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## 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 under the guidance of the PFTF.

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**History:** In 1997, the Natural Resources Commission established the PFTF. The PFTF consists of representatives from the major user groups (Youth Baseball/Softball, Youth Soccer, Youth Lacrosse, Youth Football, Youth Field Hockey, Youth Hockey, Adult Softball) and landowners, (the Recreation Commission, the Natural Resources Commission, the Board of Selectmen, School Committee, and the Board of Public Works) as well as a citizen at-large. 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 responsible boards and one representative each from the major user groups, as well as the citizen at-large, consistent with the PFTF Charter. Staff from the five boards may vote when acting with appropriate board member proxy power.

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#### **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 requires 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

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August 1 – Fall

It is expected that the representatives from each league will meet with each other and coordinate with the School Department 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 without the authorization of the PFTF.

PFTF members from the responsible boards 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 board's policies, the board reserves the right to restrict or further condition issuance of permits.

#### 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. The NRC will issue permits for these events. The NRC will coordinate with the Recreation Director and the Athletic Director to determine if these events will impact previously scheduled athletic or permitted events.
- 2) School Use: The 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: 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

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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 account(s) dedicated to playing fields maintenance, consistent with Article 55 of the Town Bylaws. The PFTF shall advise the DPW on the use of funds in said accounts. How fees are credited between the two funds shall be determined by the

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PFTF considering future field needs. Annual reports will be given to the PFTF and the responsible boards on the funds collected and the uses of the 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 participant per season (\$15 to Turf Field 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 participant per season; if not a seasonal rental: \$150.
- 8) Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$25 to light account),
- 9) Wellesley Resident – One-Time Use: \$50 for a grass field, including the Multi-Purpose Field (at Hunnewell), but \$75 if using lights (incremental \$25 to light account); \$75 for a turf field.
- 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: \$35 per participant on a grass field; \$50 per participant on a turf field. (Camps catering to participants over the age of twelve years shall, whenever available, be assigned to turf fields).
- 13) All track and field rentals that are not charged per participant are figured in increments of 1.5 hours.

Fees collected shall be deposited into the DPW Field Use Fund, unless otherwise noted or a rental of a turf field; revenue from turf field rentals shall be deposited into the Turf Field Fund.

#### 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,

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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 at 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: [Check wellesley.ma.gov/1049/Playing-Fields-OpenClosed-Status](http://wellesley.ma.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 are for informational purposes only; field signage and/or direct communication from the Wellesley DPW Park and Tree Division (DPW) take precedence. Whenever possible, the 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 and/or for maintenance reasons.

Weather: Because lightning can strike up to ten miles from a storm, users should seek safe shelter as soon as they hear thunder or see lightning. They should wait for thirty 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 and/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

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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 notify [the Recreation Department at recreation@wellesleyma.gov](mailto:recreation@wellesleyma.gov) or (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.

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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 Board of Selectmen,
- a representative from the Wellesley United Soccer Club,
- a representative from the Wellesley Youth Baseball/Softball Association,
- a representative from the Wellesley Youth Lacrosse Club,
- a representative from Wellesley Youth Football,
- 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, 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.

#### **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.

#### **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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## **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, 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.

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.

