

# Hunnewell Elementary School Feasibility Study

SMMA  
COMPASS  
PROJECT MANAGEMENT



# Swing Space



# School Committee Swing Space Guidance to SBC (August 2017)

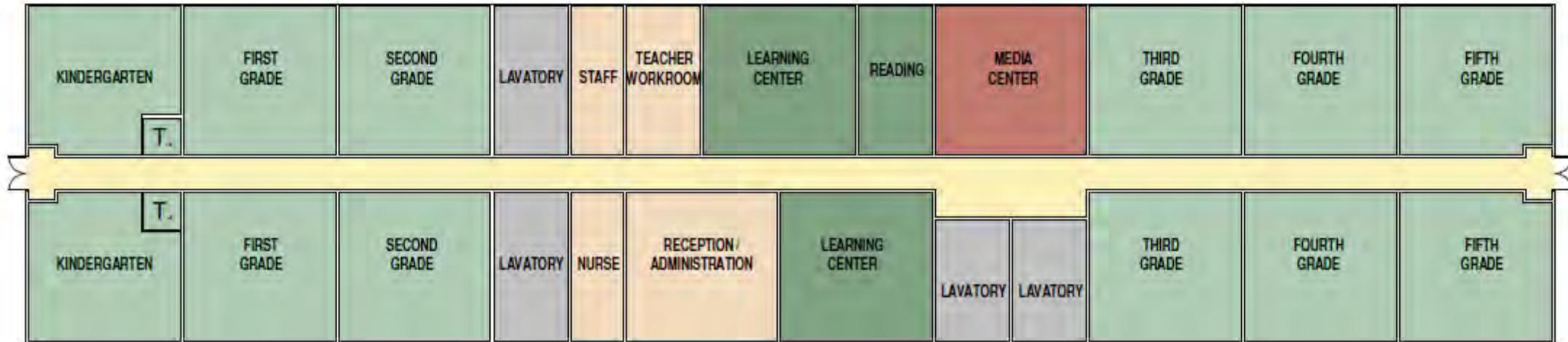
- Limit disruption to students to the extent possible
- Keep cohorts of students together. Ideally:
  - Keep entire Hunnewell population together, or
  - Break up into two groups of students, but keep grade cohorts together
- Redistricting:  
Each child should face no more than one school community transition, if at all feasible
- Elementary school classrooms are currently fully utilized
  - “Scattering” Hunnewell students across the district not supported by SC
  - TLC program requires careful consideration
- School Committee to revisit swing space guidance in early 2019

# Swing Space Study

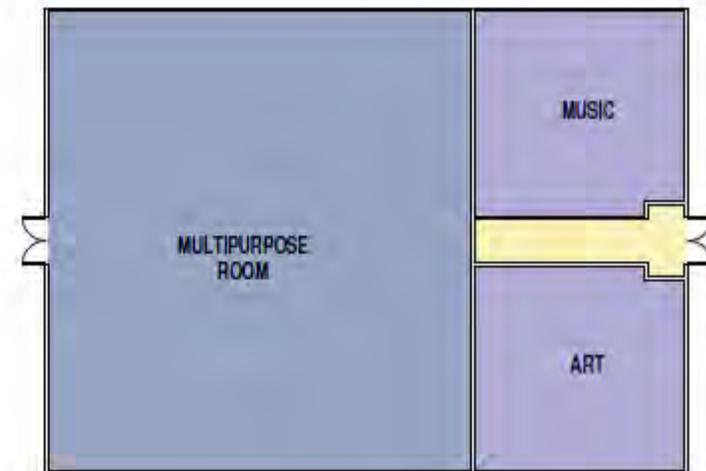
- Four Options Identified
  - Modulares On Hunnewell Site do *not* fit
  - Modulares On Cameron Street lot *not* acceptable
  - “Space Mining” &/or Modulares at multiple Elementary School Sites Studied
    - Sprague and Scofield are preferred initial sites for full or half of school (full School preferred)
    - Bates Fields not under SC jurisdiction
    - Fiske Site is too restrictive
    - Hardy & Upham Sites will conflict with H/U Study
  - Alternative Site (Village Church – Limited use of space impacts viability (1/2019), St Paul’s – study completed in 2016 – cost prohibitive)
  - Wait until Hardy/Upham project is complete
- Goal is to create a matrix of Swing Space Options that connect to our matrix of Concept Options – but generally independent of final selected option

