



TOWN of BROOKLINE
Massachusetts
PARK AND RECREATION COMMISSION

Town of Brookline
Town Owned Outdoor Athletic Facilities Allocation Policy

The Town of Brookline Park and Recreation Commission oversees and regulates permits for the use of athletic fields and hardcourt play areas (herein courts) to the general public. The purpose of this document is to establish a policy and related procedures that govern the allocation and permitted use of Town athletic fields and courts. Applications for additional use, programs or exemptions not covered by the Town-Owned Outdoor Athletic Facilities Allocation Policy should be addressed in writing to the Park and Recreation Commission, Recreation Department, and Parks and Open Space Division or by submitting a Special Event Application to the Recreation Department.

The Town may charge a fee to recover costs to operate, maintain, supervise and administer the use of its athletic facilities. Submission of a *Field and Court Use Request* does not constitute approval. Applications for additional use or programs not covered by the Athletic Field and Court Use and Allocation Policy should be addressed in writing to the Park and Recreation Commission, Recreation Department, and Parks and Open Space Division or by submitting a Special Event Application to the Recreation Department.

The purpose of this policy is to:

- A. Outline field and court scheduling procedures;
- B. Create a tiered priority system that governs the allocation of outdoor athletic facilities;
- C. Define permit eligibility; and,
- D. Define rules and regulations regarding field and court use.

The intent of this policy is to:

- Manage the limited number of athletic fields and courts;
- Provide guidelines for user groups;
- Clarify permit eligibility and priority;
- Minimize user conflicts;
- Protect the substantial investment that the Town makes in its athletic facilities;
- Provide safe and well-maintained athletic fields and courts; and,
- Provide clear, concise and easy to understand parameters that facilitate both compliance and enforcement.

This policy applies to all Town owned athletic fields and courts, including K-8 schools (*out of school time programming*) as scheduled and administered by the Parks & Open Space Division & Recreation Department. The Town reserves the right to revoke any permit as necessary to fulfill its obligations and responsibilities to the Town, for reasons including,

but not limited to, any violation of the guidelines set forth in this policy.

Code of Conduct

All board members and league administrators, players, coaches, and spectators are expected to abide by general standards and policy of good sportsmanship as set forth by the Brookline Recreation Department, and the Park and Recreation Commission Acceptable Code of Conduct, and any standards espoused by the Town, Brookline Youth groups and contained in Brookline Public Schools core values. The Town of Brookline Park & Recreation Commission requires every sports organization that utilizes Town athletic fields and courts to adopt a “Code of Conduct” policy, to promote good sportsmanship and appropriate behavior throughout its respective organization and in its interactions with the Town. The policy should include provisions for enforcement and consequences. Violations of the core values and conduct policies of Town of Brookline, Parks and Recreation Commission, and Brookline Youth Group Organizations, and/or Brookline Public School will be dealt with swiftly and the consequences determined by the respective municipal and user group organizations, up to and including revocation of permit, will be enforced.

User groups must not discriminate on the basis of disability, gender, race or religion.

A. Field and Court Scheduling Process

Field Users Annual Meeting

A Field Users Meeting will be held annually for Town of Brookline programs, Town youth sports organizations, sports organizations, sports camps, tournaments, clinics and Town school programs. It is the responsibility of the requesting organization to assign a league representative or designee to attend the Department of Recreation’s Field User Meeting. Failure to do so results in a loss of the organization’s field use permit. Throughout the year, applications will be considered for remaining availability.

Application Submission Dates for Athletic Field and Court Use

Initial general requests for anticipated annual use must be submitted at or before the Recreation Annual Field Permit Meeting date. More specific season requests must be submitted by the seasonal application date. All final rosters are due prior to each season.

When to Apply		
Spring Season	Field Use: April 1 – June 30	Seasonal Application Dates: 1-Feb
Summer Season	July 1 – August 31	1-May
Fall Season	September 1 – November 30	1-Jul

Application Process

All Organizations Must:

- Submit rosters with home addresses;
- Provide a game and practice schedule to the Recreation Department Office Manager and Parks & Open Space Division Operations Manager;
- Provide leagues Code of Conduct Policy to the Recreation Department Office Manager

- and Parks & Open Space Division Operations Manager; and,
- Baseball organizations are required to submit game time requests in a 2.5 hour time block.

