners, pennants, flags, signs, streamers, and other similar devices are also regulated and must be listed on your permit application. Permits are required for banners on public property and in some cases these permits can take 4-6 weeks to acquire.

Business License Requirement

The event organizer and all businesses affiliated with an event in Newport Beach are required to pay a Special Events Temporary Business License. The special event organizer shall provide the Revenue Division with a roster of each vendor, exhibitor or other event service provider involved in its special event to the City as part of its Special Events Permit Application. The special event organizer shall collect the apportioned business license from each vendor, exhibitor or other event service provider and remit the payments to the City prior to the event date. Should the organizer or a participant in your event hold a valid of Newport Beach Business License Tax Certificate, you will not be required to collect or submit a tax payment; however you are still required to list that business on the required roster. No waiver shall be authorized if the special event organizer fails to provide a roster. In the absence of the waiver, each individual vendor, exhibitor or other event service provider may be required to pay the full amount of the apportioned business license tax rate. We request that you complete the Special Events Temporary Business License and roster attached and submit with payment. Should you have any questions, please call 949-644-3140.

WHEN DO I NEED A SPECIAL EVENT PERMIT (continued)

Selling Tangible Items

Any participant desiring to engage in conduct as a seller is required by law to file with the State Board of Equalization and obtain a resale certificate. Each out of City seller shall comply with the reporting of sales tax and are required by law to inform the State Board of Equalization of their "Temporary Sales Location". The City of Newport Beach may request from each seller a copy of their Temporary Sales Location permit issued by the State Board of Equalization.

Casino Games or Drawings

Any casino games or drawings must be declared in the permit, as they require special rules and regulations. There is no gambling in the City of Newport Beach at any time.

Entertainment and Related Components

It is the event organizer's responsibility to be sure all activities comply with City of Newport Beach noise ordinances. Please be aware that loud and unreasonable noise is a violation of NBMC 10.28 and 10.32. A police or code enforcement officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior. The following must be listed in your description of entertainment:

- Musical entertainment features
- Number of stages, including height and size
- Number of performers and type of music
- Sound checks – time and date
- Sound amplification used, yes or no
- Dancing permitted (yes or no)
- Fireworks (additional permit required)
- Signs, banners or decorations
- Lighting

Food Service

Please be sure to describe the type of service you are planning. The following are examples:

- Free food to participants
- Food booths with food sales
- Food cooked off site and brought in
- Gas grills only
- Charcoal grills
- Electric cooking appliances
- Propane

Insurance

Before the final permit can be mailed all the proper insurance documentation must be received and approved by the City's Risk Manager. Applicant may be charged for extra time spent on follow-ups for incomplete or inadequate insurance submissions. Please read all the requirements carefully.

Marketing Plan

This is a description of how you intend to inform the public about your event. It can be brief and general, but include the date you intend to start publicity. It is strongly suggested that publicity not start until you have secured your event permit.

Noise and Amplified Sound

The City of Newport Beach has several noise ordinances that regulate the use of amplified sound at Special Events. Having a Special Event Permit does not give the permit holder "permission" to violate the City Ordinances. All permit applicants are encouraged to work with sound engineers to make every effort to keep the noise produced by the event within the confines of the property site. Code enforcement officers can be required to make sound checks for events at your expense. A citation can be issued if your event is not in compliance with noise ordinances. It is highly suggested that event organizers maintain volume control over all entertainment in order to comply with direction from police or code enforcement officers. In most cases limited outdoor amplified sound will be allowed only during the hours of 8am to 10pm.

Notice to Community

If you are required to notice the community, you must provide a copy of that notice a minimum of three weeks prior to the event to the Recreation Services office. All notices must be distributed at least two weeks prior to the event. Homeowner Association information can be obtained from the Planning Department at 644-3225.

Onsite Contact

This is the name and phone number of a person who will be at the event, with a cellular phone and can be contacted if needed during the event.

WHEN DO I NEED A SPECIAL EVENT PERMIT (continued)

Permit Conditions

Upon issuance of a permit, a number of "conditions" will be listed as part of your permit. These conditions must be followed during the course of your event. These conditions are required by law to be adhered to by the permit holder and any vendors or subcontractors involved in the event. Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citations (s), fines and denial of future permit applications.