# Swing Space

## Modular School Plans: Single Site

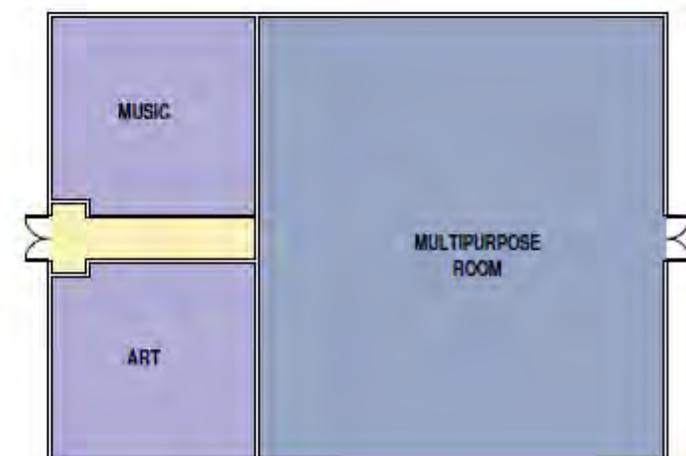
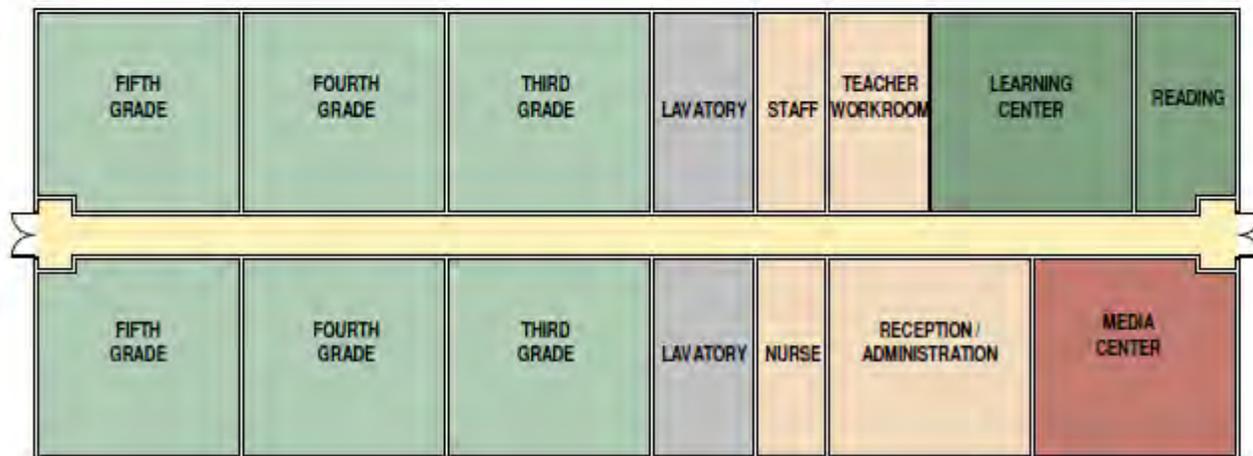
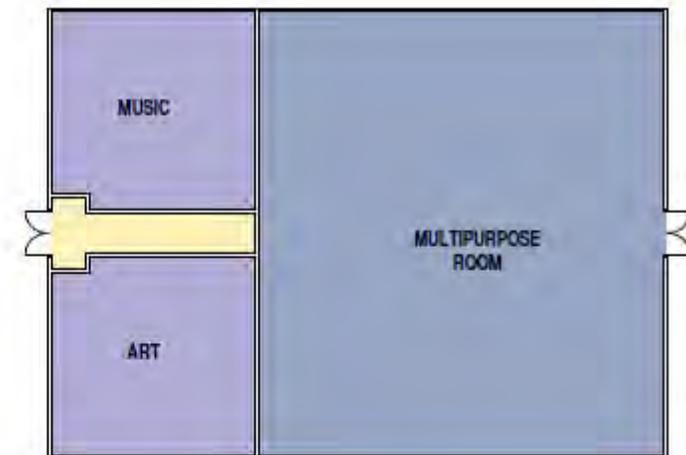
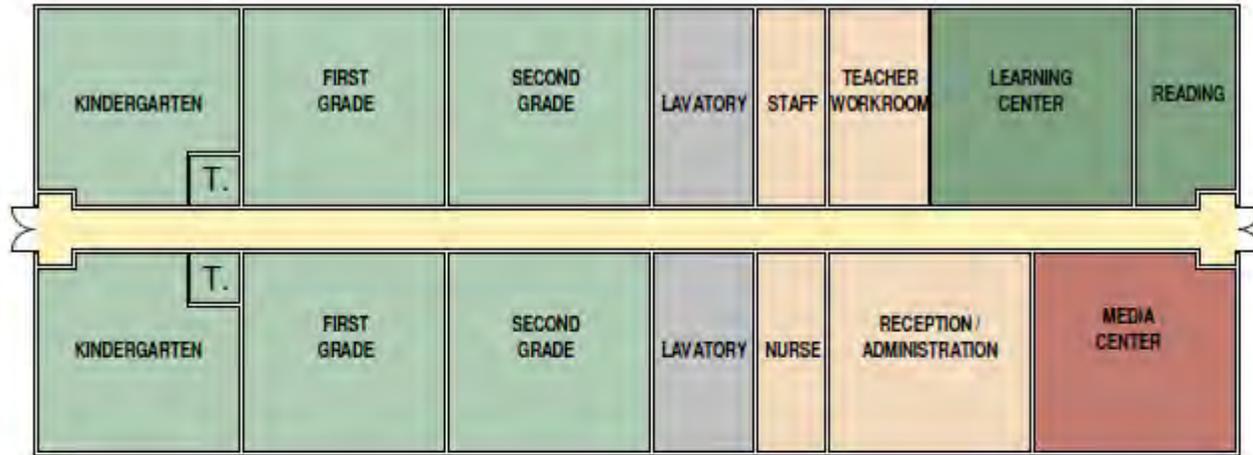


