





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: Dave Rosenblatt Organization: Beantown Bombers Baseball

Mailing Address: 7 Foskett Court, #1, Natick, MA 01760

Email: beantownbombersbaseball@gmail.com Daytime Phone # 781-400-4334

Field Requested: Sprague 5 (Varsity Baseball) including outfield

For what activity/sport: Baseball

DATE (S) – List all

Sundays: April 28, May12, 19, June 6, 16, 30

Day (s): 6 Time: Start 9am Finish 1pm

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

Approximate # of people: 13 # of Wellesley Residents: 13

**To Request a field permit:**

- **Complete this form and submit to: Recreation Director Matt Chin (Address above)**
- **For Questions contact Matt Chin at 7881-235-2370 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

**FOR THE WELLESLEY GREEN INITIATIVE – SEE SECOND PAGE**



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DEPUTY DIRECTOR  
BRANDON G. FITTS

**FIELD PERMIT APPLICATION**

Name: **Dave Rosenblatt** Organization: **Beantown Bombers** —

Mailing Address: **7 Foskett Court, Natick, MA 01760**

Email: **dadrosie@gmail.com** Daytime Phone **781-400-4334**

Field Requested: **Fiske**

For what activity/sport: **Baseball**

DATE (S) – List all

**Sat. April 20, April 27, May 4, May 11 & Sun. April 28, May 5**

Time: **9am & 11am** Finish: **1pm**

Rain Date (if needed): **N/A**

Approximate # of people: **12** # of Wellesley Residents: **12**

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FIELD PERMIT APPLICATION

Name: Evan Zides Organization: Akademia Braves

Mailing Address: 9 Earle Road, Wellesley

Email: emzides@gmail.com Daytime Phone #: 617 838-2172

Field Requested: A Any Big Diamond Field (Hunnewell JV, Fresh off Sprague)

For what activity/sport: Baseball Sprague #5

DATE (S) - List all

5/11, 5/18, 6/8, 6/15, 6/29, 6/30

Day (s): Time: Start would like 9-1, but any 4 hr block Finish

Rain Date (if needed):

Approximate # of people: 14 # of Wellesley Residents: 13

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**FIELD PERMIT APPLICATION**

Name: John D. Lanza Organization: Temple Beth Elohim

Mailing Address: 18 Oakland Street, Wellesley, MA 02481

Email: john.lanza@comcast.net Daytime Phone # 617-342-4084

Field Requested: Hunnewell - Girls Softball - Multipurpose

For what activity/sport: Softball

DATE (S) – List all

April 7, 14, 21, 28

May 5,

Day (s): Sunday Time: Start 10:00 Finish 12:00

Rain Date (if needed): May 26, June 30

Approximate # of people: 20 # of Wellesley Residents: <1

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**FIELD PERMIT APPLICATION**

Name: GINA FRANCIS Organization: Wellesley High School Girls Varsity Soccer  
Mailing Address: 5 Oakridge Rd. Wellesley, MA 02481  
Email: 50akridge@comcast.net Daytime Phone # 781.405.4157  
Field Requested: High School varsity turf field (Dorcey field)  
For what activity/sport: Girls Varsity Soccer Summer League

DATE (S) - List all

June 27<sup>th</sup> July 18<sup>th</sup>  
July 11<sup>th</sup> July 23<sup>rd</sup>  
July 16<sup>th</sup> August 6<sup>th</sup>

Day (s): (Tuesdays + Thursdays) Time: Start 5:45pm Finish 7:30pm

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

Approximate # of people: 25 # of Wellesley Residents: 25

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FIELD PERMIT APPLICATION

Name: Jane Bybee Organization: Boston Leadership Institute  
Mailing Address: 396 Washington St. Suite 117 Wellesley MA 02481  
Email: Kbowen@bostonleadershipinstitute.com Daytime Phone # 781-431-1083

Field Requested: Hunnewell Field

For what activity/sport: Flying Robotic Airplanes

DATE (S) – List all

July 8-12 Monday-Friday  
July 15-19 Monday-Friday

Day (s): Mon-Fri Time: Start 9:30 Finish 3:30

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

Approximate # of people: 21 # of Wellesley Residents: 2

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TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING  
90 WASHINGTON STREET  
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR  
MATTHEW G. CHIN

