

Town of Sterling Recreation Department

REGULATIONS FOR THE USE OF TOWN RECREATION FIELDS

The Sterling Recreation Department (SRD) is authorized to schedule the use of the various Town athletic fields and to issue access permits for use of these fields. These regulations are applicable to both Sterling Affiliated users and non-Sterling affiliated users of any Sterling Recreation Field. The SRD reserves the rights to modify these regulations at any time.

Goal –

The Goal of the SRD is to ensure that recreation fields in Sterling are maintained and kept in the best possible condition while maximizing the availability of these fields for use by residents of the Town of Sterling.

These rules have been established with input from many individuals and research regarding what some of our surrounding communities has done.

1) Definitions

- a) “Affiliated Organization” –
 - i) All organizations registered with the Sterling Recreation Department;
 - ii) The Public Schools of the Town of Sterling;
 - iii) The Wachusett Regional School District;
 - iv) Any other organization based in the Town of Sterling which participates in a league recognized by the Sterling Recreation Department.
- b) “Available Time” means time during which the Field was never requested by any Organization, or had been scheduled but has become available either because an Organization has cancelled its use of the Field or because the Organization has lost its opportunity to use the field because of an infraction of these Regulations.
- c) “Field” means any areas that can be used as a playing surface.

- d) “In Season Sports” means sports whose primary season is played during that part of the year (i.e. Baseball/softball is considered a spring sport, soccer/football are considered fall sports).
- e) “Off-season sports” means sports other than in season sports for the applicable season. “Reservation form” See Exhibit A, attached hereto.
- f) “Organization” means any entity which has applied for and been granted a Permit to use the Field.
- g) “Premises” means the Field and the land area surrounding it including driveways, parking areas, and woods immediately adjacent to it.
- h) “School Committee” means the School Committee of any City, Town or Region, or its authorized representative.
- i) “Unaffiliated Organization” means any organization applying for use of the Field which is not an Affiliated Organization.
- j) “User” means any person who participates in any scheduled activity on the Field and any other person on the Premises who attends a scheduled event with an Organization whether as a participant or as a spectator.
- k) “Youth” means a person under 18 years of age or prior to H.S. graduation
- l) “Fertilization and Field upkeep donation” means, money collected from each organization for yearly fertilization and minor up keep of the fields. This does not cover cost that exceeds \$200.00 to repair the field surface.

2) Field Scheduling Policy

a) Seasons and Application deadlines

- i) Recreation Field use will be divided up into three playing seasons; spring, summer, and fall. Each Organization must apply for field use separately for each season using the Field reservation Form attached hereto as Exhibit A.
- ii) The seasons and application deadlines are:

<u>Season</u>	<u>Deadline for applications</u>
Spring – April 15 th to June 14 th	February 15 th
Summer - June 15 th to August 31 st	April 1 st
Fall – September 1 st to November 1 st	June 15 th

- b) The applicant's duly authorized representatives must sign all scheduling applications. All applicants are responsible for respective Town fees where applicable.
- c) Scheduling will be done on a first come, first served basis following the deadlines for each season established in paragraph 2.a., above.
- d) Reallocation of scheduled use. In the event that no Organization requested to use the Field, or of a cancellation, or in the event that an Organization has been relieved of its permit for failure to comply with these Regulations, the following procedure to reschedule the Available Time will be followed:
 - i) The SRD will notify each organization by facsimile or e-mail that the time has become available.
 - ii) The SRD will set a deadline for submission of an application for the use of that time.
 - iii) Each application sent to the SRD by facsimile to apply for the available time must be signed by a person responsible for the Organization.
 - iv) The Available Time will be allocated to an Organization based upon the order received.
- e) Priority for use by Affiliated and Unaffiliated Organizations

Fields in Sterling are requested and used by many organizations and efforts will be made to meet as much of the demand as possible **WITHOUT JEOPARDIZING CONDITIONS OF THE FIELDS**. It is recommended that all organizations work in good faith to iron out conflicts as equitably as possible. When/if conflicts in allocation requests occur and can't be resolved by the parties in conflict, the following criteria, in the following order will be used to determine which requesting organization will be permitted to use the field(s).

In the event of a conflict in applications, field usage will be allocated to the highest priority applicant by applying the following schedule:

- (i) The organization is in good standing with the SRD (i.e., field maintenance payments have been made, Sterling Field Rules and Regulations have been followed and no violations have been committed by the organization).