# Hunnewell Elementary School

## Facilities Project

### Gymnasium Recommendation



**Presentation to School Building Committee**  
**TBD**

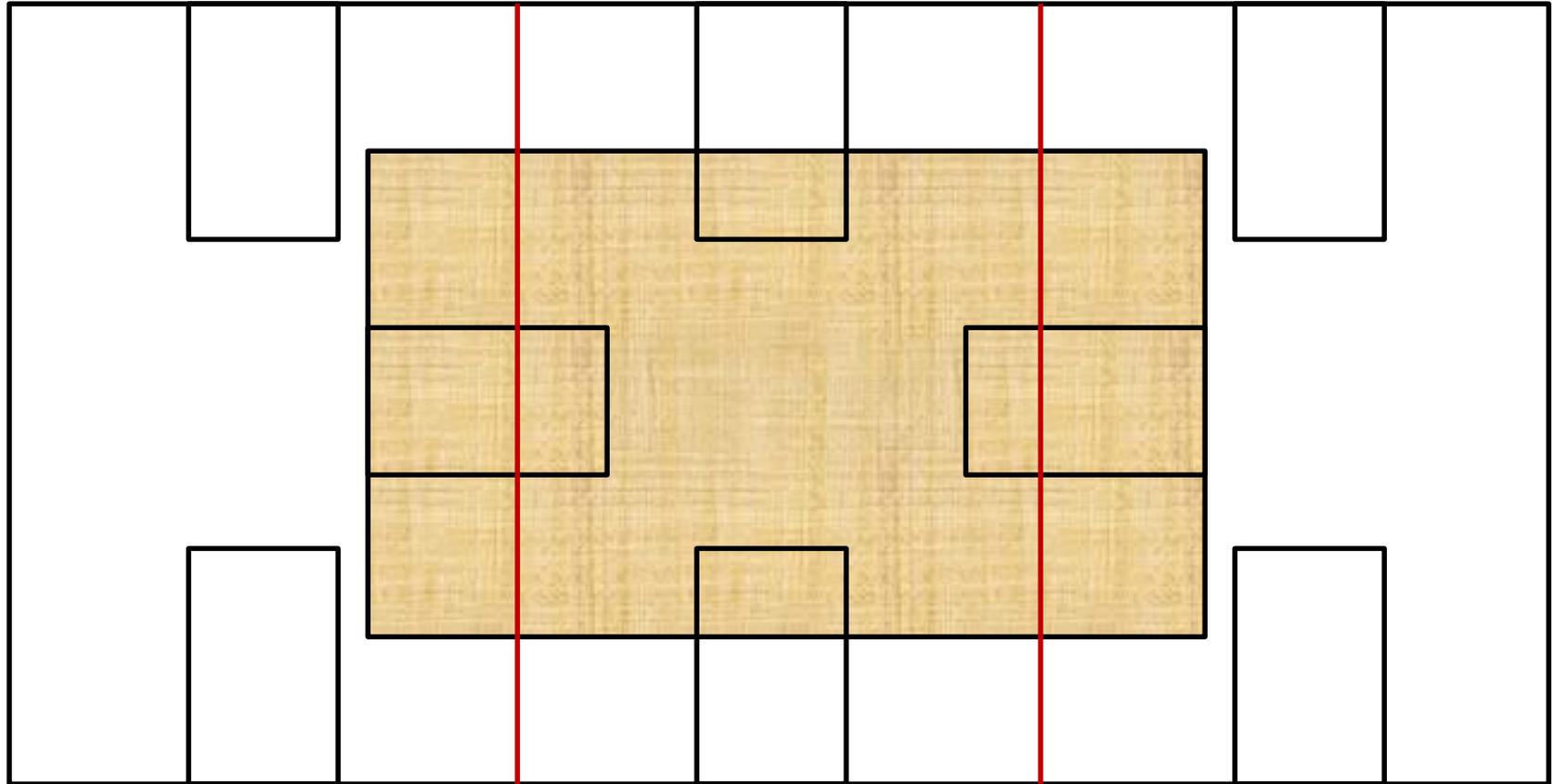
**Presented by:**

**Tripp Sheehan, Wellesley Playing Fields Task Force**  
**John Brown, Athletic Director, Wellesley Public Schools**

# Impact of Transition to New Wellesley High School

- Old high school had a main gym and a second building with upper and lower gyms
- Upper and lower gyms in old high school were utilized for the following:
  - Basketball practice and games for freshmen and JV
    - Currently utilize Sprague and Bates gyms
      - Limited or no seating for spectators
      - Bates gym 3 point line is so close to out of bounds line on baseline that a three point shot puts the player out of bounds
  - Volleyball practice and games for freshmen boys and girls
    - Currently utilize main gym for practice and games
  - Wrestling
    - Currently utilize main gym for meets and cafeteria for practice
    - No wrestling room at WHS due to need to repurpose the designated space to expand the reduced fitness center design to adequately accommodate needs
  - Cheerleading
    - Currently utilize cafeteria for practice
  - Gymnastics
    - Currently utilize facility and equipment in Newton
  - Indoor track workouts in inclement weather
    - Currently no dedicated comparable indoor space available
  - Indoor baseball and softball workouts in inclement weather
    - Currently no dedicated comparable indoor space available

# Limitations With Current WHS Gym Configuration



Full court and side court cannot be used simultaneously due to main court placement and curtain locations (shown in red)

