



CITY OF NEW BEDFORD

PARKS RECREATION & BEACHES

JONATHAN F. MITCHELL, MAYOR



Field Permit Application & Procedures

The City of New Bedford Department of Parks Recreation & Beaches has set the following procedures to ensure the safety of participants and prevention of long term, irreversible damage to the park, field and/or facility. The City reserves the right to deny/revoke an activity or event from use of a City property and/or require an activity to conclude due to inclement weather, unsafe/poor field conditions and/or failure to comply with those rules/regulations set forth by the City of New Bedford.



Application Checklist

1. Completed and signed application
2. Insurance certificate enclosed or sent to Parks Recreation & Beaches immediately upon receipt
3. CORI Compliance letter attached (see attached CORI information packet)
4. Team Roster attached or received within 30 days of permit start date. Roster must list all players and coaches and the city the live in.
5. If applicable fee included. Please make check payable to the **City of New Bedford**

Permit allocations will be based on availability, scheduled renovations, and turf control measures, implemented by the Park Department in cooperation with the Department of Public Infrastructure. Simply because a field looks open and available does not mean it will be permitted. It may be scheduled for renovation or have been renovated with controls that are not readily visible, or may have been deemed unusable by the Park Department and/or Department of Public Infrastructure. If the city determines an organization has used a field without permission, the user may be subject to loss of any existing permits or for future consideration of one. The City will make a concerted effort to schedule field renovations and turf maintenance after the athletic season is over.

User Priority

Applications will be considered for all reservations according to the following priority:

1. **Priority I** –New Bedford Parks Recreation & Beaches programs and New Bedford* Youth Programs
2. **Priority II** -New Bedford* Adult Organizations
3. **Priority III** – Non-resident Youth and Adult organizations
4. **Resident Requirement- 70% of team roster must be New Bedford residents*

IT'S IMPORTANT TO NOTE THAT FIELD REQUEST PERMITS ARE NOT AUTOMATICALLY RENEWED AND APPLICANT MUST REAPPLY EACH YEAR.

PLEASE KEEP THE FOLLOWING PAGES FOR YOUR RECORDS

Permit Schedule

<u>FIELD TYPE</u>	<u>PERMIT DATES</u>	<u>APPLICATION OPENS ON</u>
Baseball Diamonds	Spring Permits <u>March 15th to August 30th</u>	February 1 st
	Fall Permits <u>September 1st to November 15th</u>	July 15 th
Soccer Fields	Spring Permits <u>April 1st to June 30th</u>	February 15 th
	Summer Permits <u>July 1st to August 31st</u>	May 15 th
	Fall Permits <u>September 1st to November 30th</u>	July 15 th
Basketball Courts	Spring Permits <u>April 15th to June 15th</u>	March 1 st
	Summer Permits <u>June 16th to September 15th</u>	May 1 st
OTHER Permits	Spring Season <u>April 1st to June 30th</u>	February 15 th
	Summer Season <u>July 1st to August 31st</u>	May 15 th
	Fall Season <u>September 1st to November 30th</u>	July 15 th

Any permit request outside of the permit seasons above will be dealt on a case by case basis. The request for a field during these times can be made no more the **45 days prior** to the start date. Permits will be award as soon as possible and once all required information is received and fees have been paid.

Permit Guidelines

A permit will be issued for a 3 hour block on weekdays and a 4 hour block on weekends. You will need 1 permit for each day; multiple permits will be needed for each day. Permits will be issued starting at 8am and permits will end at 9pm. Permits cannot be shared without the permission of the Parks, Recreation, and Beach Department.

Monday thru Friday

8:00 am to 11:00 am
11:00 am to 2:00 pm
2:00 pm to 5:00 pm
5:00 pm to 8:00 pm

Saturday and Sunday

8:00 am to 12:00 pm
12:00 pm to 4:00 pm
4:00pm to 8:00 pm

Background Checks (see attached CORI Policy)

The City of New Bedford requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI (Criminal Offender Registry Information check) is performed on all staff, including volunteers, in accordance with Massachusetts General Law. In an effort to further protect the children of Massachusetts, Chapter 385 of the Acts of 2002, "An Act Further Protecting Children", was signed into law by Governor Jane Swift in November 2002. The law imposes several new requirements, including "...any entity or organization primarily engaged in providing activities or programs to children 18 years of age or less or that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer."