Plot Plan

For indoor events, a detailed drawing of all fixed and movable objects is required. Drawing should include: fire exits, food tables, etc.

Runs or Races

According to City Council Policy B-8, the City of Newport Beach limits runs, races or bicycle events to no more than twelve (12) per year. Before applying for such an event, please check with Recreation Services staff on availability.

Road Closure

Any portion of a street or alley that will be blocked for vehicle or pedestrian traffic.

Set-up/Break-down

This will describe the time or area needed for setting up the event. Please include the hours anticipated for both set up and break down. If you require sound checks, the time and date must be included in your application.

Surf Contests

In accordance with City Council Policy B-8, the City of Newport Beach is limited to eight surf contests per year and no more than six in any one location. Please check with staff prior to planning your event for availability of dates. Surf contests are not permitted during the summer months.

Site Plan and/or Route Map – To ensure proper review of your event, it is required that you submit a site plan for your event. This is applicable for moving routes and fixed venues. Based on your event site plan and components, the Fire Department may require an inspection of your venue at your cost before or during the event. Please include all portable structures, stages, bleachers, tables, tents, etc in your plan. A detailed narrative should supplement your site plan or route map.

Please include if applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue. Include the direction of travel if it is a moving event.
- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision for a minimum of twenty-foot emergency access lanes throughout the event venue.
- Location of first aid facilities and ambulances
- Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking arenas, trash containers and dumpsters and other temporary structures.
- Detail of food booths and cooking area configurations.
- Generator locations and source of electricity.
- Placement of vehicles and/or trailers
- Exit location for outdoor events that are fenced or within tent or tent structures
- Identification of all event components that meet accessibility standards
- Parking and shuttle plan
- Other related components not listed above.

Traffic Plan

If there are any road closures, a detailed traffic plan is required. This detailed plan shall include all the routing plans for traffic and any barricades, signs or police or volunteer locations. This plan must be signed off by a certified traffic engineer for major road closures for races and or runs.

Trash Removal

Describe how you plan to pick up and remove trash generated by the event.

Water Quality

The City of Newport Beach expects all contractors, permittees and events to follow the City Water Quality Guidelines. Please refer to NBMC 14.36 or to www.cleanwaternewport.com/ for information regarding water quality regulations.



CITY OF NEWPORT BEACH

REVENUE DIVISION

100 CIVIC CENTER DR • P.O. BOX 1768
NEWPORT BEACH, CA 92658-8915
(949) 644-3141 • RevenueHelp@newportbeachca.gov
http://www.newportbeachca.gov/Revenue

SPECIAL EVENT TEMPORARY
BUSINESS LICENSE TAX APPLICATION

OFFICE USE ONLY

BUSINESS NUMBER

LICENSE NUMBER

The event organizer and all businesses affiliated with a permitted Special Event in the City of Newport Beach are required to pay a Special Events Temporary Business License Tax.

The event organizer shall provide Revenue Division with a roster listing each vendor, exhibitor or other event service provider involved in its Special Event as part of its Special Events Permit Application. The event organizer shall collect the Special Events Temporary License tax from each vendor, exhibitor or other event service provider and remit the payments to the City prior to the event date.

If the event organizer fails to provide the roster, each individual vendor, exhibitor or other event service provider may be required to pay the full amount of the apportioned business license tax rate.

Please complete the Special Events Temporary Business License roster and submit with the tax payment. If you require more information, please call 949-644-3141.

PLEASE PRINT CLEARLY IN BLACK INK. ILLEGIBLE APPLICATIONS WILL BE RETURNED.

1. Event Name _____

Maximum 30 characters

2. Location Address _____

3. Event Organizer Phone # (_____) _____ 4. Email Address _____

5. Event Organizer Mailing Address _____

City, State, Zip: _____

6. Web Site Address _____

7. Event Start Date in Newport Beach _____ 8. End Date in Newport Beach _____

9. Type of Event _____

10. Event Organizer Contact Person _____

11. Total number of vendors, exhibitors or event service providers _____ X \$23.00* = \$ _____
Make checks payable to City of Newport Beach. These rates are valid from July 1, 2018, through June 30, 2019.

12. State Mandate Fee * \$ 4.00

13. TOTAL BALANCE DUE: \$ _____

I hereby certify under penalty of perjury that I am authorized to make this statement and the information provided on this application is true and correct. I also certify that I have read and understood this application.