- 275' Long
- 62' Wide
- Sono Tube Foundations
- Ramps and stairs at all entrance points



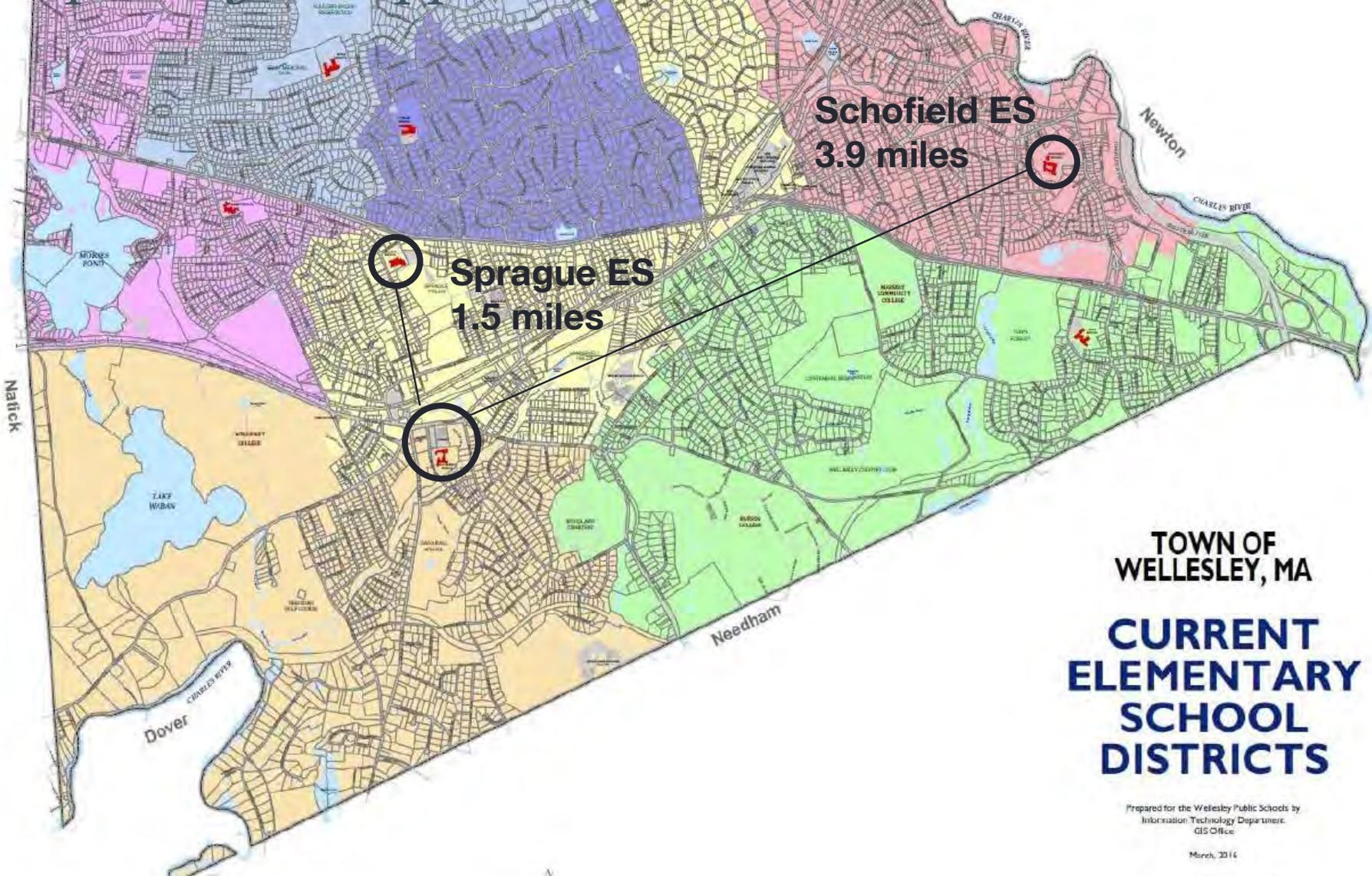
# Swing Space

## Modular School Plans: Two Sites



# Swing Space

## *Exploring All Opportunities*



**TOWN OF WELLESLEY, MA**

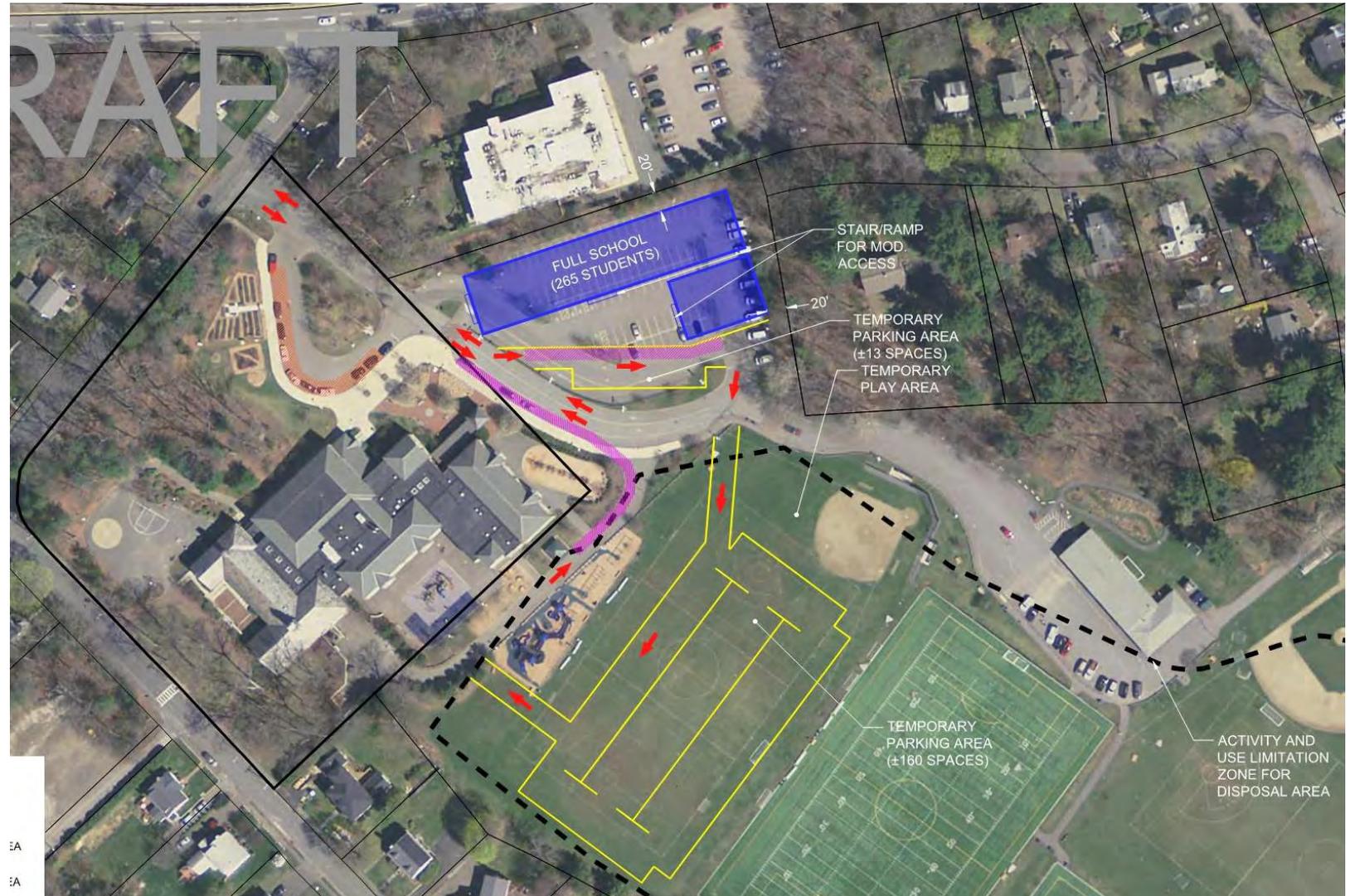
**CURRENT  
ELEMENTARY  
SCHOOL  
DISTRICTS**

Prepared for the Wellesley Public Schools by  
Information Technology Department  
GIS Office

