



Town of Westwood Policy for Use of Fields and Facilities

Background:

This document describes the policy for use of the athletic fields and recreational facilities owned and operated by the Town of Westwood and the Westwood School Department. The Recreation Department is responsible for maintaining a centralized Fields/Facilities Use Calendar. The calendar is used to coordinate use and maintenance of these areas. To ensure calendar accuracy and avoid scheduling conflicts all booking requests are processed through the Recreation Department. This policy ensures safe and appropriate use of Town/School property and describes how the facilities are permitted. All guidelines must be followed. The Recreation Department reserves the right to revoke a permit for failure to adhere to permit stipulations as described in this policy.

For-profit organizations (i.e. camps, clinics and/or leagues) are welcome to apply for permits for use of Town-owned recreational facilities. They will be granted permits if no other Level 1, 2 or 3 organization wishes to utilize that recreational facility at the same time (see the Town of Westwood Field/Facility Rental Fee Schedule for a description of levels). For-profit groups need to pay particular attention to the insurance requirements contained herein.

Westwood residents interested in hosting special events on Town property should contact the Recreation Department for information on availability, reservation options, permits & restrictions.

No group may use town-owned recreational fields and facilities without a permit. If you have any questions on whether you need to pull a permit and to obtain a permit, please contact the Recreation Department at 781.461.0070.

Permit Process:

All organized groups or for-profit entities wishing to use a town-owned recreational facility or field, must obtain a permit from the Recreation Department. Organized groups include teams, leagues, classes, lessons, clinics etc. All permit applications must be received six weeks prior to the beginning of the season, activity, tournament or other event. Below are the steps of the permit application process.

1. Submit a completed Field/Facility Permit Form (see attached form) with all the required information to Westwood Recreation Department. This form must be signed by an authorized representative of the organization.
2. By signing the Field/Facility Permit, the organization has verified and affirms that all coaches have successfully completed a CORI check.



3. You may be asked to submit rosters of all teams, participants, addresses, telephone numbers, and game schedules from the organization with the responsible coach/official listed for each team.
4. All groups requesting to use the Town's recreation facilities or fields must submit proof of comprehensive general insurance that:
 - a. Names the "Town of Westwood" as an additional insured party and is issued by one or more companies authorized to do business in Massachusetts.
 - b. Agrees to defend, indemnify and hold harmless the Town of Westwood, the Westwood Recreation Department, the Westwood School District and their representatives, offices, agents or employees from and against all claims of any nature whatsoever for damages, including damages or loss to personal property, personal injuries and death resulting there from, arising out of, connected with or resulting from field/facility user use of any and all fields/facilities.
 - c. Has a minimum limit of \$1,000,000 combined limit for bodily injury and property damage.
 - d. The certificate of insurance for the required policy must be filed in the Recreation Office PRIOR to the use of the field/facility.
5. Completed permit applications are reviewed and approved by the Sports & Fitness Manager according to the agreed upon levels of priority outlined in the Field Facility Fee Schedule. The Recreation Director may review applications as needed or required.
6. All rental fees are to be paid after the Sports & Fitness Manager confirms your field permit. Users will not receive their permit until all necessary information is supplied to the department which includes: rental fees, insurance and/or anything else required. Only organizations with an account in good standing with the Recreation Department, can be invoiced.
7. It is the responsibility of the organization using the field/facility to have a copy of the Field Facility Permit onsite.
8. Unless specifically stated, space may not be shared or reassigned to other organizations without the approval of the Recreation Department.

Permit Stipulations:

1. Fields/Facilities may not be used until they are opened for the season by the Department of Public Works who determines if the areas are playable and safe.
2. Fields are automatically closed if standing water is present, ground is water logged/ "squishy", grass can be easily pulled from the ground or footing is unsure or slippery. All participants must be removed from the fields immediately if severe weather is present including lightning. Areas remain closed 30 minutes from the last sighting of lightning.
3. Permit is valid only on the dates, times and location indicated.
4. The Town has the right to revoke a permit issued to a group causing damage to the field/facility by inappropriate behavior or activities caused by the group's use.



5. Drinking of alcoholic beverages is prohibited.
6. No admission fees to the permitted event without the written consent of the Recreation Department or Westwood School District.
7. Fundraising events may be permitted with the consent of the Recreation Department or the Westwood School District.
8. All litter must be picked up at the conclusion of the permit. If the area requires cleaning from excess litter a minimum charge of \$50 will be assigned to permitted organization.
9. All sporting equipment is the responsibility of the organization.
10. Organizations using the fields/facilities are required to supply an updated first aid kit available at all times to their teams to include 2 or more ice packs.
11. Parking stipulations:
 - a. Morrison Park – Parking is provided in the lot on the property (on East Street).
 - b. Deerfield – Parking must be on school property. No parking at the Library.
 - c. Sheehan School – Parking must be on school property.
12. The permit holder agrees to pay the following fees:
 - a. Rental fee (as required – see Field/Facility Rental Fee Schedule)
 - b. Lights
 - c. Custodian Fees (if required)
 - d. Other mutually agreed-upon conveniences
13. All participants and spectators use the fields/facilities at their own risk. All permit holders will be held responsible for all actions, behavior and damages caused by his/her guests/attendees.
14. Hours of Operation:
 - a. No field may be used before 8:00am or after 10:00pm.
 - b. The Upper Thurston field may not be used before 1:00pm on Sundays.
15. No animals are permitted on any Town or School property, except for service animals.
16. No vehicles are allowed on any recreational facilities or fields.