Applicant's Signature _____ Date _____ Applicant's Name (Printed) _____ Title _____

* Governor Brown signed AB 1379 into law. This Bill adds a mandated state fee of \$4 on any applicant for a local business license or renewal. The fee is to increase disability access and compliance with construction related accessibility requirements and develop educational resources for businesses in order to facilitate compliance with federal and state disability laws.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.
The Department of Rehabilitation at www.rehab.cahwnet.gov.
The California Commission on Disability Access at www.cdda.ca.gov.

SPECIAL EVENTS TEMPORARY BUSINESS LICENSE ROSTER

Event: _____

Event Organizer Name: _____

Date of Event: _____

Event Organizer Phone #: _____

Event Location: _____

Event Organizer Email: _____

List all vendors, exhibitors, service providers, and trades affiliated with the Special Event. (Bands, DJ's, Coordinators, Photographers, Caterers, Security, Cleaning Crews, Party Rental, Bounce Houses, etc.) Please refer to back side for all vendors. Please use additional sheets if necessary.

| SERVICE PROVIDERS | BUSINESS NAME | PHONE <small>Incl. Area Code</small> | CONTACT NAME | NB BUS LIC # |
|---------------------------|---------------|---|--------------|--------------|
| Announcer | | | | |
| Bleachers | | | | |
| Bounce House | | | | |
| Caterers | | | | |
| Contractors | | | | |
| Coordinators | | | | |
| Entertainers/Performers | | | | |
| Equipment Rental | | | | |
| Generator/Electrical | | | | |
| Janitorial/Waste Disposal | | | | |
| Mobile Ice Services | | | | |
| Party Rentals | | | | |
| Photographers/Video | | | | |
| Portable Toilets | | | | |
| Security | | | | |
| Stages | | | | |
| Tents/Canopies | | | | |
| Timing Company | | | | |
| Traffic Control | | | | |
| Valet Parking | | | | |
| Other | | | | |

Parks and Recreation Home >

Things To Do >

How Do I... >

Find a Parks & Recreation Job

Get a Block Party Permit

Get a Film Permit

Get a Special Event Permit

Photograph Commercially in a LO Park

Receive Human Services

Register for Classes

Register for Sports Leagues

Reserve Athletic Fields

Reserve a Picnic Shelter >

Reserve a Room for a Meeting

Scholarship Program >

Teach a Class and Submit a Proposal

Tennis Seasonal Lottery

View Documents

View Fall Catalog

View Forms & Permits >

Parks >

Recreation >

About >

City of Lake Oswego

Special Event Permit Application

What is a Special Event?

Special Events are gatherings/events that involve a large group of people (compared to the usual occupancy of the site), and

- Are advertised to the public and do not occur regularly on the site (LOC 20.06.500); or
- Impact or use City streets (including curb or parking lane), sidewalks, and public rights-of-way; or
- Use City facilities or property (i.e., city buildings, parks, and parking lots).

Examples: road race, bike race, walk, parade, festival, market, carnival, and concert.

Permit Application Requirements

Special Events require a permit issued by the City. Additional documents which may also be required:

- Certificate of Insurance: If using city streets, curb or parking lane, sidewalks, rights-of-way, or city facilities or property;
- Traffic Control Plan
- County Road Dept. Approval: Using, closing or restricting county road. Lake Oswego Traffic Engineering will notify you if a County Permit is required;
- ODOT Highway Approval: Using, closing, or restricting State Street / Hwy 43;
- Site Use Permission (pdf below): Event is held on site not owned by applicant;
- Park/Shelter Reservation Form: Event is to be held at City Park;
- Oregon Liquor Control Commission (OLCC) Permit: If alcohol use is planned for your Special Event, submit OLCC permits with your application. [The City of Lake Oswego (local government as stated on the application) will process the first portion and then contact you to take the City-approved application to OLCC];
- Temporary Restaurant License & Food Handler Certificate: For any food service establishment in the street, public right-of-way, and City facility.