TELEPHONE: 781-235-2870  
FAX: 781- 237 -3658

DEPUTY DIRECTOR  
BRANDON G. FITTS

**FIELD PERMIT APPLICATION**

Name: Colin Hack Organization: Backyard Soccer Academy

Mailing Address: 45 Governor Winthrop Road, Somerville MA 02145

Email: colin@backyardsocceracademy.com Daytime Phone # 315-456-8720

Fields Requested: Hunnell School, Sprague School

For what activity/sport: 1-on-1 Soccer Training

DATE (S) – List all

3/30, 4/6, 4/13, 4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1, 6/8, 6/15, 6/22

Day (s): Saturdays Time: Start 12PM Finish 6PM

Rain Date (if needed): N/A

Approximate # of people: 1-2 # of Wellesley Residents: 24

**To Request a field permit:**

- Complete this form and submit to: Recreation Director Matt Chin (Address above)
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**FIELD PERMIT APPLICATION**

Name: Kate Burton Organization: \_\_\_\_\_

Mailing Address: 22 Richland Road, Wellesley MA 02481

Email: aces0027@gmail.com Daytime Phone # 781-492-3453

Field Requested: Hunnewell Tennis Courts

For what activity/sport: fundraiser doubles round robin

DATE (S) – List all

Saturday May 4, 2019

Day (s): May 4, 2019 (Sat) Time: Start 2pm Finish 6pm

Rain Date (if needed): N/A

Approximate # of people: \_\_\_\_\_ # of Wellesley Residents: \_\_\_\_\_

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## Chin, Matthew

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**From:** Kathryn Burton <aces0027@gmail.com>  
**Sent:** Sunday, March 24, 2019 2:05 PM  
**To:** Chin, Matthew  
**Cc:** Phil Parrish; msabin7464@aol.com  
**Subject:** Fundraiser

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Mr. Chin,

My name is Kate Burton. I am a junior at Wellesley High School and I'm organizing a doubles round robin doubles tournament to raise money for the non-profit organization Friends of Fumbelo. I work for the Rec Department during the year with Mike Sabin and the tennis program and he said that I should contact you about the possibility of using the Hunnewell Tennis Courts from about 2-6pm on Saturday, May 4th for this event. I'd love to the opportunity to talk to you about this. Please let me know when you might be available to talk.

Thank you,  
Kate Burton

## **Naming Proposal for Diane P. Warren Field at Hunnewell Field, Wellesley, MA**

On behalf of the Warren family and friends, we are hereby proposing that the soon to be renovated field currently known as "Hunnewell Field - Field #2" be renamed "Diane P. Warren Field" in memory of former Wellesley resident Diane P. Warren in accordance with town Bylaw Section 5.5 **Naming of Public Assets** section (d) ii. Outstanding individuals. We believe that her 31 years as a beloved town educator, her co-founding of the Wellesley Girls Softball program along with countless other volunteer efforts make her a fitting candidate.

Diane & Skip Warren moved to Frammar Rd. In Wellesley in 1974 were they lived for 43 years. They raised three boys who attended Wellesley Public Schools and participated in town sports. Skip worked at FEMA and Diane took a job at Schofield School in the mid eighties where she stayed for 31 years. Skip died in 2016 and Diane in 2017 after her third battle with a rare form of breast cancer that spanned nearly 20 years.

Diane was loved and respected by the Wellesley community but no place more than Schofield School. Known lovingly as "Mom" she was Schofield's matriarch and the person everybody went to for answers. She touched the lives countless students, parents and staff with her fierce work ethic, can do attitude and loving smile. Schofield wasn't a job, it was her passion. In her final weeks, one of her greatest worries was what Schofield was going to do without her. She was ordering school supplies from the hospital bed. That's how much she cared. It's just who she was.

Diane's involvement with the little league dates back to the early 1980's. Skip was equipment manager and Diane was the registrar... and the equipment manager. In the late 1980's, as a response to the fact that girls age 8 and older were playing travel soccer that conflicted with Little League tryouts and games, Diane and then WLL VP Jackie Eby decided to create Wellesley Girls Softball. They teamed up with fathers of interested girls to be coaches, created teams & schedules and designed uniforms. The league was an instant success. It took off from there and over 30 years later, Wellesley Girls Softball is alive and well and on the brink of a new era, having already impacted the lives of thousands of Wellesley girls.