Sports Camps, Tournaments and Clinics

All sports camps, tournaments and clinics that are conducted at Town of Brookline athletic facilities must be authorized by the Recreation Department and the Park and Open Space Division. The requesting organization or instructor(s) must enter into a contractual use agreement with the Brookline Recreation Department for the authorized use of any athletic facility. The agreed upon contract must be completed prior to any advertising or publication of dates and location, as the requested facilities may or may not be available.

Applying for a Permit

1. Application: Submit an application to the Brookline Recreation Department

- Applications are available online at www.brooklinerec.com and can be submitted via email to: recreation@brooklinema.gov, in person or via postal mail to the Brookline Recreation Department, 133 Eliot Street, Brookline, MA 02467. Checks or credit cards are accepted. The Recreation Department is open Monday – Friday 8:30am – 5:00pm.
- Telephone reservations will not be accepted, however, you may call (617) 730-2069 to check park, playground, field or facility availability, or email us at recreation@brooklinema.gov
- All applicants must be at least 18 years of age or older and should be present throughout the entire use of the rental period. An occasional substitute is permitted.
- Once your reservation request has been approved by the Recreation Department (by email), rental fees and proof of insurance are due within 5 business days of receipt of email.

2. Notification: A Recreation staff person will email you to confirm reservation. No events may begin before 8:00am or end past dusk, with the exception of lighted fields or facilities that may be scheduled up to 10:00pm. The time stated on your application should be the actual time you wish to gain entry to the field/court and the time you anticipate being cleaned-up and off the field/court.

3. Permits:

- **Verification of Permit:** Applications are not confirmed until the applicant receives the field/court use permit. A separate application and application fees must be submitted for each park. Multiple fields/courts at the same park will be considered on one reservation form.
- **Non-Transferable:** Permits are non-transferable and may not be passed on to other user groups. All users must adhere to their designated activity, times, locations, conditions and dates of assigned use. Violation may result in revocation of permit privileges.
- **Proof of Permit:** Permits should be carried by the permit holder at all times, during scheduled use of the athletic fields and courts and must be presented upon request. Note: A picture of the overall permit for the organization will suffice. Authorized permits will

only be distributed after the Athletic Field Users Meeting, and all required documentation has been submitted

B. User Priority

Applications will be considered in accordance with the priorities listed below. Town Partnerships and Memorandums of Understanding fall outside the User Priority Guidelines.

Priority I

Brookline Park & Recreation Programs, Brookline Schools and Town Sponsored Program that have been approved by the Parks and Recreation Commission.

Priority II

Brookline Youth Group and Brookline Adult Sports Organizations with 100% residency rate that have been approved by the Parks and Recreation Commission.

Residency Requirement

All sports organizations and programs in Priority II must have a 100% residency rate as demonstrated by an official seasonal roster that includes names and addresses. Any child participating in a Brookline School system qualifies under this policy as a resident. Their name, home address and Brookline School should be provided on the roster. For verification of residency requirement, team rosters must be submitted to the Town of Brookline Recreation Department office manager prior to the first day of permitted field time for the season. If residency changes during the season the roster must be updated and resubmitted to the Recreation Department.

Priority III

Brookline Youth Group, Brookline Adult Sport Organizations with less than 100% residency rate, Private Institutions and organizations, non-resident, for profit businesses, private clinics, camps, or tournaments and one time private events.

Requests by New Organizations

A new youth sports organization must submit a written request to the Recreation Department Office Manager to participate in the field schedule process. It must meet all other criteria as indicated above for consideration. Existing field user groups in good standing are given priority in accordance with this policy.

Note: There are instances where the Town will not have the ability to issue any additional permits due to lack of availability. Availability may be determined by actual number of fields, size, or appropriateness of use to the field or neighborhood, rest cycle or other.