Traffic Control Plan

You will need to include a Traffic Control Plan if your Event is to affect public right-of-way with any one of these conditions (Note: Public right-of-way extends beyond the paved or travel surface of a roadway):

- Restrict or close a roadway (lanes, bike lanes, shoulders, etc.)
- Restrict or close a sidewalk/pathway
- Restrict or close a driveway
- Restrict or close parking spaces
- Restrict or close a Public Parking Lot
- Directing traffic with the use of a Certified Flagger, Police Officer or signs
- Posting of any signs in the right of way

Examples of Traffic Control Plans:

A Traffic Control Plan should site specific map of routes or locations where event will take place:

- Streets and cross streets with lane configurations
- Location and placement of all required MUTCD advance warning signs (list type of signs to be used)
- Location and placement of all certified flaggers
- Placement of cones and cone tapers
- Show traffic, pedestrian and bike detours and/or delays
- Show affected businesses

Additional Information

After receipt of the Special Event Permit Application, you may be contacted by affected City departments if additional information is needed or to discuss the specific plans to

SPECIAL EVENT PERMIT APPLICATION



CONTACT INFORMATION

| | | |
|--------------------|------------------------------|-----------------------|
| Contact Name | Organization (if applicable) | Profit / Non-Profit** |
| Position / Title | Website Address | |
| Address | | |
| Home Phone | Cell Phone | Email Address |
| Additional Contact | Phone | Email Address |

TYPE OF USAGE

EVENT TYPE (Please Specify) _____

LOCATION REQUESTED (Please Specify) _____

DATE OF EVENT _____ **TIME** _____

Number of Participants _____ Number of Spectators _____ Number of Cars/Busses _____

| | | |
|---------------------|-----|----|
| Entertainment? | Yes | No |
| Electricity needed? | Yes | No |
| Water needed? | Yes | No |

| | | |
|------------------------|-----|----|
| Fundraiser? | Yes | No |
| Concession for sale? | Yes | No |
| Fee charged for event? | Yes | No |

Additional Comments:

Please attach to the Special Events Application:

- Open Flame Permit, if applicable
- Parking Plan, if applicable
- Certificate of Insurance with the "Town of Brookline" listed as additional insured (Mandatory with use of Caterer or Entertainment)
- Non-profit in Brookline / 501 c(3) Certificate, if applicable (Mandatory to receive reduced fee)

Please note: Inflatable equipment (bouncy apparatus, etc) is NOT allowed.

Brookline Recreation Department
133 Eliot Street, Brookline MA 02467
Phone (617)730-2069 / Fax (617)879-0774
Email recreation@brooklinema.gov



WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
MATTHEW G. CHIN

TELEPHONE: 781-235-2370
FAX: 781- 237 -3558

DEPUTY DIRECTOR
BRANDON G. FITTS

FIELD PERMIT APPLICATION

Name: _____ Organization: _____

Mailing Address: _____

Email: _____ Daytime Phone # _____

Field Requested: _____

For what activity/sport: _____

DATE (S) – List all

Day (s): _____ Time: Start _____ Finish _____

Rain Date (if needed): _____

Approximate # of people: _____ # of Wellesley Residents: _____

To Request a field permit:

- **Complete this form and submit to: Recreation Director Matt Chin (Address above)**
- **For Questions contact Matt Chin at 781-235-2370 or mchin@wellesleyma.gov**
- Requests to use Warren, Brown, Perrin, Phillips, Ouellette & Hunnewell Park (Town Hall Green) will be forwarded to the Natural Resources (NRC) for approval. *
- Requests to use school fields will be presented to the Playing Fields Task Force and the School Athletic Director for approval. *
- * These committees may only meet once a month. Do not expect a quick turnaround for permit approval.
- Requests for fields made by vendors operating summer camps will not be approved until that vendor has satisfied state and local Board of Health requirements.
- SEE PAGE TWO FOR FEES AND POLICIES

WELLESLEY FIELD PERMIT REQUEST INFORMATION

Keep this for your records.

To Request a field permit:

- Complete this form and submit to: Recreation Director (address above)
- Requests to use Warren, Brown, Perrin, Phillips, Ouellette & Hunnewell Park (Town Hall Green) will be forwarded to the Natural Resources Commission (NRC) for approval. *
- Requests to use school fields will be presented to the Playing Fields Task Force and the School Athletic Director for approval. *
- * These committees may only meet once a month. Do not expect a quick turnaround for permit approval.
- Requests for fields made by vendors' operation summer camps will not be approved until that vendor has satisfied state and local Board of Health requirements.