We feel that, by naming the field in Diane's honor, we will be cementing the legacy of a tireless public servant who always put others first and whose impact on Wellesley will be felt for generations to come.



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Special Event Field Permit Application

Name: Organization:

Mailing Address:

Email: Phone #

Field Requested:

Event Type (Please Specify):

Date of Event: Event Day Contact #: ( ) -

Day(s): Time: Start Finish

Rain Date (if needed):

Number of participants: Number of spectators:

Number of cars/buses: % of Wellesley Residents:

Parking/Traffic Control Plan (attached) Trash removal Plan (attached)

Certificate of Insurance with the "Town of Wellesley" listed as additional insured (attached):

Restroom(s) Plan (attached)

Electricity Needed: Y / N Detail:

Water Needed: Y / N Detail:

Amplified Sound Needed: Y / N Detail:

What is a Special Event?

Special events are gatherings/events that involve a large group of people (compared to the seasonal use of the site), are advertised to the public, do not occur regularly on the site, and satisfy one or both of the following:

- Impact or use Town of Wellesley streets (including curb or parking lane), sidewalks, and public rights-of-way.
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 concerts/entertainment, dances, and recreation/sporting events.
Circuses, carnivals, fairs, parades, and festivals.
Farmer's markets.
Walks, runs, athletic, bicycle, and vehicle races and rides.
Fireworks displays.

- Street fairs, craft shows on a right-of-way which is likely to obstruct, delay, or interfere with the normal flow of pedestrian or vehicular traffic.
- Car washes, whereby the public is encouraged to attend.
- Outdoor amplified sound.
- Other events, as deemed by the PFTF.

### **Parking & Traffic Control Plan:**

You will need to include a Parking & Traffic Control Plan. If your event is to affect public rights-of-way with any one of the below conditions, your plan must address the relevant conditions. (Note: The public right-of-way extends beyond the paved or travel surface of a roadway). The conditions are:

- 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.

A Parking & Traffic Control Plan should map specific 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.

### **Trash Removal Plan:**

All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the Town of Wellesley to remove trash/debris. 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.

The user group may hire a DPW staff person at \$45 per hour to handle all trash removal (overtime may apply) and the user group may pay \$100 per day of event to use onsite dumpster (High School complex). A map of trash receptacle locations must be included with the Trash Removal Plan.

### **Insurance Requirements:**

A certificate of insurance must be filed ten (10) working days before the event. The named insured must match the name of the event organization on the application and permit. Additionally, the certificate must name the Town of Wellesley as an additional insured with the following minimums:

General Liability: 1,000,000 occurrence; \$3,000,000 aggregate

Damage to Rented Premises: \$1,000,000 occurrence

Medical Expenses (Any One Person): \$5,000

### **Restroom Plan:**

We estimate at least one (1) chemical toilet for every 100 people. A map of portable toilet locations must be included with the Restroom Plan. Delivery of portable toilets must be coordinated by the user group and DPW or Recreation when access to locked areas are needed. You may also coordinate the opening of a Town building for restroom use;

for WPS-owned buildings contact Business Office at (781) 446-6210 and for Town-owned buildings contact Recreation at (781) 235-2370.

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**WELLESLEY FIELD APPLICATION REQUEST INFORMATION**

**Keep this for your records.**

General Policies:

- No alcohol, no illegal drugs, no smoking and/or vaping.
- 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 Government, click Recreation, click Facility & Fields, click Playing Fields Task Force & Field Applications, click Playing Fields Task Force Documents
- 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.
- **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) Town-Wide Special Events
- 2) School Use/School Coaches’ Clinics
- 3) Wellesley Resident Youth Leagues
- 4) Wellesley Recreation Department Programs
- 5) Wellesley Resident Adult Groups
- 6) Wellesley Resident – One-Time Use
- 7) Charitable Groups
- 8) Non-Resident Groups / Non-Recreation Department Camps and Clinics

Fees, as approved in the Playing Fields Policy:

- 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 Recreation lighting 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 Recreation lighting 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.

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:

Since 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).

sales@defibstore.co.uk 01298 872 186 www.defibstore.co.uk



CALL 911 FOR ACCESS CODE TO OPEN



Zip Code



LIFE SAVING AED