Permit Stipulations for Westwood Lodge Hospital Field:

1. All general permit stipulations as listed above.
2. All parking must be in the lot adjacent to the field. There are to be no cars parked along the edge of the field/access road.
3. No drop-off allowed on the road adjacent to the field. Access road must be kept free for emergency vehicles and Lodge traffic. Once entering the Lodge, go directly to the parking lot with no stops unless for emergency. Pickup and drop-off shall take place in the parking lot only.
4. Permit is restricted to field and parking areas. Do not walk around the complex.
5. The field's hours to be permitted are as follows:
Monday-Friday 5:00-8:00pm / Saturday 9:00am-6:00pm / Sunday 9:00am-4:00pm



Permit Stipulations for Westwood Swimming Pool:

1. All general permit stipulations as listed above.
2. Access to the Westwood Pool, at Westwood High School Complex is through door #30.
3. All parking is provided in the lot adjacent to the building and tennis courts.
4. Entry to the Westwood High School is prohibited. Participants must remain in the following areas: Pool Lobby, Pool, Spectator Area, and Pool Locker Rooms. Any individual found beyond these designated areas will be asked to leave the facility.
5. All users must comply with Pool Rules: go to www.westwoodrec.com for updated rules.
6. Lifeguards will be provided by the facility. The bather load shall not exceed 25 swimmers per lifeguard. The bather load must be detailed on the permit.

Field Closure Policy: Grass Fields

The Recreation Department receives an update on the status from the DPW between 2-3pm during the weekdays; we then update our "field status" link at www.westwoodrec.com .

If the DPW closes a grass field, the group's field representative may make their own decision if weather/field conditions change after a cancelation is made. On weekends, where conditions are in question, the designated field representative decides on whether their group will use the grass fields. If the DPW determines that a group's usage of fields caused damage to any field, that group will be held liable for compensating the Town of Westwood to repair such damages.

Refund Policy:

No refunds are given. If a permit needs to be altered or canceled, notification must be given to the Sports & Fitness Manager at least 24 hours prior to scheduled field usage. If a permit needs to be canceled due to rain or unplayable field conditions as determined by the Field Closure Policy, every effort will be made to schedule another day and time to complete the permit request.

Maintenance Information:

All maintenance requests must be submitted to the Recreation Department or the Department of Public Works.

No maintenance may be performed by an organization on any field without written permission from the Director of Public Works. This would pertain to operating any mechanical machinery and operating of the irrigation system.

Permitted organizations may line, water and rake fields.



Safety Information:

1. Coaches should always walk the area prior to use. Any potential hazards must be reported to players, opposing teams, the Recreation Department and Department of Public Works as soon as possible.
2. Fields/Facilities may not be used, for any reason, when closed for safety reasons by the Recreation Department or the Department of Public Works.
3. Permit holders are responsible to ensure their players and coaches' safety at all times. Parking should be in designated areas and children should not be dropped off or picked up in dangerous areas.
4. If you are using a Westwood field/facility for organized use, a first aid kit and ice packs are required onsite.
5. All accidents, injuries or incidents must be reported to the Recreation Department within 24 hours.
6. Do not feed any geese at any park.

Field/Facility Permit



INITIAL CONTACT DATE:

Westwood Recreation
 240 Nahatan St.
 Westwood, MA 02090
 781-461-0070 (PH)
 781-320-0376 (FAX)
recreation@townhall.westwood.ma.us

Field or facility space is not reserved until this form, payment, and * insurance certificate have been received and permit approved by Westwood Recreation Dept.

Contact Person:	Phone:
Organization/League:	Email:
Address:	# Participants/Teams:

Please enter times for each day below:

Area Requested	Start Date / End Date	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

It is expressly understood and agreed that the regulations of the Recreation Department are to be strictly complied with, and that the undersigned assumes full responsibility for any damage to, or loss of any property in consequence of such use of the facilities. By signing below, you are agreeing that you have received and read a copy of the rules and regulations under the "Policy for use of fields and facilities" governing the use of the field/facility in the Town of Westwood and that you agree to abide by such rules. It is also understood that failure to use the permit for time and date granted without informing the Recreation Department at least 24 hours in advance (except in cases of inclement weather) could result in loss of future permits.

Furthermore, your signature indicates that all of your staff, coaches, volunteers, and contractors have been CORI checked.

Applicant Signature: _____

OFFICE INSTRUCTIONS:	DATE:	INITIAL:	COMMENTS:
1. Entered on Master Calendar			
2. Insurance Certificate			
3. Field/Facility rental fee			\$
4. Other fees/charges			\$
5. Recreation Approval/Permit Issued			

*Insurance certificate required PRIOR to permit being issued. Individual/personal reservations not subject to insurance provisions.



