



Walpole Recreation

Blackburn Memorial Hall
30 Stone Street
Walpole, MA 02081
508-660-6353
www.WalpoleRec.com

Walpole Field Use Policies & Procedures

Activities taking place on public playing fields managed by the Town of Walpole require a *Field Permit* issued by the Walpole Recreation Department. Field permits are non-transferable and remain valid solely for the organization or individual specified as the permit holder listed.

Permit Holders are responsible for ensuring coaches, volunteers, parents/guardians, and participants abide by the following policies and procedures concerning field use. Full-time staff members of the Walpole Recreation Department reserve the right to deny or revoke an activity or event from use of a Recreation-managed property in the Town of Walpole. Additionally, Walpole Recreation Committee members, Police Officers, and/or designated individuals may deny the use of a field and/or require an activity to conclude due to inclement weather, unsafe, poor field conditions and/or failure to comply with permitting policies.

Fees generated from this policy will be used for capital improvements and general maintenance of the town fields including, but not limited to, mowing, weeding, fertilization, limited infield care, trash collection, netting, fencing, and resurfacing, as needed.

I. User Priority

Field space will be permitted according to the following order of user priority:

1. Walpole High School Athletics
2. Town of Walpole
3. Volunteer-based Walpole Organizations
4. Private Rentals (75% or more Walpole participants required)
5. Non-Profit Organizations
6. Private Rentals
7. First come, first served

South Walpole Community Athletic Complex only:

1. Town of Walpole
2. Volunteer-based Walpole Organizations
3. Walpole High School Athletics
4. Private Rentals (75% or more Walpole participants required)
5. Non-Profit Organizations
6. Private Rentals
7. First come, first served

II. Additional Permits & Liability

The Walpole Recreation Department requires proof of a valid Commercial General Liability Insurance Certificate for organizations wishing to rent Town of Walpole-managed athletic fields.

- A. Certificate shall name the Town of Walpole as an "Additional Insured", with the combined limit for Body Injury and Property Damage \$1,000,000 for each occurrence and with a \$2,000,000 annual aggregate.
- B. The Permit Holder is responsible for verifying that all league officers, coaches, and volunteers in the organization that are working with children and older adults have been CORI checked and approved by the organization.

III. Procedures & Scheduling

Individuals looking to reserve field space (either one-time or seasonally) must complete and return the Field Permit Application for consideration of a field permit by the Walpole Recreation Department.

- A. Applicant must be 21 years of age or older and shall assume responsibility for the conduct of their organization.
- B. One permit per field should include the field, all dates, days and times requested.
- C. Application must include a certificate of insurance naming the *Town of Walpole* as an additionally insured, with limits referenced in Section II.
- D. Attach any applicable food or certified camp permits from the Walpole Board of Health, if necessary.
- E. The applicant is solely responsible for the permits and fulfillment of the regulation of the following:
 - a. Board of Health permit to run a camp/clinic/program according to 105 CMR 430 (no reservation will be taken without a signed BOH permit classifying your organization)
 - b. State and local laws and bylaws
- F. **Permit Deadlines**
 - a. Prior to the start of each field season, application deadlines will be posted and distributed to the designated representative for each organization that had reserved a field the previous year. Deadlines will also be posted on the Walpole Recreation website.
 - b. Once the application window for a given season has closed, fields will be permitted pursuant to Section 1 of this document, "User Priority", and on a first come, first served basis.
- G. **Permit Fee**
 - a. All permits may require deposit payment prior to issuance unless written approval is obtained from the Recreation Director beforehand. Preliminary deposit amount is in the amount of 50% of the final permit fee. Deposit payment must be received by the specified deadline listed on the *Field Permit Application*.
 - b. Once rosters have been finalized, the organization may be required to submit a copy of the roster and pay remaining balance by the specified deadline listed on the *Field Permit Application*. Complete payment for field permits is due to the Recreation Department by the specified deadline listed on the *Field Permit Application*, otherwise the permit may be revoked. Failure to submit payment for a Field Permit fee is excluded from *Section VI. Abuse of Policy* and is therefore not considered a "first offense".

IV. Weather Policy

In all cases, fields will be permitted with the understanding that fields may be closed due to inclement weather, maintenance, and/or at the discretion of the Recreation Department or the Parks Department.

All field users should adhere to the "Golden Rule" - "If there is steady rain or standing water on the fields or diamonds, the fields are not safe for play." Fields will automatically be closed during inclement weather and unfavorable conditions, including:

- Standing puddles of water on the field
- Footing is unsure or field surface is unsafe
- Walking on turf/infield produces water or ground is frozen
- Severe or inclement weather
- Lightning (you cannot play a game within ½ hour of the lightning)

During certain parts of the year, the Parks and Recreation Departments will compile a Daily Fields Status report that will be available on the Recreation Department website at www.WalpoleRec.com.

