



## FIELDS/OUTDOOR FACILITY POLICY

Westwood Recreation is responsible for centralized Fields/Outdoor Facility Permits and Calendars [www.westwoodrec.com](http://www.westwoodrec.com). This permitting policy ensures calendar accuracy and avoids scheduling conflicts. All organized groups or individuals requesting to reserve a town-owned field/outdoor facility, must obtain a permit from Westwood Recreation. The Recreation Department reserves the right to revoke a permit for failure to adhere to permit terms/rules as described in this policy, has caused damage to field/facility, and/or displayed inappropriate behavior/activities. No organized group may use a town-owned field/facility without a permit. If you have any questions on obtaining a permit please contact Westwood Recreation at 781.461.0070.

### FEE STRUCTURE

Fields & Outdoor Facilities		Level 1	Level 2	Level 3	Lights
<b>Synthetic</b>	WHS Flahive, WHS Multipurpose	No charge	\$150/hour	\$150/hour	\$70/hour WHS
<b>Grass</b>	Morrison Softball, Lodge, Elementary, Middle, High School, School Street	No charge	\$50/hour	\$50/hour	\$25/hour Morrison
<b>Elite</b>	Morrison Baseball	No charge	\$50/hour	\$50/hour	\$25/hour Morrison
<b>Other</b>	Basketball/Tennis Court, WHS Track, School Street Pavilion, LAX Wall	No charge	\$25/hour	\$25/hour	\$10/hour Morrison

### PERMIT PRIORITY

Level 1	Recognized Groups/Organizations
Westwood School Athletics	
Westwood School Intramural/Clubs	
Westwood School Activities	
Westwood Recreation	Summer programs receive top priority of field use during the summer season
Westwood Youth Sports	Lacrosse, Soccer, Softball, Basketball, Track, Little League, Babe Ruth, American Legion
Westwood Adult Sports	Over the Hill Soccer, Over 30 Softball, Aged Wood Lacrosse and Twilight Soccer League
Westwood Non-Profit Organizations	Scouts, PTO's, WEF, WESC, Boosters, Westwood Young Women's Club, Historical Society, Church groups and other school/town organizations
<b>Level 2 - Rental</b>	
Westwood Residents	Individuals
<b>Level 3 - Rental</b>	
Other Youth & Adult Sports	Club Teams, AAU Teams, Private Facility Teams, and any other organization not recognized as Level 1 or 2

PERMIT TIMELINES	Spring		Summer		Fall	
	Due By	Issued	Due By	Issued	Due By	Issued
Level 1 Permits	Jan 15	April 1	April 15	May 1	July 15	Aug 15
Level 2 Permit requests are accepted seasonally but will not be considered until after Level 1 permits have been issued						
Level 3 Permit requests are accepted seasonally but will not be considered until after Level 1 & 2 permits have been issued						

### USE OF PUBLIC FACILITIES FOR PRIVATE GAIN

The Town of Westwood does not allow individuals to use public facilities **for private gain without first securing a permit** from the Recreation Department. Facilities include: fields, tennis courts, outdoor basketball courts, High School Track.

### TRANSFER OF FIELD PERMIT IS NOT ALLOWED

Permit is only for organization or permit holder use. Violators are subject to permit revocation and/or field rental/light fees. Don't jeopardize your permit; refer inquiries for field use to the Recreation Department. Exception: Permit schedule changes within Level 1 are allowed BUT only with other permitted Level 1 organizations.

#### Transfer is defined as:

Permit user (organization stated on the approved permit) granting any individual, sport organization camp, clinic and tournament, use of town fields/facilities under their permitted time, with or without compensation.