- (ii) Each organization will be asked to provide a justification for their request and why an alternative is not possible. This will be reviewed by the SRD.
- (iii) The organization where the larger percentage of participants are Sterling residents will be given priority over organizations where a smaller percentage of participants reside in Sterling. This will be valid only where the organizations requesting the field are comparable (within 20%) in size.
- (iv) Preference will be given to an organization who has not turned down or in any way eliminated any Sterling resident from having the opportunity to participate in or join the organization

If these guidelines do not resolve the dispute, a decision will be made by the Sterling Recreation Board, where the decision will be final.

3) Regulations for Recreation Fields

Field ready date: The fields should typically be ready by April 15th. However, since this is weather dependent, no guarantee on an availability date can be made. The Superintendent of Public Works or Assistant Superintendent of Public Works, will make the decision as to when the fields will be open. Fields are not available for reservation 11/1 - 3/29 except by Special Request. Organizations must contact the Department of Public Works to receive permission to play on the fields after November 1.

**There may be instances where a field may be open for a particular sport or activity and remains closed to others. This will be determined by the Department of Public Works Superintendent or Assistant Superintendent.

FIELD CLOSURE:

Fields should not be used if they have been closed by the Superintendent of Public Works or Assistant Superintendent of Public Works OR when a coach or league representative observes one or more of the following:

- **Water is standing on the playing field**
- **Soil is frozen**
- **Soil is wet and spongy**
- **Steady rain is falling and/or has been raining for several days**
- **A lightning/electrical storm is occurring**
- **Play would result in damage to the field.**
- **Play would compromise the safety of the players.**

THE GROUP(S) RESERVING THE FIELD(S) WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE IF NEGLIGENCE IS DETERMINED ON THEIR PART AND SANCTION WILL BE LEVIED.

- a) Organizations must
 - i) Read, and be aware of all terms and conditions for use of the Field and the Premises set forth in this Field Use Policy;
 - ii) Ensure compliance with all of these Regulations and all applicable regulations of the Department of Recreation by participants and spectators while using the Premises during a period allocated to the Organization.
 - iii) Provide a certificate of liability insurance naming the Town of Sterling as additional insured with general liability limits of \$1,000,000.00/3,000,000. Town of Sterling carries **NO MEDICAL INSURANCE** for Users of its Facilities. Users participate at their **OWN RISK OF INJURY**.
 - iv) Have its permit available at all times while on the Field. Cancellation of this permit can occur at any time if deemed in the best interest of the town.
 - v) Report all damage to the Field or the Premises within 24 hours of its occurrence. Initial reports may be made by telephone call and must be reported in writing, which may be sent by facsimile or e-mail.
 - vi) Not charge any fee for an event.

- vii) Port-a-potty's – If an organization plans to use Port-a-potties at a field they must register the port-a-potties with the Board of Health, 1 Park Street.

The following information must be included.

- send to Attention of Board of Health Agent
- on the organizations letterhead
- state location(s)
- length of usage
- port-a-potty companies name address and phone number
- contact person for your organization.

In addition the Port-a-potty's company name must be on the port-a-potty and the port-a-potty must be chained and locked to a fence to prevent it from being tipped over.

- viii) Snack Shack /Vendors users

- Must obtain a “food license” from the Board of Health –this should be kept on the premises
- Must obtain a “Common Victuraller” license from the Administrator Assistant

b) Players and Coaches

All administrators, coaches, players and/or participants shall:

- i) not allow participants to use the Field in any unsafe conditions or when conditions would warrant closure of the fields such as listed in Section 3 Regulations for Fields. These conditions shall be reported by the responsible party of the athletic organization using the fields to the SRD Office as soon as possible (978-422-3041)
- ii) not paint additional lines on the Field without the advance written permission of the SRD;
- iii) lift all field equipment off of the Field turf to move it, and shall not drag any equipment on the Field; or the DPW
- iv) use the gates for entrance and egress to the Field, and not allow any person to jump the Field fence to retrieve balls or for any other purpose;

- v) not use without prior agreement from that organization or mistreat equipment belonging to another organization that is located at a field.
- vi) make sure vehicles are not driven on the field or parked on any grassed area by organization members or spectators without prior permission from the SRD or the DPW.

c) All Users The Premises are an environmentally sensitive area.