# Community Need for Additional Indoor Gym Space

- Create additional indoor gym space capacity for displaced sports identified on previous slide
- Create additional capacity to meet community needs for additional indoor gym space
  - Wellesley Youth Basketball Program WYBA sponsors multiple programs for Wellesley community members
    - Wellesley Hoops – 675 participants from 4<sup>th</sup> thru 9<sup>th</sup> grade
    - 3<sup>rd</sup> Grade League – 150 participants
    - 2<sup>nd</sup> Grade League – 90 participants
    - Wellesley High School Recreation League – 100 participants from 9<sup>th</sup> thru 12<sup>th</sup> grade
    - Metrowest – 200 participants
    - TOPS – 40 participants
  - WYBA utilizes all currently available School gym space and has to rent space at Meadowbrook, Dana Hall and Rivers to meet the facility needs

# High School and Middle School Sports

Fall Season		Winter Season		Spring Season	
Sport	Field/Facility Requirement	Sport	Field/Facility Requirement	Sport	Field/Facility Requirement
Boys Soccer (MS)	Rectangular Field	Boys Basketball (MS)	Indoor Gym	Boys Baseball (MS)	Diamond Field
Boys Soccer (Freshman)	Rectangular Field	Boys Basketball (Freshman)	Indoor Gym	Boys Baseball (Freshman)	Diamond Field
Boys Soccer (JV)	Rectangular Field	Boys Basketball (JV)	Indoor Gym	Boys Baseball (JV)	Diamond Field
Boys Soccer (Varsity)	Rectangular Field	Boys Basketball (Varsity)	Indoor Gym	Boys Baseball (Varsity)	Diamond Field
Girls Soccer (MS)	Rectangular Field	Girls Basketball (MS)	Indoor Gym	Girls Softball (MS)	Diamond Field
Girls Soccer (Freshman)	Rectangular Field	Girls Basketball (Freshman)	Indoor Gym	Girls Softball (Freshman)	Diamond Field
Girls Soccer (JV)	Rectangular Field	Girls Basketball (JV)	Indoor Gym	Girls Softball (JV)	Diamond Field
Girls Soccer (Varsity)	Rectangular Field	Girls Basketball (Varsity)	Indoor Gym	Girls Softball (Varsity)	Diamond Field
Boys Football (MS)	Rectangular Field	Dance Team (Varsity)	Indoor Gym	Boys Lacrosse (Freshman)	Rectangular Field
Boys Football (Freshman)	Rectangular Field	Girls Gymnastics (Varsity)	Indoor Gym	Boys Lacrosse (JV)	Rectangular Field
Boys Football (JV)	Rectangular Field	Boys Indoor Track (JV)	Indoor Track/School Halls	Boys Lacrosse (Varsity)	Rectangular Field
Boys Football (Varsity)	Rectangular Field	Boys Indoor Track (Varsity)	Indoor Track/School Halls	Girls Lacrosse (Freshman)	Rectangular Field
Girls Field Hockey (MS)	Rectangular Field	Girls Indoor Track (JV)	Indoor Track/School Halls	Girls Lacrosse (JV)	Rectangular Field
Girls Field Hockey (Freshman)	Rectangular Field	Girls Indoor Track (Varsity)	Indoor Track/School Halls	Girls Lacrosse (Varsity)	Rectangular Field
Girls Field Hockey (JV)	Rectangular Field	Boys Wrestling (MS)	Indoor Gym	Boys Outdoor Track (MS)	Track and Rectangular Field
Girls Field Hockey (Varsity)	Rectangular Field	Boys Wrestling (JV)	Indoor Gym	Boys Outdoor Track (JV)	Track and Rectangular Field
Boys Cross Country (MS)	Track & Outdoor Course	Boys Wrestling (Varsity)	Indoor Gym	Boys Outdoor Track (Varsity)	Track and Rectangular Field
Boys Cross Country (JV)	Track & Outdoor Course	Boys Ice Hockey (MS)	Ice Rink	Girls Outdoor Track (MS)	Track and Rectangular Field
Boys Cross Country (Varsity)	Track & Outdoor Course	Boys Ice Hockey (Freshman)	Ice Rink	Girls Outdoor Track (JV)	Track and Rectangular Field
Girls Cross Country (MS)	Track & Outdoor Course	Boys Ice Hockey (JV)	Ice Rink	Girls Outdoor Track (Varsity)	Track and Rectangular Field
Girls Cross Country (JV)	Track & Outdoor Course	Boys Ice Hockey (Varsity)	Ice Rink	Boys Tennis (MS)	Tennis Courts
Girls Cross Country (Varsity)	Track & Outdoor Course	Girls Ice Hockey (MS)	Ice Rink	Boys Tennis (JV)	Tennis Courts
Boys Golf (JV)	Golf Course	Girls Ice Hockey (Freshman)	Ice Rink	Boys Tennis (Varsity)	Tennis Courts
Boys Golf (Varsity)	Golf Course	Girls Ice Hockey (JV)	Ice Rink	Girls Tennis (MS)	Tennis Courts
Girls Volleyball (MS)	Indoor Gym	Girls Ice Hockey (Varsity)	Ice Rink	Girls Tennis (JV)	Tennis Courts
Girls Volleyball (Freshman)	Indoor Gym	Boys Swimming (JV)	Swimming Pool	Girls Tennis (Varsity)	Tennis Courts
Girls Volleyball (JV)	Indoor Gym	Boys Swimming (Varsity)	Swimming Pool	Boys Volleyball (JV)	Indoor Gym
Girls Volleyball (Varsity)	Indoor Gym	Boys Diving (Varsity)	Swimming Pool	Boys Volleyball (Varsity)	Indoor Gym
Girls Swimming (JV)	Swimming Pool	Boys Nordic Skiing (JV)	Outdoor Course	Girls Golf (JV)	Golf Course
Girls Swimming (Varsity)	Swimming Pool	Boys Nordic Skiing (Varsity)	Outdoor Course	Girls Golf (Varsity)	Golf Course
Girls Diving (Varsity)	Swimming Pool	Girls Nordic Skiing (JV)	Outdoor Course	Coed Sailing (JV)	Lake
		Girls Nordic Skiing (Varsity)	Outdoor Course	Coed Sailing (Varsity)	Lake
		Boys Alpine Skiing (JV)	Ski Slope		
		Boys Alpine Skiing (Varsity)	Ski Slope		
		Girls Alpine Skiing (JV)	Ski Slope		
		Girls Alpine Skiing (Varsity)	Ski Slope		