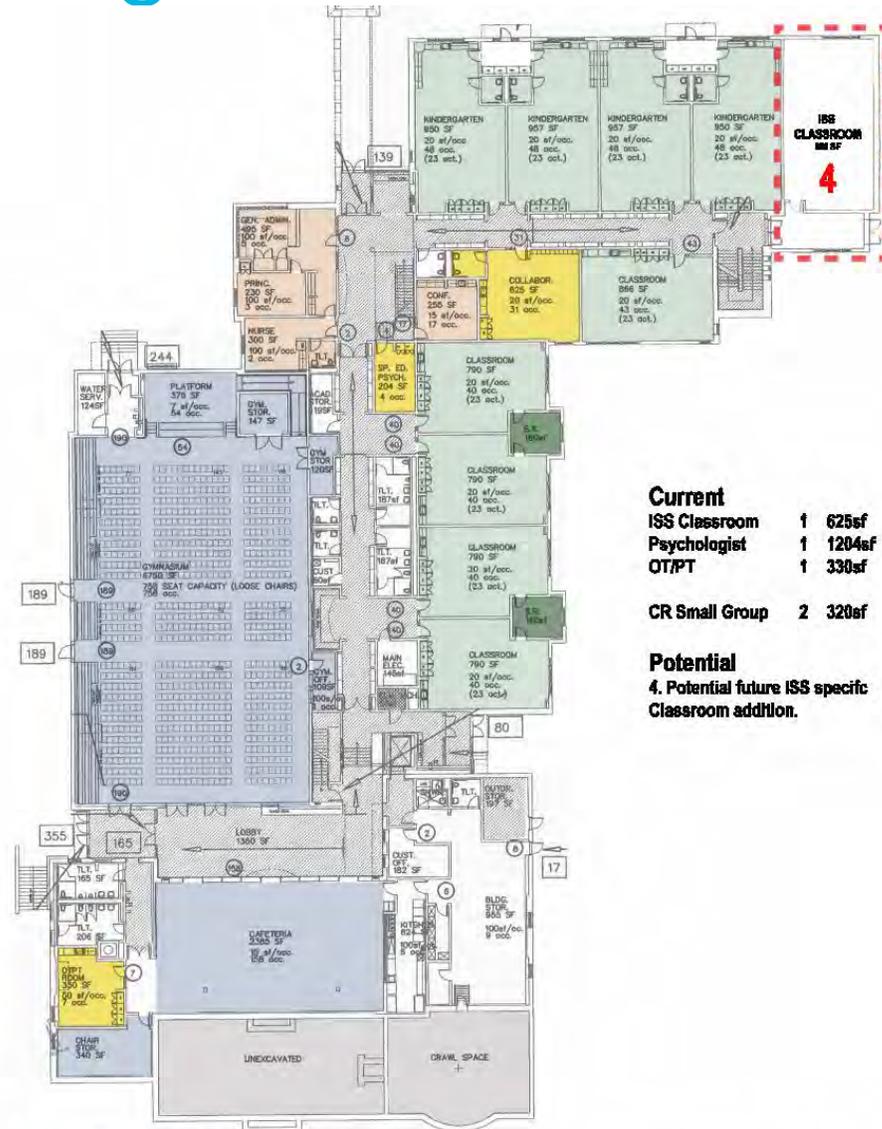
# Sprague School Site: Swing Space

*Full School – 265 Students K-5*

- Large site – largest with parking
- Activity and Use Limitation Zone (AUL) for waste disposal area regulates development on fields
- Sprague School has largest common spaces
- Central location on “southern” side of Town better for transportation, closest to existing Hunnewell School
- Replace grass field with Turf field when complete to match adjacent site facilities