Organizations requesting a field permit must submit in writing on their organizations letterhead, a letter stating that all staff, coaches and volunteers have had a CORI check conducted on them and passed based on the City of New Bedford Cori requirements. A list of these league members must be listed in this letter. A copy of the actual CORI check may be requested, if necessary. This letter must be signed by your organizations authorized CORI officer. A new CORI must be done for each permit. **Staff, coaches and volunteers cannot begin working with your program until a CORI check has been completed on them. Also if this is not received permit will not be issued.**

Insurance

A certificate of insurance is required from all user groups naming the City of New Bedford as additionally insured. The certificate of liability insurance should be in an amount no less than \$1,000,000.00 for each occurrence and \$3,000,000.00 in the General Aggregate. This certificate should be updated for each season with the department. **If insurance is not on file the permit will not be issued and if the policy is out-of-date the permit will expire with the policy's end date.**

Fees/ Residency Requirement

Team rosters must be on file prior to final field permit approval. All City of New Bedford teams will be charged a \$50.00 processing fee per block of time, per location permit fee. Teams with less than 70% New Bedford or Out of town organizations/applicants will be charged a \$150.00 per block of time, per location permit fee.

Permit Cancellation

If at any time the Park Department has any issues with the permit holder not following the rules and regulations, PRB has the right to revoke the permit. Also if the permit becomes idle and not used more than 5 occurrences the Park Department has the right to revoke the permit. If at any time the permit holder does not need this permit any longer please contact the Park Department so we can re-permit the field to another organization.

Trash Policy

It is the responsibility of the permit holder to keep the area clean while using the permitted field. At the end of each use the permit holder is responsible for the removal of any trash generated by the participants and spectators. Please contact the office with any questions.

Closings Due to Outside Circumstances

The City of New Bedford Parks Recreation and Beaches Department reserves the right to cancel, postpone, or suspend any field permit at any time for health or safety reasons. In addition, if weather conditions do not permit the use of facilities, PRB may cancel or postpone any event at any time. No economic consequences shall impact the City of New Bedford due to such cancellations. PRB staff will work with the permit holder in advance to limit this occurrence and also help with securing a new date if feasible based on availability. Also at times PRB may have to suspend your permit for an event happening in the park but will make effort to limit this from happening. PRB will contact the permit hold in a timely manner.

General Rules and Regulations

The Board of Park Commissioners of the City of New Bedford, by virtue of its authority has set forth the following rules, regulations and requirements suitable for safe, reasonable, and orderly use of the parks. Violation of rules and regulations may result in the field use permit being revoked and potential fines governed by City ordinance.

1. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.
2. Park use is not permitted between the hours of 10pm and 6am except Tot Lots which shall be closed from sunset to 6am.
3. Climbing on any tree, statue, fence, railing or other structure in any park is strictly prohibited.

4. Vandalism is not acceptable, do not write, deface, defile or otherwise damage any building, bridge, fence, statue, fountain seat or any other structure in any park. Do not deface any notices posted by the Park Board.
5. No animals are allowed to pass or stray upon any area. This provision shall not apply to dogs when on a leash or chain not exceeding six feet in length.
 - a. No dogs whether leashed or unleashed shall come within 100 feet of any recreation area located in a City Park. A recreational area, for the purpose of these regulations, is defined as an athletic field to include baseball, softball, soccer, basketball, street hockey, tennis, football, sprinkler features, and play equipment units including swings, slides, etc.
 - b. Chapter 4, Article II, Sec. 4-29 of the code of City ordinances was amended on July 1, 1996 by the City Council Pit Bull – Notwithstanding any licensing requirement to the contrary, no person shall own, or keep or harbor, or allow to be upon any premises occupied by him or under his control any dog or dog species known as a “pit bull” without first obtaining a special permit therefore in the office of the City Clerk. An applicant of said permit shall pay a fee of \$25.00 and said permit shall be valid for the life of said dog. No such dogs are allowed on any City playgrounds and within (500) feet of all playgrounds located in City Parks, whether at large or under restraint. The provisions of this permit procedure shall be enforced by the dog officer, any police officer, or parking supervisor of the city.
6. Do not cut, break, or otherwise injure and tree, shrub, or any part thereof, do not cut, pluck or otherwise remove and blossoms from any plant, flower, or tree.
7. To carry or discharge firearms, firecrackers, or fireworks; to sell or offer for sale any goods or wares; to have possession of any instrument of gambling or play any games of chance; to make any fire; to have for sale or otherwise any intoxicating liquors or beverages; to utter profane, threatening, or abusive language, or to accost, follow, or annoy any other park visitor is strictly prohibited.
8. Permit holders are only to use those fields specifically designated on the permit. There may be another group following yours, so it is essential that the field is vacated by the scheduled ending time.
9. Written permission from the Park Board is required to play any musical instrument; to solicit any money or subscription.
10. The reservation is for field use only. Field permits are issued “AS IS”: bases, goals, balls and other equipment are not included in the permit.
11. Vehicles may not be driven or parked on turf areas, sidewalks, service driveways, or emergency zones. ATV, motor scooters, and dirt bikes are not allowed within any park. Bicycles are allowed on regular roads and bike paths. There is also no parking on grass at anytime
12. All trash must be placed in proper receptacles. Dumping of residential trash in any park trash receptacles is not allowed. Recycling is also mandatory in all city parks.
13. Do not take, disturb, or molest any bird or bird’s nest, mammal, or any animal in the park.
14. Do not feed any duck, swan, goose seagull or feathered bird.
15. Do not lie or stand on any park seat or bench.
16. Unless permitted by the Park Board you may not erect any booth, tent, stall or other structure for any purpose: to hawk, peddle or distribute literature of any type.
17. No food or drink on turf field facilities.
18. No striking or hitting golf balls in any park or playground.
19. The use of metal detectors is not allowed on park property without a proper permit.
20. There is no alcohol or tobacco consumption allowed on City owned property.
21. There is no subletting of any field or facility in the City of New Bedford.
22. Full responsibility and financial liability for any property damage will be assumed by the user group.