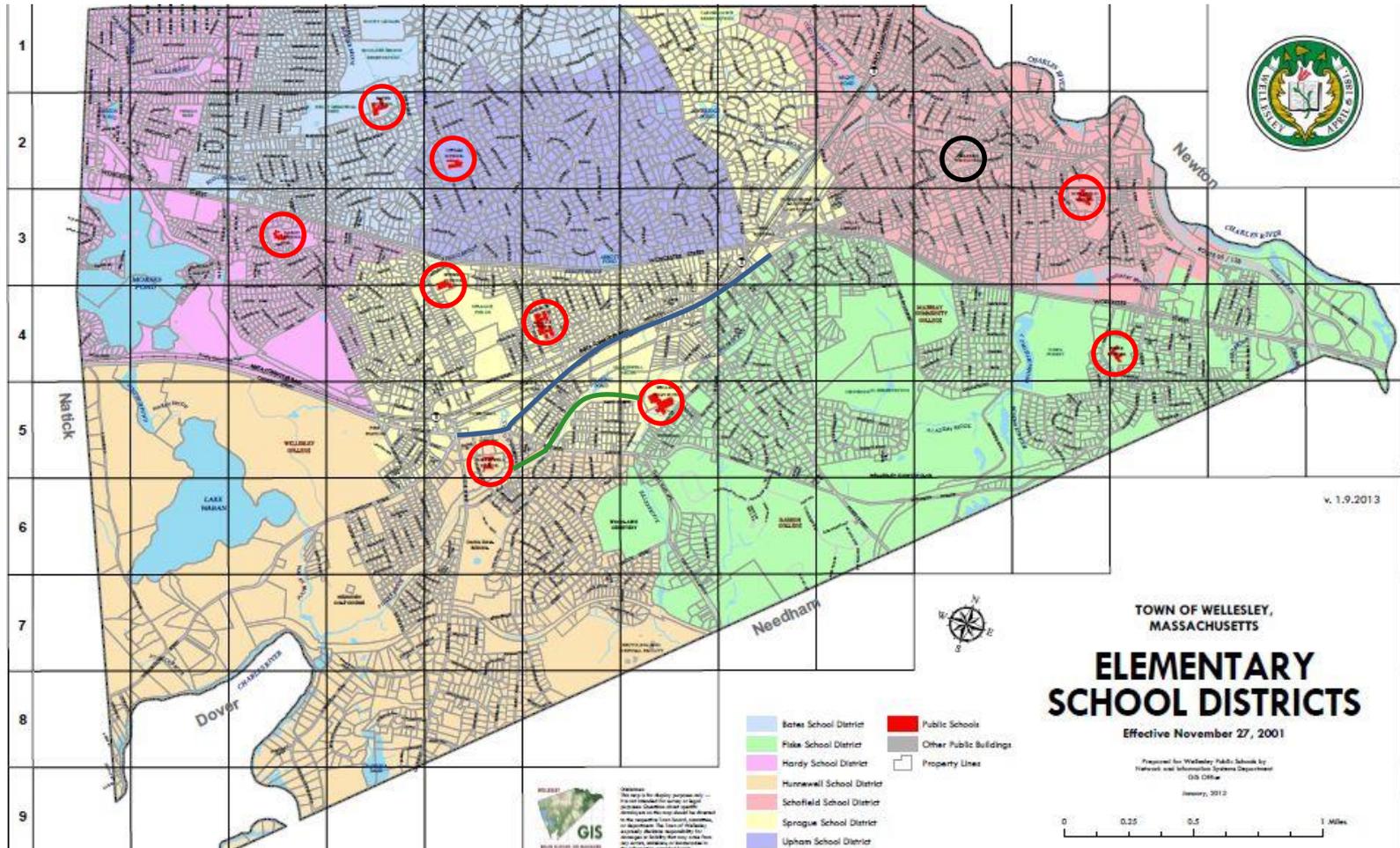
Color Key: No available Wellesley facility exists