C. Liability/Insurance

1. Insurance Certificate: Liability insurance holding the Town of Brookline harmless is required for all long-term reservations, special events and tournaments. Organizations not affiliated with Brookline Recreation will be required to produce a Certificate of Liability for \$1,000,000.00 with the Town of Brookline added as the additionally insured. The certificate must be submitted to the Recreation Department with the permit holder's name

and permit date(s) referenced.

2. Responsibility of Permittee: The applicants will be responsible for any and all damage to the Town of Brookline premises, equipment, and property. If, after an activity, additional maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly. The applicant will be held responsible for all actions, behaviors, and damages caused by his/her guests/attendees.

3. Revocation of Permit The Town has the right to revoke any permit(s) issued due to the group causing damage to the facility by inappropriate behavior or activities caused by the group's use of the athletic field or court. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises. The Town reserves the right to revoke any permit as necessary to fulfill its obligations and responsibilities to the Town, for reasons including, but not limited to, any violation of the guidelines set forth in this policy.

4. Use of Fields and Courts at Own Risk: The Town of Brookline carries no medical insurance for users of its facilities. Users participate at their own risk of injury. *The Town of Brookline provides no first aid or AED equipment at its sports field facilities.*

D. Athletic Field and Court Rules and Regulations

All permittees and their guests/participants must adhere to the **Rules and Regulations for the Use of Parks, Playgrounds, School Grounds and Other Open Spaces** www.Brooklineparks/rules

Trash and Recyclables

All permittees are expected to inspect and clean the permitted and surrounding area of any trash and recyclables at the end of each use. All trash and recyclables must be placed in proper receptacles. Trash that exceeds the capacity of receptacles is the responsibility of the permit holder and must be removed and disposed of off-site. A cleaning fee of \$50 will be assessed if excess trash is left uncontained at the park or overflowing in site receptacles.

Grilling

Charcoal grilling is allowed by permit at the Larz Anderson Park picnic areas and group shelter. There is no grilling of any kind allowed on any of the Town's other fields or facilities unless a special open flame permit is requested of the Recreation Department and Parks and Open Space Division and received by the applicant.

Amplified Sound

Any music or amplified sound for individuals or small groups must be family-friendly and not loud enough to impede others' enjoyment of the space or facility. Amplified sound for large groups or events is not allowed on any of our fields or facilities without special request and permission of the Recreation Department and Parks and Open Space Division.

Vehicle Access & Parking

Vehicles may not be driven or parked on park or turf areas, sidewalks, service driveways, emergency zones or any unauthorized location that is marked by the Town or inhibits resident access to/egress from their private property.

Synthetic Fields

All rules specific to use of synthetic turf fields must be followed. Do not use stakes or spikes. No food, gum or drinks allowed, other than water. No golf, shot put, javelin or discus throwing allowed. No use of paint, chalk, tape or adhesives on surface. No use of metal cleats. No glass containers, fires or grills. Carry goals and sports equipment; do not drag it. Dogs are not allowed either on or off leash.

Footwear

Proper footwear must be worn. No metal spikes are allowed on athletic fields or courts.

Alcohol and Tobacco Use

Smoking, including vaping, as well as any use of alcohol or marijuana is prohibited in public parks and recreation facilities. Drinking, being in possession of, or under the influence of any alcohol or drugs in these locations is forbidden.

Security

The Park and Open Space Division or Recreation Department reserves the right to require a police detail at any event. The permit holder should arrange for the police detail with the Brookline Police Department. The police officer must be on duty 1 hour prior to and 1 hour after the rental period. Please make arrangements with the Police Department at least 30 days prior to an event. Permits will not be issued until the officers are reserved.

Restrooms

Some parks do not have restrooms available. If you are renting a field/court at one of those parks, you may be required to rent portable toilet facilities. It is the responsibility of the permittee to make these arrangements to the satisfaction of the Park and Open Space Division and the Recreation Department .