Accordingly, all Users are prohibited from:

- i) possessing or consuming alcoholic beverages on the Premises; or
- ii) using any Tobacco products on the Premises; or
- iii) bringing or using any flammable materials on the Premises without prior consent of the Fire Department or the SRD.
- iv) bringing or using any motorized vehicles on the Field; or parked on any grassed area including the area around the schools.
- v) parking in or blocking an Ambulance accessible areas
- vi) failing to place all trash in proper receptacles.
- vii) All users are prohibited from creating any related traffic, parking or pedestrian hazards.

4) Remedies for Violations

a) Reports

- i) Any person who observes a violation of these regulations is requested to report the same to the SRD. In writing.
- ii) Any Organization, which observes a violation of the regulations and procedures set forth herein, should report the violation to the SRD. Only by cooperative enforcement will the Premises be preserved for continued future use.

b) Investigation

The SRD will review and investigate all reports of violations, and reserves the right to inquire of the Organization concerning the events alleged to have occurred during

the period for which that user was issued a permit. By accepting a permit to use the Premises, the Organization agrees to cooperate fully in any investigation deemed necessary by the SRD or any other authorities

c) Sanctions

Based upon its investigation, the SRD will determine a sanction appropriate to the violation, including, but not limited to:

- i) Revocation of a permit or permits (without refund of fees) issued to an organization (in this circumstance, the time period for the permit or permits revoked will be reallocated in accordance with Paragraph 2.d. of this policy as if the Organization had cancelled its use) or
- ii) Prohibiting use of the Field by an Organization for an indefinite or specified period of time; or
- iii) Conditioning that Organization's future use of the Premises on other reasonable terms and conditions such as participation in maintenance and repair of the Field or the Premises.

STERLING RECREATION PERMIT FORM

GROUP NAME: _____ DATE: _____

ADDRESS: _____

DESIGNATED SCHEDULER: _____ **PHONE:** (w) _____

E-MAIL _____ (h) _____

TYPE OF ORGANIZATION (CHECK ONE):

TOWN YOUTH LEAGUE: _____

TOWN ADULT SPORT LEAGUE: _____

NON-PROFIT: _____

OTHER (PLEASE DESCRIBE): _____

Number of participants/players: _____ X \$7.00 = _____ = Annual Field maintenance fee

Griffin Road Snack Shack Use Fee – Number of Days _____ X \$10 = _____

Processing/Permit Fee + \$10.00 = _____

*Permits cannot be blanketed (FEE) (TOTAL DUE)

*No Refunds

*School teams are exempt from fees

THE FOLLOWING REQUIREMENTS MUST BE MET TO OBTAIN A FIELD USE PERMIT

For Office use only
Date Received

- FIELD REQUEST FORM (ONE PER FIELD) _____
- CERTIFICATE OF INSURANCE _____
- LIST OF COACHES AND PHONE NUMBERS _____
- PERMIT AND FIELD MAINTENANCE FEE PAID _____
- SIGNATURE PAGE SIGNED _____

Signature Page

1. Do not allow participants to play in any unsafe conditions or when conditions would warrant closure of the fields such as listed in Section 3 under Regulations for Recreation Fields, Field Closure. **Report such conditions to the Recreation Office as soon as possible (978-422-3041).** *To prevent damage and for safety reasons, the fields are not to be used in rain or wet conditions. If there is any question as to whether or not a field can be played on, you should call the DPW (978-422-6767).*

2. ALL TRASH MUST BE placed in proper receptacles. DPW must be notified if trash needs to be picked up next day.
3. There is **NO ALCOHOL OR TOBACCO** allowed on Town owned Property.
6. The Town of Sterling carries **NO MEDICAL INSURANCE** for Users of its facilities. Users participate at their **OWN RISK OF INJURY.**
7. Town Fields are for **Sterling** Residents, Groups or Organizations.
8. Cancellation of this permit can occur at any time if deemed in the best interest of the Town.
9. On Sterling Fields there should be **NO FEE CHARGES** unless prior arrangements made with the Recreation Director.
10. Parking and vehicle rules should be observed as listed in the Policy

I HAVE READ THE REGULATIONS FOR THE USE OF TOWN RECREATION FIELDS AND UNDERSTAND THE TERMS ON WHICH MY GROUP OR ORGANIZATION IS USING THE TOWN OF STERLING'S FACILITIES.

Applicant's signature

Date

Do not write below, this document is for Recreation Office use only

**STERLING RECREATION COMMISSION
FIELD/FACILITY PERMIT**

ORGANIZATION NAME: _____

PERMIT # _____

APPROVED BY: _____

Recreation Director

Date