There are 99 athletic teams for 7<sup>th</sup> grade through 12<sup>th</sup> grade with more 1,300 discreet individual participants out of the roughly 2,300 students from 7<sup>th</sup> grade through 12<sup>th</sup> grade 5

# School/Town Owned Gym Facilities

School/Town Owned Facility	Gym	Gym Dimensions	Regulation Basketball Court Dimension HS: 50' x 84' MS/ES: 42' x 74'	Bleacher Seating Capacity	Floor Type	Total # of Baskets	# of Adjustable Height Baskets	Backboard Material	Volleyball Floor Sockets	Wrestling Mats	Includes Stage	Additional Uses
Wellesley High School	Main Gym	96 x 157.5	50 x 95	1800	Wood	8	8	Glass	Yes	Yes	No	
	Fitness Center	N/A	N/A	N/A	N/A Wood	N/A	N/A	N/A	N/A	N/A	N/A	Fitness facility only
Wellesley Middle School	Upper Gym	72 x 95	50 x 76	400	Wood	6	0	Glass	Yes	No	No	
	Lower Gym	59.5 x 80	50 x 74	0	Wood	6	0	2 Glass 4 Fiberglass	No	No	No	
	Fitness Center	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Fitness facility only
Bates Elementary School	Main Gym	48 x 84	42 x 70	0	Wood	2	2	Glass	No	No	Yes	Auditorium
Fiske Elementary School	Main Gym	48 x 85	39.5 x 70	0	Wood	5	2	Fiberglass	No	No	No	Auditorium
Hardy Elementary School	Main Gym	47 x 59.5	39 x 55.5	0	Wood	2	2	Wood	No	No	Yes	Cafeteria/Auditorium
Hunnewell Elementary School	Main Gym	37.5 x 52	34.5 x 49	0	Rubber	2	0	Metal	No	No	Yes	Cafeteria/Auditorium
Schofield Elementary School	Main Gym	50 x 73.5	41 x 61	0	Wood	2	0	Wood	No	No	Yes	Cafeteria/Auditorium
Sprague Elementary School	Main Gym	60 x 103	50 x 84	100	Wood	6	6	Glass	No	No	Yes	Auditorium
Upham Elementary School	Main Gym	55 x 59	47 x 54	0	Wood	4	4	Metal	No	No	Portable	Cafeteria/Auditorium
Warren Recreation Center	Main Gym	45 x 80.5	40 x 75	0	Wood	6	4	Glass	Yes	No	No	Multiple Recreation Uses

# School/Town Owned Gym Locations



Walking Distance From WHS to Hunnewell Elementary School via Brook Path (shown by green line) - .7 miles (14 minutes). Eliminates need to cross Washington Street (shown by blue line).