Field Lining and Maintenance

Field lining is a very important part of the permitting process. All leagues must provide a game and practice schedule for their permitted field(s). Please contact the Parks and Open Space Division to review field lining schemes for seasonal permits. Field lining requests will be honored to the extent practical given the overall field permitting. The Parks and Open Space Division will not line fields for more than three sports per season. The Town does not line fields for short term permits. The Parks and Open Space Division may ask a user group to move or alter practices due to field lining or turf maintenance activities.

Closed or restricted areas

Field/court closure is at the discretion of the Director of Parks and Open Space or the Director's designee. Any section or part of any park, facility or field may be declared closed to the public at any time for any interval of time, either temporarily or at regularly scheduled maintenance intervals. To maintain the quality of town athletic facilities and to allow for appropriate rest and repair of turf areas, mandatory field or court closure periods will be identified by Parks Maintenance staff, either by site or athletic field/court. The closed site or area, will be identified by posted signs and/or fencing.

Seasonal Unavailability

With the exception of synthetic turf fields, permits will not be issued for sport fields and open turf areas from late November to early April. Availability of other seasonal permits is based on weather. Synthetic turf fields, with natural infill, may be hard and unplayable in or following freezing temperatures/conditions. Snow is not cleared from synthetic turf fields.

Rainy Days/Wet Fields and Courts

To prevent damage and for safety reasons, the fields/courts may not be used in the rain, or in saturated or wet conditions. Please do not allow your participants to play in any unsafe condition and report such condition (if necessary) to the Parks and Open Space Division Office (617) 879-5650. Only the Parks and Open Space Division has the authority to officially open and close athletic fields or courts.

Athletic fields and courts may be closed due to inclement weather or saturated conditions at any time. Compliance with field closures is required by all permit holders.

Wet Field/Court – A field/court is considered wet if one or more of the conditions below apply:

- A footstep leaves an impression on the turf;
- There are muddy or standing puddles of water;
- Footing is unsure and slippery;
- Ground is water-logged ; and,
- The grass is removed easily with a cleat.

Never attempt to remove puddles on ball diamonds by lifting water and putting it on to the grass or by using a drying agent. The clay causes severe damage to the grass.

Coach's Discretion

The Parks Department *may* choose to open certain fields at 'coach's discretion' if it is determined that current and projected weather conditions will not cause excessive harm to the fields. This decision allows coaches to utilize their knowledge of the particular players and make specific adjustments for play without creating excessive damage. However if weather conditions deteriorate and the above listed wet field conditions exist, coaches are expected to cancel use of the field.

Posted Signs

All permittees and park users must respect signs posted on fields.

- If there is a field closed sign on the field, you must follow it.
- Artificial Turf Fields Play Rain or Shine (except for lightning).

Guidelines for Cancellation of Activity on Town/School Fields/Courts:

- Field/court is wet (see above);
- Lightening or thunder is present, or severe weather warnings are present;
- Unsafe facility conditions – glass, exposed stones and rocks, etc.; or,
- Frozen fields.

In order to determine whether or not a field/court can be played on, organizations should call the Park and Recreation Field Closure Hotline at (617) 730-2083 or (617) 730-2084 or check out the Alert Center Tab at www.brooklinerec.com. Users can

subscribe to the Field Alert Center to receive updated postings as they occur. Change in status due to changing weather conditions will be put on the message by 1:00pm for daily afternoon/evening play and by 7:00am for weekend play. The hotline will be updated as conditions change. Knowledge of a group playing on and damaging turf may result in the immediate cancellation of that permit and/or fines imposed to repair such damage.

Violations: Violations of any of the Field and Court Use and Allocation Policy, including unpermitted use, and use when a site has been closed for any reason, may result in the following:

- 1ST Offense – Written warning to the organization
- 2ND Offense – Suspension of field/court permit

Any user group found playing on a field/court that has been closed for any reason will forfeit the right to play on that field/court for the remainder of the season. Please call the Parks and Open Space Division or Recreation Department to report any abuse or issues (617) 879-5650.

Cancellations/Refunds: The Town of Brookline Park and Recreation Commission do not give credit for fields/courts that a group does not use after receiving a permit. If the Parks and Open Space Division closes a field/court to all use due to weather or other causes, a refund may be requested by contacting the Recreation Department.