240 Nahatan Street, Westwood, MA 02090

(P) 781-461-0070 (F) 781-320-0376 Email: recreation@townhall.westwood.ma.us

Use of Westwood Lodge Hospital Field

Contact Person: _____

Phone: _____

Organization/League: _____

Email: _____

Address: _____

Players/Teams: _____

Requested Field Name	Permit Dates		Please enter times for each day						
	Start Date	End Date	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Westwood Lodge	/								

Permit Stipulations for Westwood Lodge Hospital Field:

1. Permit is valid only for the times listed.
2. All parking must be in the lot adjacent to the field as indicated on the map attached on the other side of this permit.
3. No parking along the edge of the field/access driveway
4. No stopping or drop off on the side of the access road adjacent to the field.
5. The permitted Organization is responsible to communicate this to their users and have an individual designated as a Field Monitor during usage.
6. Permit stipulation violations will result in the termination of their permit. These rules are strictly enforced
7. The field's hours to be permitted are as follows:
Mondays-Fridays, 5:00-8:00pm
Saturdays, 9:00am-6:00pm
Sundays, 9:00am-4:00pm

Disclaimer:

It is expressly understood and agreed that the regulations of the Recreation Department are to be strictly complied with, and that the undersigned assumes full responsibility for any damage to, or loss of any property in consequence of such use of the facilities.

By signing below, you are agreeing that you have received and read a copy of the rules and regulations under the "Policy for use of fields and facilities" governing the use of the field/facility in the Town of Westwood and that you agree to abide by such rules.

It is also understood that failure to use the permit for time and date granted without informing the Recreation Department at least 24 hours in advance (except in cases of inclement weather) could result in loss of future permits.

Furthermore, your signature indicates that all of your staff, coaches, volunteers, and contractors have been CORI checked.

Signature: _____

Date: _____

Westwood Lodge Field

**DO NOT ENTER
BEYOND THIS POINT**



**PORTABLE
TOILET**

FIELD

**NO PARKING/
STOPPING**

**PARKING
DROP
OFF**

ACCESS DRIVE

WINTER ST

CLAPBOARDTREE ST





**Town of Westwood
Field/Facility Rental Fee Schedule**

Westwood Swimming Pool	
Hourly Rental	Pool Party Rental
\$100 per hour Includes one lifeguard, Maximum capacity is 25 swimmers.	\$250 for two hours Includes two lifeguards, Maximum capacity is 50 swimmers.

Fields & Facilities					
	<u>Grass</u>	<u>Synthetic</u>	<u>Elite</u>	<u>Other</u>	<u>Morrison Lights</u>
	Morrison Softball Lodge Field Elementary Middle School High School	Flahive Multipurpose Light Charges Call Schools 781-326-7500	Morrison Baseball	Basketball Courts & Tennis Courts High School Track School Street Fields & Pavilion	Little League--\$25/hour Softball Field--\$25/hour Basketball Court--\$10/hour Tennis Court--\$10/hour
LEVEL I	No Charge	No Charge	No Charge	No Charge	See above
LEVEL II	\$50.00/hour	\$150.00/hour	\$50.00/hour	\$25.00/hour	See above
LEVEL III	\$50.00/hour	\$150.00/hour	\$50.00/hour	\$25.00/hour	See above

- Westwood Recreation reserves the right to modify fee schedule, allow, refuse or withdraw all permits.
- Permits will only be issued to organizations in good standing.
- Contact Westwood Recreation for “Special Permits” requests; i.e. soccer tournaments, tennis tournaments, and/or other large/multi-day tournaments or events.
- Synthetic Field Rentals: November 1 through March 31 is reduced 50%. This does not include the lights.

Level I	Level II	Level III
Westwood School Athletic Teams [†] Westwood School Intramural/Club Programs [†] Westwood School Activities [†] Westwood Recreation Programs* Westwood Youth Sports** Westwood Adult Sports*** Westwood Non-Profit groups****	Other Youth & Adult***** Sports Organizations	Businesses Individual Residents

*Westwood Recreation summer programs receive top priority of field use during the summer.

**Westwood Youth Sports Organizations that are recognized are: Westwood Youth Soccer, Westwood Pop Warner, Westwood Youth Basketball, Westwood Youth Lacrosse, Westwood Little League, Westwood American Legion, Westwood Youth Softball and Westwood Youth Track.

***Westwood Adult Sports Organizations that are recognized are: Over the Hill Soccer, Over 30 Softball, Aged Wood Lacrosse and Twilight Soccer League.

****Westwood Organizations that are recognized are: Scouts, PTO’s, WEF, WESC, Boosters, Westwood Young Women’s Club, Historical Society, Church groups and other Westwood educational organizations.

*****Other Youth Sport Groups that are recognized are: Club Teams, AAU Teams, Private Facility Teams and any other organization not recognized as a Level I or Level III.

[†]CORI and insurance verification is the responsibility of Westwood School District for all Level I school programs/activities.