General Policies:

- No Alcohol, No illegal drugs
- Public property may not be used to conduct a private business, unless certain requirements are met. The Recreation Director can aid you with this process. See "Public Facility Use for Private Gain Policy" at www.wellesley.ma.gov click Department, click Recreation, click Recreation Commission & General Policies.
- Users are responsible for any damage.
- Users are responsible for checking the Town website for field conditions/closures. Fields will be posted when closed during the spring, summer and fall seasons. Assume that fields are closed during the winter.
- If selling food, you must receive authorization from the Board of Health.
- In general, Wellesley fields do not have sanitary facilities.
- No play before 8 am on Sunday. Multipurpose lights may remain on until 9:30 pm.

WELLESLEY GREEN INITIATIVE: The Playing Fields Task Force is partnering with Wellesley Green Schools on an important initiative to reduce waste on town fields. We require you to tell coaches, teams, family & friends, to help in the following ways: 1) Please ask players & visiting teams to **BRING REUSABLE WATER BOTTLES TO ALL GAMES & PRACTICES**; 2) Please consider **eliminating the extra drinks & snacks that are often brought to practices & games** (studies show that this has a positive health benefit as well); 3) Consider **naming a team captain to oversee garbage collection & recycling** or encourage players to clean up after themselves; and 4) Please remind players and visiting teams that the Town of Wellesley is committed to sustainable principles and has installed **working water fountains & recycling bins at almost all town fields**.

Priority of use:

1. Park Maintenance
2. Town Wide Special Events
3. School use – Sports, Special Events, Coaches Clinics
4. Wellesley Youth Sports
5. Wellesley Recreation Department Programs
6. Wellesley Adult Organized Groups
7. Wellesley Residents: one-time use
8. Charitable Organizations
9. Non-Resident Groups/Non Recreation Department Camps & Clinics

Fees:

1. Town Wide Special Events: No fee,
2. School Use: No fee,
3. School Coach(es) Clinics: \$15 per participant,
4. Wellesley Resident Youth Leagues: \$30 per member per season per sport (\$15 to general fund/\$15 to turf replacement fund),
5. Wellesley Resident Youth League Clinics: \$15 per participant
6. Wellesley Recreation Department Programs: No fee
7. Organized Use of the High School Track: \$15 per member per season
8. Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$15 to field account and \$25 to light account),
9. Wellesley Resident – One-Time Use: Grass field, including the Multi-Purpose Field (at Hunnewell): \$50, but \$75 if using lights (incremental \$25 to light account); Turf field: \$75,
10. Charitable Groups: No fee
11. Non-Resident (Adults and Youth): Grass field and Sprague turf field: \$150; High School turf field: \$375 (fee is for field use only; utilization of scoreboard and sound system is not allowed)
12. Non-Recreation Department Camps: Grass field: \$35 per participant; Turf fields: \$50 per participant. (Camps catering to participants over the age of 12 years will, whenever available, use the turf fields.)
13. All field rentals that are not charged per participant are figured in increments of 1.5 hours.

General Field Use Rules

Hours of Operation: Fields may be used until dusk with the exception of the lighted Multi-Purpose Field (at Hunnewell). Lights may remain on until 9:30 pm, except for Reidy Field, where lights may remain on until 9:45 pm. No play before 8:00 am on Sunday at any field that abuts homeowners.

Prohibited Activities: Any prohibited activities posted on signage at the High School track or any fields, consumption/possession of drugs or alcoholic beverages; use of fields beyond permitted dates or times; use of grass fields during wet field conditions or before they are declared available for use; and any activity that may cause field damage. Users must show good judgment when using fields and must stop play if the field shows damage during activity. Any group who causes damage to any field will be responsible for repair costs.

Field Closures: <http://www.wellesleyma.gov/1049/Playing-Fields-OpenClosed-Status> or call 781-235-2370 for the latest field closures. If a field is closed, no use is permitted at all. The field status webpage and the hotline are for informational purposes only; field signage and/or direct communication from the Wellesley DPW Park and Tree Division (DPW) take precedence. Whenever possible, DPW will email user groups and post signs when fields are closed.