23. Group does not have permission to charge any fees for admission or for rental of any City of New Bedford field without prior permission from the Park Board.
24. Any structure such as but not limited to dumpster or portable restrooms cannot be delivered to any city park or field without prior permission from the Park Department.
25. The actual Field Permit must be on site at all times during the use of assigned field.

**CITY OF NEW BEDFORD PARK,
RECREATION and BEACHES RULES
& REGULATIONS**

This beautiful public space is yours to enjoy for relaxation and recreation. Please respect others and keep our park clean. Parks and playgrounds are open dawn to dusk.

Prohibited activities:

- ✓ Use of or possession of alcohol or illegal drugs
- ✓ Use of vulgar or threatening language
- ✓ Operation of unauthorized vehicles on park property
- ✓ Parking or Driving on the lawn
- ✓ Bicycles on the lawn
- ✓ Dumping or littering
- ✓ Vandalism of a tree, plant, or park structure
- ✓ Unleashed animals or any animal within 100 ft of a recreational area
- ✓ Fires, fireworks, or firearms of any kind
- ✓ Feeding birds or wildlife
- ✓ Use of metal detectors without a permit
- ✓ Golfing
- ✓ Smoking
- ✓ Performances, solicitations, or commercial activity without license from Parks, Recreation & Beaches
- ✓ Use of the park after it is closed without proper permission
- ✓ Skateboarding except where indicated
- ✓ Sleeping



CITY OF NEW BEDFORD
PARKS RECREATION & BEACHES
 JONATHAN F. MITCHELL, MAYOR

ID#: _____
Date Rcvd: _____
Staff Initials: _____

FIELD PERMIT APPLICATION

Contact Name & Title: _____

Name of Organization: _____

Type of Activity: __Soccer __Softball __Baseball __Lacrosse __Football
 __Basketball Other _____

Field of Choice

	Ashley Park Basketball Court		Brooklawn Park Soccer Field*
	Buttonwood Park – Diamond 1 2 3		Buttonwood Park Basketball Court 1 2 3
	Ben Rose Field		Camara Soccer Field
	Clasky Common Basketball Court		Gomes School Park
	Hazelwood Park Basketball Court 1 2		Lot 13 Baseball Field*
	Magnett Park Field		Morton Avenue Soccer Field*
	Morton Ave Soccer Field		Riverside Park
	Ashley Park Baseball Field		Renwick Soccer Field
	Other		

Requested Start Date _____ **Requested End Date** _____

Day of Week: _____

Time Slot (Please Check) Weekdays __8am to 11am __11am to 2pm __2pm to 5pm __5pm to 8pm
Weekends __8am to 12pm __12pm to 4pm __4pm to 8pm

Number of Participants: _____ **Estimated Number of Spectators:** _____

Email Address: _____

Organization's Mailing Address _____

City _____ **State** _____ **Zip Code** _____

Phone Number _____

Permit Holder Contact Name _____

Phone Number _____

My signature acknowledges that I have read and received a copy of permit procedures, rules and regulations pertaining to the field/park usage and agree to accept responsibility for the group issued the permit. I acknowledge that this application package is complete and a permit will only be issued upon receipt of all required documents.

 Signature

 Date

PLEASE ATTACH ALL CORI, INSURANCE, PAYMENT and ROSTERS TO THIS APPLICATION.