



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

Completed and signed application

Insurance certificate enclosed or sent to Parks Recreation & Beaches immediately upon receipt

CORI Compliance letter attached (see attached CORI information packet)

Team Roster(s) attached or received within 30 days of permit start date. *(Rosters must list all players, coaches, and the city/town they live in. If a team roster is not submitted, Non-Resident Rates will be charged and no future permits will be granted until all outstanding permit fees are paid in full.)*

If applicable fee included. Please make check payable to the **City of New Bedford**

The above information must be received by the Parks Department in order to receive a permit. Permit allocations will be based on availability, scheduled renovations, and turf control measures, implemented by the Parks 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
 2. New Bedford* Youth Programs
2. **Priority II** -New Bedford* Adult Organizations
3. **Priority III** – Non-resident Youth and Adult organizations

**Resident Requirement- 70% of team roster must be New Bedford residents*

**PLEASE NOTE:
FIELD PERMIT REQUESTS ARE NOT AUTOMATICALLY
RENEWED AND APPLICANTS MUST REAPPLY EACH
SEASON & EACH YEAR.**

PLEASE KEEP THE FOLLOWING PAGES FOR YOUR RECORDS

Permit Schedule for All Field Types:

Season	Permit Dates	Application Opens On:	Priority Order Deadline	Permit Determination Date
SPRING	March 15 – May 31	February 1 st	February 22 nd	March 8 th
SUMMER	June 1 – August 31	April 15 th	May 4 th	May 25 th
WINTER	September 1 – November 15	June 15 th	August 11 th	August 25 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 than ***45-days prior*** to the start date. **Permits will be awarded on the Permit Determination date once all required information is received, and fees have been paid.** *Applications received after the Priority Order Deadline will be assigned after all on time submissions on a first come – first serve basis. Fees will be determined by the number of dates a time block is requested.*

Permit Guidelines

A permit will be issued for a 2-hour block on weekdays and a 1-hour block on weekends. You will need 1 permit for each **block of time requested per day**; Permits will be issued starting at 8am and permits will end at 8pm. Permits cannot be shared without the permission of the Parks, Recreation, and Beach Department.

Weekdays (Mon-Fri)	Weekends (Sat & Sun)	
8:00 am to 10:00 am	8:00 am to 9:00 am	3:00pm to 4:00pm
8:00 am to 12:00 pm	9:00 am to 10:00 am	4:00pm to 5:00pm
10:00 am to 12:00 pm	10:00 am to 11:00 am	5:00pm to 6:00pm
12:00 pm to 4:00 pm	11:00 am to 12:00 pm	6:00pm to 7:00pm
12:00 pm to 2:00 pm	12:00pm to 1:00pm	7:00pm to 8:00pm
4:00pm to 8:00 pm	1:00pm to 2:00pm	
2:00 pm to 4:00 pm	2:00pm to 3:00pm	
4:00 pm to 6:00 pm		
6:00 pm to 8:00 pm		

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.

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.

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 fewer than 70% New Bedford residents, or out-of-town organizations/applicants will be charged a \$150.00 per block of time, per location permit fee.

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 and volunteers working directly with the youth, 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 organization's 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 organization's authorized CORI officer. A new CORI must be done for each permit/each season. **Staff, coaches and volunteers cannot begin working with your program until a CORI check has been completed on them. If this is not received a 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.**

Permit Cancellation

If at any time the City of New Bedford has any issues with the permit holder not following the rules and regulations, the Parks Department has the right to revoke the permit. Also, if the permit becomes idle and not used for more than 5 occurrences the Parks 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 Parks 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 Parks Department with any questions. 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.

No food or drink on turf field facilities.

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 the Parks Department 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.

Liability & Subletting

There is no subletting of any field or facility in the City of New Bedford. Full responsibility and financial liability for participant's injuries and any property damage will be assumed by the user group. Groups do 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. Any structure such as, but not limited to, dumpsters or portable restrooms cannot be delivered to any city park or field without prior permission from the Park Department. 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 6 am to 10 pm.

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.

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
- ✓ Disturbing any birds or wildlife including habitat such as nests
- ✓ 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

Developed by the Aspen Institute through its Project Play initiative, with a working group of human rights and sports policy experts, the Children's Bill of Rights in Sports identifies eight rights:

Children's Bill of Rights in Sports

To play sports.

Organizations should make every effort to accommodate children's interests to participate, and to help them play with peers from diverse backgrounds.

To safe and healthy environments.

Children have the right to play in settings free from all forms of abuse (physical, emotional, sexual), hazing, violence, and neglect.

To qualified program leaders.

Children have the right to play under the care of coaches and other adults who pass background checks and are trained in key competencies.

To developmentally appropriate play.

Children have a right to play at a level commensurate with their physical, mental, and emotional maturity, and their emerging athletic ability. They should be treated as young people first, athletes second.

To share in the planning and delivery of their activities.