# Request for Hunnewell Elementary School

- Include 50' x 84' basketball court with 6 adjustable baskets, recessed volleyball sleeves and sockets, telescopic bleacher seating for 300 spectators, equipment storage closet and ideally, in priority order:
  1. Elevated Indoor Track
  2. Retractable Batting Cage
  3. Wrestling Mat Lifter
- Estimated that 9,000 square foot gym would be needed to accommodate the foregoing.
- Adding such a gym to Hunnewell Elementary School helps address the shortage of available indoor gym space
- Adding such a gym would increase practice/game scheduling flexibility and efficiency
- Adding such a gym to Hunnewell Elementary School, as opposed to Hardy or Upham, places the gym in close proximity to the high school to allow for ease of access and reduced foot and automobile traffic across Washington Street
- This is an opportune and relatively cost efficient time to add additional gym space (including the fact that this would not be MSBA funded, constrained gym space) to a planned construction project as there are likely to be few suitable opportunities to add additional gym space in the near or intermediate term future

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

**Special Event Field Permit Application**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime phone #: \_\_\_\_\_

Field(s) requested: \_\_\_\_\_

Event type (please specify): \_\_\_\_\_

Date of event: \_\_\_\_\_

Day(s): \_\_\_\_\_ Time: *Start* \_\_\_\_\_ *Finish* \_\_\_\_\_

Rain date (if needed): \_\_\_\_\_

Est. # of number of participants: \_\_\_\_\_ Est. # of number of spectators: \_\_\_\_\_

Est. % age of participants who are Wellesley residents: \_\_\_\_\_ Est. # of cars/buses: \_\_\_\_\_

Is a police detail required? Circle one: Yes No

Is a parking/traffic control plan attached? \_\_\_\_\_ Is a trash removal plan attached? \_\_\_\_\_

Have you attached a certificate of insurance with the Town of Wellesley listed as insured? \_\_\_\_\_

Is a restroom plan attached? \_\_\_\_\_

Is electricity needed? Circle one: Yes No Is water needed? Circle: Yes No

*Please see next page for what constitutes a special event.*

Send completed form to Recreation Director Matt Chin (see address above). For questions, please call Matt or e-mail him at (781) 235-2370.

## SPECIAL EVENT PERMIT INFORMATION

### **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) on a Town athletic field, and:

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

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,
- Walks, runs, athletic, bicycle, and vehicle races and rides,
- 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, and
- Other events as deemed by the PFTF.

### **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:

- 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
- Police detail required

Note that public rights-of-way often extend beyond the paved or travel surface of a roadway.

A traffic control plan should site a specific map of routes or locations where the 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

### **Recycling Plan**

Applicants must also submit a recycling plan, detailing how all debris will be recycled, when possible, or otherwise removed from an event site immediately after the event. Failure to do so may require the Town of Wellesley to remove recycling/trash. All expenses will be the responsibility of the event applicant. The applicant is required to provide recycling/trash 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. A map of recycling and trash receptacle locations must be included with recycling plan.

### **Insurance Requirements**

A certificate of insurance must be filed ten working days before the event. The named insured must match the name of the event organization on the application and permit. Additionally, naming the Town of Wellesley as an additional insured with the following minimums: Town Counsel/MIAA

### **Restroom Plan:**

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 chemical toilet is necessary for every 100 people. A map of portable toilet locations must be included with the restroom plan. You may also coordinate the opening of a Town building for restroom use. For School Committee-owned buildings, please contact School Business office at (781) 446-6210. For other Town-owned buildings, please contact the Recreation Department at (781) 235-2370.

## GENERAL PERMIT INFORMATION

### **Process and Timeline**

- 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.

### **General Policies**

- No alcohol and illegal drugs. No marijuana.
- 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.wellesleyma.gov/390/Recreation-Commission](http://www.wellesleyma.gov/390/Recreation-Commission).
- 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.

***For schedule of rental fees and priority use order, please see current Playing Fields Policy at [www.wellesleyma.gov/356/Playing-Fields-Task-Force](http://www.wellesleyma.gov/356/Playing-Fields-Task-Force).***

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.

### 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: [www.wellesleyma.gov/1049/Playing-Fields-OpenClosed-Status](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](mailto:dpw@wellesleyma.gov).