# Sprague School – Future Considerations

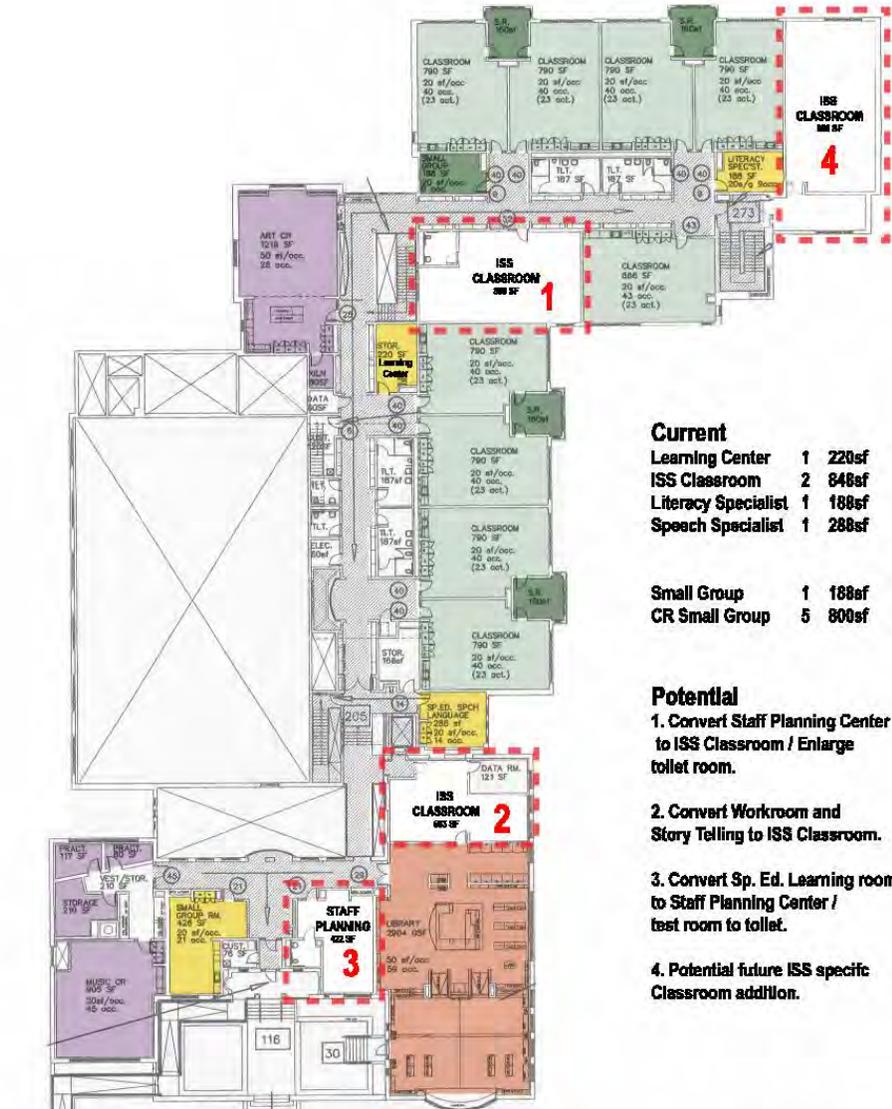


**Current**  
**ISS Classroom** 1 625sf  
**Psychologist** 1 1204sf  
**OT/PT** 1 330sf

**CR Small Group** 2 320sf

**Potential**  
**4. Potential future ISS specific Classroom addition.**

Sprague Elementary School  
 First Floor Plan - Possible ISS Expansion



**Current**  
**Learning Center** 1 220sf  
**ISS Classroom** 2 848sf  
**Literacy Specialist** 1 180sf  
**Speech Specialist** 1 288sf

**Small Group** 1 188sf  
**CR Small Group** 5 800sf

**Potential**  
**1. Convert Staff Planning Center to ISS Classroom / Enlarge toilet room.