### PERMIT PROCESS: LEVEL 1

- Permit:** Submit a completed Field/Outdoor Facility Permit with organization's authorized signature to Westwood Recreation. Note the organization's signature verifies and affirms that all staff/coaches/volunteers/contractors have successfully completed a CORI check or will by the permit start date. [kpeterson@townhall.westwood.ma.us](mailto:kpeterson@townhall.westwood.ma.us)



2. **Insurance:** Submit up-to-date comprehensive general insurance certificate to Westwood Recreation prior to permit approval.
  - a. Names the "Town of Westwood", 580 High Street, Westwood, MA 02090 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.
3. **Permit Approval:** permits are reviewed and approved/not approved by the Program Administrator/Recreation Director according to the levels of priority outlined above, field availability and within the permit time lines (Spring due by January 15; Summer due by April 15; Fall due by July 15). Seasonal calendars are updated and approved permits are emailed to the organization's permit contact. It is the responsibility of the organization to have a copy of the permit onsite. **Westwood Recreation must have current insurance certificate on file before permit is issued.**

### **PERMIT PROCESS: LEVEL 2 AND 3**

1. **Permit:** Submit a completed Field/Outdoor Facility Permit with organization's authorized signature to Westwood Recreation. Note the organization's signature verifies and affirms that all staff/coaches/volunteers/contractors have successfully completed a CORI check or will by the permit start date. [kpeterston@townhall.westwood.ma.us](mailto:kpeterston@townhall.westwood.ma.us)
2. **Insurance:** Submit up-to-date comprehensive general insurance certificate to Westwood Recreation prior to permit approval.
  - a. Names the "Town of Westwood", 580 High Street, Westwood, MA 02090 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.
3. **Permit Review:** Permits are reviewed and approved/not approved by the Program Administrator/Recreation Director according to the levels of priority outlined above, field/facility availability and permit time lines (Spring Season after April 1; Summer Season after May 1; Fall Season after August 15)
4. **Invoices:** Approved permit holder will receive an invoice that must be paid prior to permit being issued.
5. **Official Confirmation:** Upon receipt of invoice payment, insurance certification and/or any other requirements by Westwood Recreation an authorized permit will be emailed to organization's permit contact. It is the responsibility of the organization to have a copy of the permit onsite.
6. **Refund Policy:** Refunds will ONLY be processed if Westwood Recreation makes changes to your permit that prohibit usage and or field/facility is determined to be unplayable per Field Closure Policy and dates cannot be rescheduled.

### **FIELD CLOSURE POLICY**

The spring season will be opened officially by the Department of Public Works. DPW evaluates field conditions and makes the decision to open/close fields. Westwood Recreation will update field status on the Fields and Facilities page [www.westwoodrec.com](http://www.westwoodrec.com) Grass Fields are automatically closed if standing water is evident, footing is unsure/slippery, ground is waterlogged/saturated, grass is easily pulled out, lightning or severe weather. If the weather/field conditions changes after the fields have been deemed open/closed the organization's field coordinator/permit holder can make the decision to reopen/close the field. If the DPW determines that an organization's use of fields caused damage to any field, they are liable for compensating the Town of Westwood to repair damages. For weekend use, the organization's field coordinator/permit holder is to make the decision on field open/closure.

### **PERMIT RULES**

- Permit is valid only for dates, times and location stated on approved permit.
- Fields open at 8:00 AM with the exception of Thurston Upper field which opens at 1:00 PM on Sundays. Lighted fields close by 10:00 PM and non-lighted fields close at dusk.



- Permit holder/organization is responsible to pick up all trash. A minimum charge of \$50 will be invoiced to permitted organization if area is not cleaned up.
- 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.
- 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.
- Possession/Drinking of alcoholic beverages is prohibited.
- No admission fees or fundraising permitted without the written consent of Westwood Recreation.
- No vehicles are allowed on any fields/facilities.
- Dogs must be leashed while in or near any school yard, public park, public playground, public cemetery, or public or school recreational field or facility. Further, no person shall permit a dog under that person's control to defecate on any school yard, public park, public playground, public cemetery, or public or school recreational field or facility or any public property abutting thereto.

**WWW.WESTWOODREC.COM**