Please note that grass fields can be closed even when the weather appears good at the time because of standing water, previous damage or other field condition issues. The DPW, in consultation with the PFTF, will recommend when fields should be closed in order to rest them to prevent significant damage from overuse or for maintenance reasons.

Weather: Because lightning can strike up to 10 miles from a storm, users should seek safe shelter as soon as they hear thunder or see lightning. They should wait for 30 minutes without hearing thunder or seeing lightning before returning to the field.

Maintenance of Baseball/Softball Infields: Baseball/softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is supplied and coaches are responsible for knowing the storage box combinations.

Litter, Trash and Recycling: All users are responsible for picking up any trash or litter on the field at the completion of their practice or game session regardless of whether this trash was there when they first got on the field or not. **Pick up trash when you leave the field, even if it is not yours.** Consider naming team captains at each practice or game to oversee litter collection and recycling.

Users are expected to use trash and recycling receptacles located on or near the fields or to take their waste home for disposal. If the group expects to generate excess trash, they must provide a means for removing trash themselves. Bring a trash bag with you to games and practices. Please pick up and recycle all plastic bottles. Inform coaches, players, players' families, and attendees at games and practices that there are water fountains at the majority of the active playing fields and that **participants are strongly encouraged to utilize reusable and refillable water bottles for all practices and games.**

The last group to use a field for the day is responsible for leaving a clean, litter free field.

If you consistently find trash when you arrive at the field please contact the Recreation Director at (781) 235 – 2370, who will attempt to identify the users who might be leaving the field in such condition.

Users are urged to support the preservation and sustainability of Wellesley's playing fields through responsible use of the fields and respect for those who neighbor the fields. It is the responsibility of all coaches, managers, referees and parents to lead by example by educating our children on the proper use of field space and emphasizing the importance of caring for our community assets and maintaining a clean environment.

Concerns related to the maintenance/condition of the High School track or any field should be addressed to the Assistant Superintendent/Deputy Tree Warden of the Park Division at dpw@wellesleyma.gov.

Town of Wellesley

Playing Fields Policy

Purpose: This policy is intended to be the framework for managing the priority and usage of active playing fields in the Town of Wellesley. Excepting the Fee Structure contained herein, which is set by the Playing Fields Task Force (PFTF), this policy has been approved by the Board of Selectmen, Board of Public Works, Natural Resources Commission, School Committee, and the Recreation Commission. The policy is administered by the Recreation Department.

History: In 1997, the Natural Resources Commission established the PFTF. The PFTF consists of representatives from the major user groups (Public Schools, Little League/Softball, Youth Soccer, Youth Lacrosse, Youth Football, Youth Field Hockey, Youth Hockey, Adult Softball, the Recreation Commission, the Natural Resources Commission, the Board of Selectmen and the Board of Public Works). The purpose of this Task Force is to identify strategies for field maintenance (including methods for funding) and to work together to identify ways to meet field use demands while recognizing scarce resources. The PFTF generally meets monthly. In 2004, the Recreation Commission took over sponsorship of the PFTF. Voting privileges are limited to the elected officials from the five boards (Selectmen, Public Works, Natural Resources, School Committee and Recreation) and one representative each from Little League, Youth Soccer, Youth Lacrosse, Youth Football, Youth Field Hockey, Youth Hockey and the Adult Softball. Staff from the five boards may vote when acting with appropriate board member proxy power.

Playing Field and Track Permits:

Organized or regular use of the Town's track or playing fields by groups shall require a permit. Regular meetings of a group or individuals are considered organized use and similarly require a permit. If any such group does not have a permit and there are residents who want to use the High School track or any fields for recreational use, then the residents shall have priority to use the track or fields.

Use of the High School track or active playing fields requires a permit from the Recreation Department. Use of passive land and Town-wide special events require a permit from the Natural Resources Commission.

Requests for permits by the Youth Leagues (Soccer, Little League/Softball, Lacrosse, Football, Field Hockey) will be done on a seasonal basis and must be made by the following dates:

April 1 – Spring
June 1 – Summer

August 1 – Fall

It is expected that the representatives from each league will meet with each other and coordinate with the School's Athletic Director, to agree on field use availability and needs prior to submitting permit requests to the Recreation Director. The Youth Leagues will work together to submit a master schedule to the Recreation Department. In the event that disputes cannot be resolved, the Recreation Director will be responsible for making a final decision. Blanket seasonal permits are issued to the Youth Leagues for both practice times and game times. Coaches are not assigned to specific practice times. Permits are not transferable and are only valid for the permit holder. A permit may not be sub-let to a different organization.