**  
**2. Convert Workroom and Story Telling to ISS Classroom.**  
**3. Convert Sp. Ed. Learning room to Staff Planning Center / test room to toilet.**  
**4. Potential future ISS specific Classroom addition.**

Sprague Elementary School  
 Second Floor Plan - Possible ISS Expansion

# Schofield School Site: Swing Space

*Full School – 265 Students K-5*

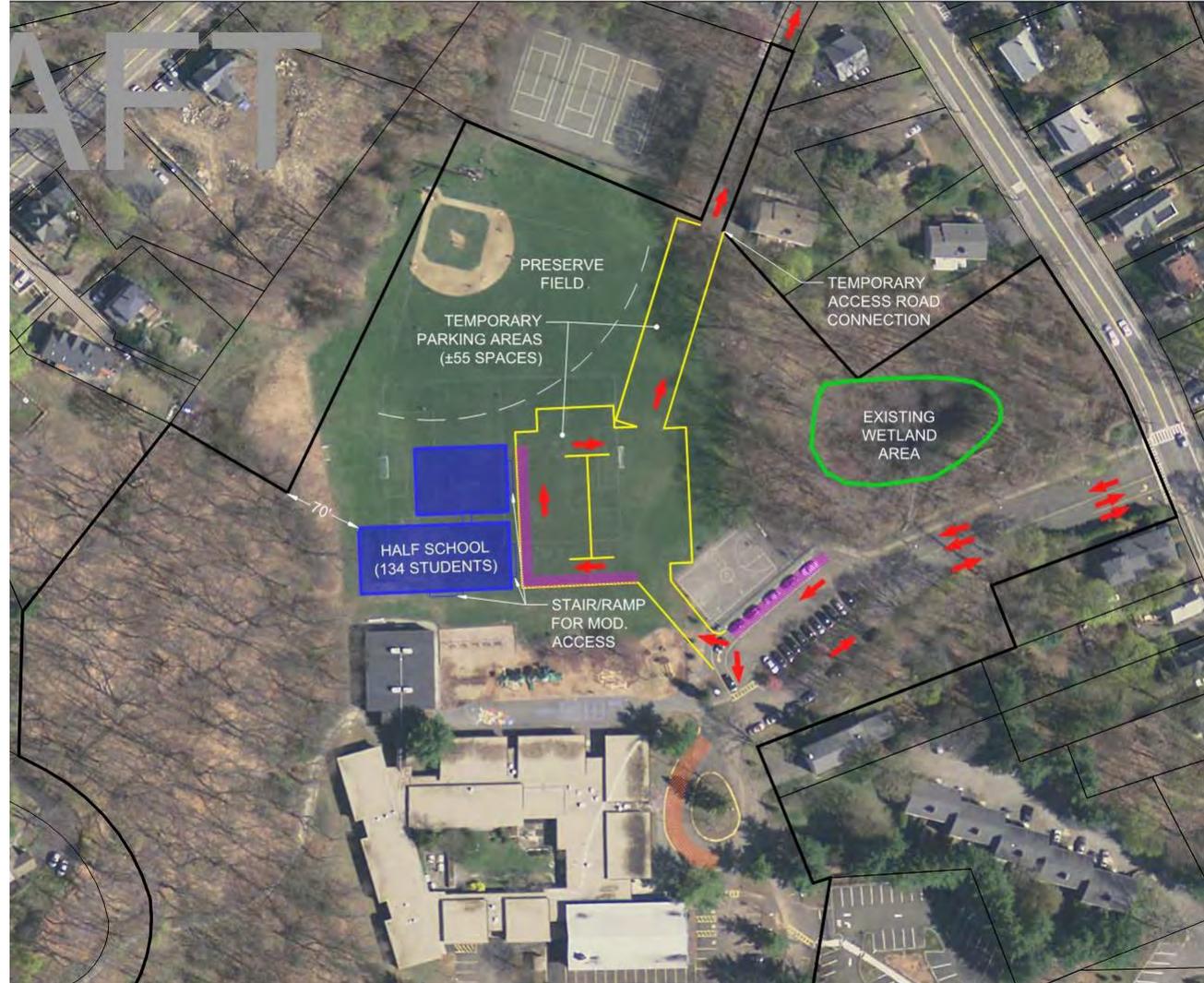
- Largest site
- Field Location most likely location
- Potential to expand off current permanent modular corridor
- Tennis courts are NRC land
- Location on “southern” side of Town better for transportation (TBD)



