



## 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 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. Other open spaces on town property not specified in this policy still requires a permit for organized group activities and must be booked through the Westwood Recreation Department. 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	Lights
<b>Synthetic</b>	Flahive, Multipurpose	No charge	\$150/hour	\$70/hour WHS
<b>Grass</b>	Morrison Softball/Baseball, Lodge, Elementary, Middle, High, School St.	No charge	\$50/hour	\$25/hour Morrison
<b>Other</b>	Basketball Court, Tennis Court, School St. Pavilion	No charge	\$25/hour	\$10/hour

\*Synthetic Field Rentals: November 1 through March 31 is reduced 50%. This does not include the lights.

### PERMIT PRIORITY

	Level 1 – No Field Rental Fees	Criteria
1	Westwood School Athletics/Activities	Please note that WHS Athletics are number one priority. This applies to all approved permit holders. Organizations must schedule and make adjustments as needed.
2	Westwood Recreation/Town	Sports, Programs, Special Events
3	Westwood Youth Sports	Non-profit AND 100% Westwood Residency
Level 2 – Rental (See Fee Structure)		
1	Youth Sports	Westwood Residency greater than or equal to 70%
2	Adult Sports	Westwood Residency greater than or equal to 70%
3	Youth Sports	Westwood Residency less than 70%
4	Adult Sports	Westwood Residency less than 70%
5	Other Westwood Organizations	Organizations/Sports Groups/Businesses
6	Non-resident Organizations	Non-resident Organizations/Sports Groups/Businesses

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						

### USE OF PUBLIC FACILITIES FOR PRIVATE GAIN PROHIBITED

The Town of Westwood does not allow the use of public facilities for private gain without first securing a permit from the Recreation Department. Facilities include: fields, tennis courts, outdoor basketball courts, track, playgrounds, and all other park and recreation space.

### TRANSFER OF FIELD PERMIT IS PROHIBITED

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

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. Submit application to [kfrancis@townhall.westwood.ma.us](mailto:kfrancis@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

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. Requesting Level 2 bookings at the 70% residency level requires submission of full roster for verification prior to permit issuance. Submit application to [kfrancis@townhall.westwood.ma.us](mailto:kfrancis@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 AND FIELD 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
- Westwood Recreation Department reserves the right to limit bookings if in-house programs already provide a service, maintain periodic availability to the general public, and to rest fields/minimize excessive wear and tear.
- Possession/Consumption of alcoholic beverages/ drugs is prohibited. Violations may result in revocation of permit.
- No admission fees, concessions, or fundraising permitted without the written consent of the Westwood Recreation Department.
- No vehicles are allowed on any fields/facilities.
- XBHS: The Town has and may continue its reciprocal field fee agreement with XBHS. Use will be prioritized at Tier 2.
- Tournament groups can book using existing field rental form, though Westwood Recreation Department may negotiate fees and field availability given the extensive field needs in a short window of time. Additional fees for toilets, trash removal, lights, traffic detail, ambulance detail, etc. may apply.
- Flahive and multipurpose are each bookable as a single venue only.
- Dogs are prohibited from synthetic turf fields and hard court athletic surfaces. Dogs must be leashed while in or near any school yard, public park, public playground, 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.
- The use of the Lodge Field is limited to Westwood Youth Field Sports (defined as soccer, lacrosse, and ultimate Frisbee – no football), local private school Youth Field Sports, and Westwood based Adult Soccer team practices and home games.
  - No private rentals allowed.
  - Parking is limited to the paved parking lot provided only. ***There is no parking allowed on Abbey Road. Violators may be towed by the homeowner's association at the owner's expense.***
  - The Grantee's use of the Parcel is restricted to seasonal use (April 1 through the Sunday prior to Thanksgiving), and to the following hours: Monday through Friday from 2:00 p.m. to dusk or 8:30 p.m., whichever is earlier, except that during school vacations (Summer and April) and Holidays, the fields may be used from 9:00 a.m. until dusk or 8:30 p.m., whichever is earlier; and Saturday and Sunday from 9:00 a.m. to dusk or 8:30 p.m., whichever is earlier.

**WWW.WESTWOODREC.COM**