No refund or credit will be issued in the event of inclement weather unless a field has been officially "closed" by the Parks Department.

We kindly ask that leagues and coaches check the report each day to ensure that fields are open and safe for play. Reports posted on Friday may carry throughout the weekend, and representatives from the organizations are asked to use their best judgement when determining field playability.

Improper usage of field surfaces may affect playability for the duration of the season. The Permit Holder/Organization may be financially responsible for repairs on fields where unsafe conditions existed, play took place, and excessive damage occurred. The Permit Holder/Organization may be financially responsible for repairs on fields where unauthorized alterations occurred. Failure to pay for repairs may result in revocation of all current and future permits.

V. Field Rules & Regulations

Permit Holder are required to sign-off that they have read and will comply with these rules and conditions. Any breach of these rules and conditions will be grounds for revocation of any permit.

- A. **Etiquette** Participants using Walpole fields under permit are required to behave appropriately at all times. Appropriate behavior includes, but is not limited to, showing respect for surrounding neighbors and staying off their property. If a ball lands on a neighboring property, participants should not retrieve it; they should leave it where it lands. This includes all players, coaches, and spectators. Most Walpole fields are equipped with toilet facilities. For fields without toilet facilities, participants must make other arrangements to address their bathroom needs. No player, coach or spectator should ever use any part of the field or any adjacent public or private property for his or her bathroom needs. If players, coaches, or spectators have any questions concerning this policy, please contact the Walpole Recreation Department at (508) 660-6353.
- B. **Trash** Permit Holders are responsible for ensuring that all trash is collected from the sidelines, dugouts and stands and placed in the proper receptacles. Recycling is strongly encouraged when available. Trash barrels are emptied by the Walpole Parks Department on a scheduled basis. If there are barrels that need to be emptied, please contact the Parks Department at (508) 660-7382. The Permit Holder is responsible for removing all "excessive trash" that is part of the field usage, such as pizza boxes, player uniform supply boxes, etc. Do not stack trash around the receptacles, as this will attract animals.
- C. **Parking** All vehicles associated with the Permit Holder's organization must be parked legally. All illegally parked vehicles will be ticketed and towed as stated on parking regulation signs. Please advise all users and spectators to park in authorized areas only. Permitted organizations that violate the posted parking regulations risk the permit to be rescinded. Vehicles are prohibited from parking on any field.
- D. **Field Information** Publicly owned athletic fields in Walpole are maintained by the Walpole Parks Department. The resources used on the athletic fields and baseball/softball diamonds are all industry standard materials. Any usage of materials other than those supplied on-site may severely alter the composition of the fields and are strictly prohibited. If the Permit Holder would like to have some drying product available for spot applications, please contact the Parks Department prior to the scheduled event for acceptable materials. Unauthorized alteration to any field surface is strictly prohibited without prior approval by the Walpole Parks Department or Walpole Recreation Department. Any unauthorized alteration may result in revocation of permit. The Permit Holder/Organization may be financially responsible for repairs on fields where unauthorized alterations occurred. Coaches are encouraged to alternate goal mouth locations during practices times to reduce the wear on those locations. Painting/lining of the athletic fields shall only be performed by the Walpole Parks Department, unless prior approval has been authorized. Please note - natural grass fields are most vulnerable to damage during the early spring (late March-April) and late fall (October-November), when the grass is not actively growing.
- E. **Damage to Fields, Public or Private Property** Field conditions or infrastructure damage that may have an impact on play, due to excessive wear or vandalism, must be reported to the Recreation Department immediately. Permit Holder shall report any incident of damage to public or private property that may occur during the time of your event to the Recreation Department or to the Walpole Police Department, if necessary.
- F. **Alcohol/Open Flame** Alcohol and open flame is strictly prohibited on any field, park, or playground in Walpole. It is the Permit Holder's responsibility that any person affiliated with the permitted organization refrain from the use of alcohol and open flame. Such actions may result in immediate revocation of permit.
- G. **Dogs** Permit Holders are responsible to ensure that all dogs accompanying their group are always leashed and that the individual(s) responsible for the dog take the appropriate measures to clean up after their animal.
- H. **High School Athletics** When a Walpole High School or Norfolk County Agricultural High School athletics team is involved in a competitive match or game with another school, please be advised that this match or game must be completed without interruption and supersedes any following permit. Permitted users waiting for a game or match to be completed shall stay clear of the entire field surface, including the sidelines to ensure that their participants do not impede the game that is in progress.

VI. Abuse of Policy

The following steps will be taken in the event of any violations to these policies and procedures:

- **First offense** Written warning to the head of the Organization and/or Permit Holder
- **Second offense** \$250 fine and suspension to the team or organization from practicing on the fields for one week.
- **Third offense** \$500 fine and forfeiture of a team or organization's privilege to either practice or pay games on Town of Walpole facilities for the remainder of the season. Future permits may be withheld.