# Schofield School Site: Swing Space

*Half School – 134 Students 3-5*

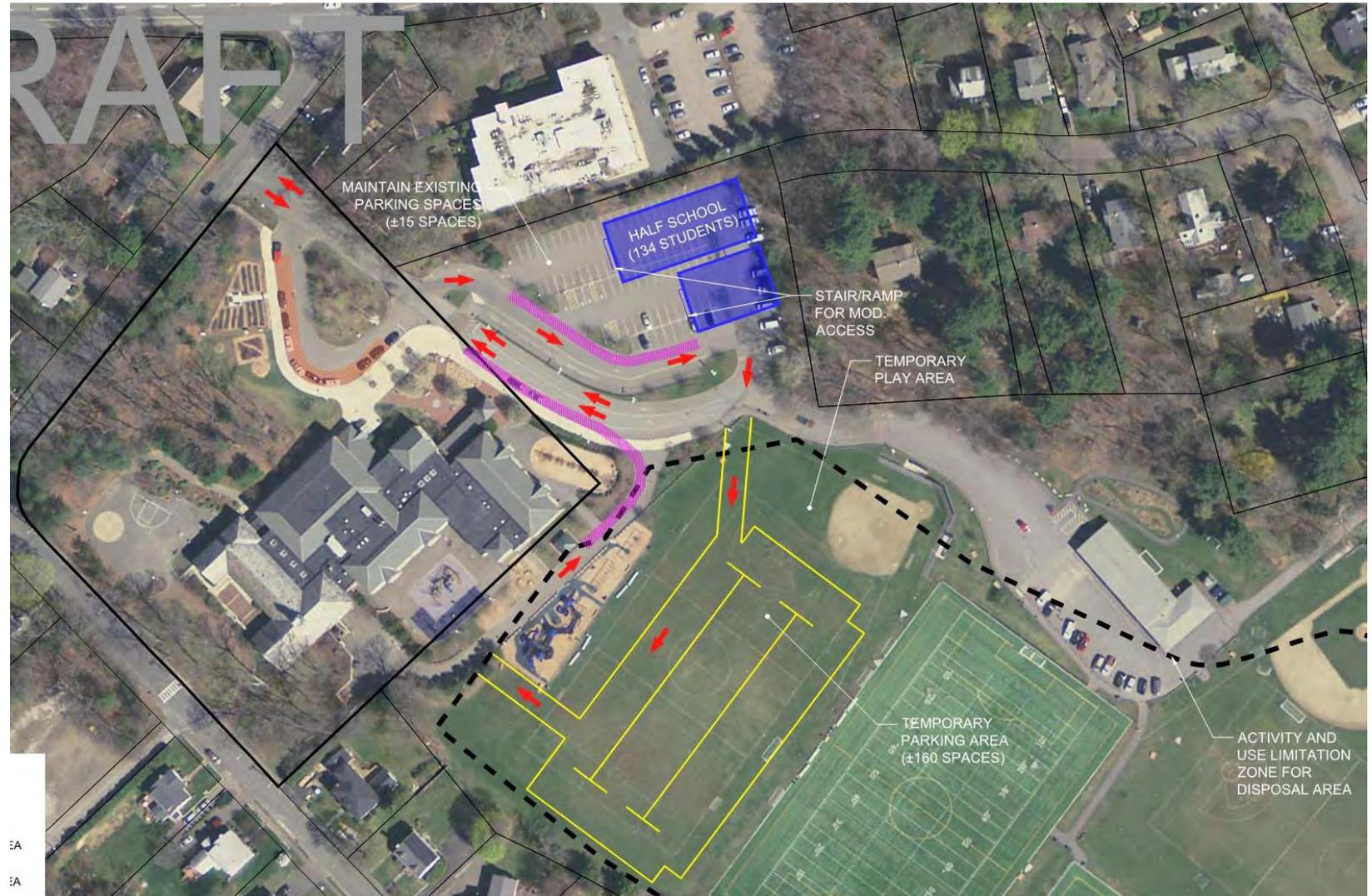
- Largest site
- Field Location most likely location
- Potential to expand off current permanent modular corridor
- Tennis courts are NRC land
- Location on “southern” side of Town better for transportation (TBD)