Jurisdictional boards (NRC, School Committee and the Selectmen) will be given field status updates by DPW and will be consulted in order to ensure that fields under their control are not adversely impacted by overuse. If any board determines that an overuse condition exists or any field is being used in a manner inconsistent with such boards' policies, that board reserves the right to restrict or further condition issuance of permits. Jurisdictional boards are those boards that are considered landowners of the various Town parcels.

User Groups / Priority of Use:

Permits are issued based on the following priorities:

- 1) Town-Wide Special Events: This includes events such as town days, memorial services, and fairs. NRC will issue permits for these events. NRC will coordinate with the Recreation Director and School Athletic Director to determine if these events will impact previously scheduled athletic or permitted events.
- 2) School Use: The Wellesley School Department has the next priority use of fields and the High School track over any other group, including the Youth Leagues. School Department use includes athletic games, practices and other special events.

Coaches Clinics: Wellesley School Department coaches who wish to run clinics must present a letter of support from the Athletic Director to the Recreation Director. Spring (April) vacation clinics must be booked by March 1. Coaches understand that spring clinics may be cancelled due to track or field conditions. Summer clinics must be booked by June 1. A fee will be charged.

- 3) Wellesley Resident Youth Leagues: Youth Leagues will be allotted hours based on season and participant numbers. It is expected that these groups will work together to ensure equitable use of all fields, coordinate with any resident youth sport group utilizing the High School track and try to make accommodations for each other in the event of unforeseen scheduling changes during the season. Wellesley Youth Leagues may also run in-house clinics for their members. Clinic times are limited to the days and times listed on their permit or a new permit must be issued.
- 4) Wellesley Recreation Department Programs: Use of fields or the High School track for camps, clinics and programs, which are run by the Recreation Department, will not preempt the Youth Leagues. When these programs are run during youth sport seasons, all attempts will be made to limit them to using the field area at the Warren Recreation building. Recreation may use other fields during the summer, as long as the fields are not adversely impacted by overuse. The Recreation Department offers these programs in support of its general mission to provide affordable recreational activities.
- 5) Wellesley Resident Adult Groups: Adult leagues or clubs (e.g. soccer clubs, running clubs, etc.) must be organized with the primary intention of supporting Town residents. Leagues or clubs may compete with teams from other Towns, but one Wellesley team must be involved in the match. Leagues or clubs must give priority to Town residents when filling rosters. Wellesley teams or clubs must be able to prove that 75% of the memberships are Wellesley residents or are Town of Wellesley employees. Team rosters must be turned in to the Recreation Director prior to the start of the season.
- 6) Wellesley Resident – One-Time Use: The Town recognizes that residents may want to use fields or the High School track for one time uses such as birthday parties, neighborhood activities, etc. No fee is charged for children's birthday parties. A fee is required for other events.
- 7) Charitable Groups: If field space is available, as determined by the Recreation Director, groups who are hosting an event to raise money for charity will be given a permit for a field or the High School track for no fee.
- 8) Non-Resident Groups / Non Recreation Department Camps and Clinics: A non-resident group is defined as one whose membership is less than 75% Wellesley residents or Town of Wellesley employees. Use by non-residents will be limited to baseball, softball, soccer, field hockey, lacrosse and track. Use of fields or the High School track by non-resident groups will be dependent on conditions and availability. The Recreation Department may arrange for field use by outside camps during the summer months.