# Sprague School Site: Swing Space

*Half School – 134 Students K-2*

- Large site – largest with parking
- Activity and Use Limitation Zone (AUL) for waste disposal area regulates development on fields
- Sprague School has largest common spaces
- Central location on “southern” side of Town better for transportation, closest to existing Hunnewell School
- Replace grass field with Turf field when complete to match adjacent site facilities



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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.

**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, Adult Softball) and landowners, (Recreation Commission, Natural Resources Commission, Board of Selectmen, School Committee, and 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.

### 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, Baseball/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 and PFTF administrative costs, 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

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two funds shall be determined by the 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 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 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](mailto: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 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.

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**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 PFTF administrative costs, 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.

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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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**TO: Board of Selectmen, Board of Public Works, Natural Resources Commission,  
Recreation Commission, School Committee**  
**FROM: Playing Fields Task Force**  
**DATE: February 8, 2019**  
**RE: Revisions to the PFTF Charter and Playing Fields Policy**

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The Playing Fields Task Force is requesting your approval of changes to our Charter and the Playing Fields Policy. As our responsible boards, your approval is needed before these changes can take effect.

### *Background*

The goal of the PFTF is to provide a forum for the management of active athletic space in Town, consistent with the wishes of the responsible boards to whom Town Meeting has assigned the care, custody, and control of parcels of Town land.

### *Charter Changes*

Please see the attached red-lined document for the full proposal; however, there are a few changes we want to call your attention to:

- The Board of Selectmen would be added as a voting member. The BoS have been participating for some time; we believe this was an oversight that they were not included formally prior.
- Wellesley Youth Hockey would not be a member going forward, as their involvement was principally related to the planning and design of the 900 Worcester Street project, which is now under construction.
- Clarity would be added to the fee collection process, with the Charter now specifically referencing Article 55 of the Town Bylaws.
- Timing for the deadline of the PFTF's annual report would shift from December to August. Making this change will allow us to be included in the Annual Town Report.

### *Policy Changes*

Similar to the Charter, the red-lined version will contain all of the revisions. The major change to highlight is the Fee Structure section. The current Policy states that fees may be expended by the Board of Public Works after consultation with the Recreation Commission and the Natural Resources Commission. We cannot recall this actually occurring and, more importantly, the process is not in accordance Article 55. That bylaw authorizes the DPW as the sole agent able to withdraw from the fee accounts (within the annual withdrawal cap set by Town Meeting). The new language aligns to Article 55.

Additionally, the revisions clean up the wording of the fee list and clarify how dollars are segregated across the fee accounts. They also reflect the addition of the track as a rentable asset. Finally, the new version confirms that some of the fees collected can be used to offset the

PFTF's costs of collecting, processing, and depositing the fees, assuming your and Town Meeting support of an amendment to the bylaw language at the Annual Town Meeting.

Thank you for your support of the PFTF's work and your consideration of these proposed revisions to our governing documents.



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](mailto: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



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: Leslie Frank/Carla Farkes Organization: Mass Elite Lacrosse

Mailing Address: 490 Chapman Street, Suite 102, Canton 02021

Email: carla.farkes@gmail.com Daytime Phone # 781-562-1905

Field Requested: High School Stadium

For what activity/sport: Lacrosse summer camp

DATE (S) – List all

July 15 - 18

Day (s): Mon - Th Time: Start 9 am Finish 1pm

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

Approximate # of people: 100 # of Wellesley Residents: 50

**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](mailto: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.wellesleyma.gov](http://www.wellesleyma.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.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 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).