Fee Structure:

Field and track use fees are collected by the Recreation Department and are then segregated into accounts that are then used by DPW for track and field maintenance. Seasonal fees are charged for each season of use (spring, summer, and fall). A portion of the Youth League activity fees will be directed to the turf field replacement account. Field maintenance fees may be expended by Board of Public Works after consultation with the Recreation Commission and NRC. Annual reports will be given to the PFTF on the uses of the field maintenance fees. The PFTF sets the following as the fees to be collected:

- 1) Town Wide Special Events: No fee,
- 2) School Use: No fee,
- 3) School Coach(es) Clinics: \$15 per participant,
- 4) Wellesley Resident Youth Leagues: \$30 per member per season per sport (\$15 to general fund/\$15 to turf replacement fund),
- 5) Wellesley Resident Youth League Clinics: \$15 per participant,
- 6) Wellesley Recreation Department Programs: No fee,
- 7) Organized Use of the High School Track: \$15 per member per season,
- 8) Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$15 to field account and \$25 to light account),
- 9) Wellesley Resident – One-Time Use: Grass field, including the Multi-Purpose Field (at Hunnewell): \$50, but \$75 if using lights (incremental \$25 to light account); Turf field: \$75,
- 10) Charitable Groups: No fee,
- 11) Non-Resident (Adults and Youth): Grass field and Sprague turf field: \$150; High School turf field: \$375 (fee is for field use only; utilization of scoreboard and sound system is not allowed), and
- 12) Non-Recreation Department Camps: Grass field: \$35 per participant; Turf fields: \$50 per participant. (Camps catering to participants over the age of 12 years will, whenever available, use the turf fields.)
- 13) All field rentals that are not charged per participant are figured in increments of 1.5 hours.

General Field Use Rules

Hours of Operation: Fields may be used until dusk with the exception of the lighted Multi-Purpose Field (at Hunnewell). Lights may remain on until 9:30 pm, except for Reidy Field, where lights may remain on until 9:45 pm. No play before 8:00 am on Sunday at any field that abuts homeowners.

Prohibited Activities: Any prohibited activities posted on signage at the High School track or any fields, consumption/possession of drugs or alcoholic beverages; use of fields beyond permitted dates or times; use of grass fields during wet field conditions or before they are declared available for use; and any activity that may cause field damage. Users must show good judgment when using fields and must stop play if the field shows damage during activity. Any group who causes damage to any field will be responsible for repair costs.

Field Closures: <http://www.wellesleyma.gov/1049/Playing-Fields-OpenClosed-Status> or call 781-235-2370 for the latest field closures. If a field is closed, no use is permitted at all. The field status webpage and the hotline are for informational purposes only; field signage and/or direct communication from the Wellesley DPW Park and Tree Division (DPW) take precedence. Whenever possible, DPW will email user groups and post signs when fields are closed.

Please note that grass fields can be closed even when the weather appears good at the time because of standing water, previous damage or other field condition issues. The DPW, in consultation with the PFTF, will recommend when fields should be closed in order to rest them to prevent significant damage from overuse or for maintenance reasons.

Weather: Because lightning can strike up to 10 miles from a storm, users should seek safe shelter as soon as they hear thunder or see lightning. They should wait for 30 minutes without hearing thunder or seeing lightning before returning to the field.

Maintenance of Baseball/Softball Infields: Baseball/softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is supplied and coaches are responsible for knowing the storage box combinations.

Litter, Trash and Recycling: All users are responsible for picking up any trash or litter on the field at the completion of their practice or game session regardless of whether this trash was there when they first got on the field or not. **Pick up trash when you leave the field, even if it is not yours.** Consider naming team captains at each practice or game to oversee litter collection and recycling.

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Users are expected to use trash and recycling receptacles located on or near the fields or to take their waste home for disposal. If the group expects to generate excess trash, they must provide a means for removing trash themselves. Bring a trash bag with you to games and practices. Please pick up and recycle all plastic bottles. Inform coaches, players, players' families, and attendees at games and practices that there are water fountains at the majority of the active playing fields and that **participants are strongly encouraged to utilize reusable and refillable water bottles for all practices and games.**

The last group to use a field for the day is responsible for leaving a clean, litter free field.

If you consistently find trash when you arrive at the field please contact the Recreation Director at (781) 235 – 2370, who will attempt to identify the users who might be leaving the field in such condition.

Users are urged to support the preservation and sustainability of Wellesley's playing fields through responsible use of the fields and respect for those who neighbor the fields. It is the responsibility of all coaches, managers, referees and parents to lead by example by educating our children on the proper use of field space and emphasizing the importance of caring for our community assets and maintaining a clean environment.

Concerns related to the maintenance/condition of the High School track or any field should be addressed to the Assistant Superintendent/Deputy Tree Warden of the Park Division at dpw@wellesleyma.gov.