Children have the right to share their viewpoints with coaches and for their insights to be incorporated into activities.

To an equal opportunity for personal growth.

Programs should invest equally in all child athletes, free of discrimination based on any personal or family characteristic.

To be treated with dignity.

Children have the right to participate in environments that promote the values of sportsmanship, of respect for opponents, officials, and the game.

To enjoy themselves.

Children have the right to participate in activities they consider fun, and which foster the development of friendships and social bonds.

We encourage leaders – from program operators to policymakers – to treat these rights as guardrails in the design of all sport activities involving youth. Now is the time to establish such minimum conditions. In the United States, as elsewhere in the world, the COVID-19 pandemic has sidelined millions of children, compromising their physical and mental health.



CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

PARK AND RECREATION

FIELD PERMIT APPLICATION

ID#: _____

Date Rcvd: _____

Staff Initials: _____

Applicant(s) Information

Name of Responsible Party:		Alternate Responsible Party:	
Title:		Title:	
Address:		Address:	
City:		City:	
State:		State:	
Zip Code:		Zip Code:	
Primary Phone:		Primary Phone:	
Email Address:		Email Address:	

Organization Details:

Organization/Team Name:	Phone #:	League Name:
Address:	City:	State: Zip Code:
Organization Website:	Please list your Activity or Sport Offered:	
Organization's Governing Body:	Please list the number of teams you provide:	
501 c (3): <input type="checkbox"/> No; <input type="checkbox"/> Yes (Current IRS document must be submitted with Request)		
Do you charge a fee for participants? <input type="checkbox"/> YES <input type="checkbox"/> NO; If yes, what is the cost per participant?		
Are your coaches compensated? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Players: <input type="checkbox"/> Youth Girls <input type="checkbox"/> Youth Boys <input type="checkbox"/> Co-ed Youth <input type="checkbox"/> Adult Women <input type="checkbox"/> Adult Men <input type="checkbox"/> Adult Co-eds		
Organization Type: <input type="checkbox"/> School Team <input type="checkbox"/> Youth Travel Team <input type="checkbox"/> Other:		
How many teams does your organization have?		
Does your organization hold tryouts and "cut" players based on athletic ability?		
Are scholarships provided for disadvantaged community members? <input type="checkbox"/> Yes (Please Submit); <input type="checkbox"/> No		
Do you have written policies to promote diversity, equity and inclusion? <input type="checkbox"/> Yes (Please Submit); <input type="checkbox"/> No		

Activity Details

Please select your activities for this permit: Tryouts Practices Games/Competitions

Will you be hosting games/competitions? Yes No; How many? ____ (Please submit schedule)

Are Games/Competitions versus: teams from New Bedford; teams from outside New Bedford?

Will you host Tournaments? Yes No; IF YES, PLEASE CONTACT PRB FOR TOURNAMENT PERMIT

PERMIT REQUEST FORM

Applicant: _____

Organization: _____

Please select your Desired Field, Court, or Space with a number in your order of preference:
 1 = Your Top Choice, 2 = your 2nd Choice, 3= Your 3rd Choice

Soccer Fields	Baseball & Softball Fields	Basketball Courts	Tennis/Pickleball Courts	Other
___ Brooklawn	___ Buttonwood D-1	___ Buttonwood Blue	___ Buttonwood S1	___ Victory Park Football Field
___ Camara	___ Buttonwood D-2	___ Buttonwood Red	___ Buttonwood S2	___ Hazelwood Croquet
___ Morton Ave.	___ Buttonwood D-3	___ Buttonwood Green	___ Buttonwood S3	___ Hazelwood Lawn Bowl
___ Renwick	___ Dias Field	___ Harrington Park	___ Brooklawn 1	___ Other Requests:
___ Riverside(Syn Turf)	___ Victory Park: Lot 13, D-4	___ Montes Park	___ Brooklawn 2	_____

Season Permit Dates for All Sports

SPRING:.....March 15 – May 31

SUMMER:.....June 1 – August 31

FALL:.....September 1 – November 15

Permit is Requested for the ___ Full Season; ___ Multiple Days; ___ 1-Day Only

Requested Start Date: _____ Requested End Date: _____ Day of Week: _____

Please list any dates you will not use: _____

**Available Time Slots - (Please Check) \$50 PER TIME SLOT FOR CITY RESIDENTS
 \$150 PER TIME SLOT FOR NON RESIDENTS**

Weekday: ___ 8am -10am; ___ 10am-12pm; ___ 12pm-2pm; ___ 2pm-4pm; ___ 4pm-6pm; ___ 6pm-8pm;

**Weekends: ___ 8am-9am; ___ 9am-10am; ___ 10am-11am; ___ 11am-12pm; ___ 12pm-1pm ___ 1pm-2pm;
 ___ 2pm-3pm; ___ 3pm-4pm; ___ 4pm-5pm; ___ 5pm-6pm; ___ 6pm-7pm; ___ 7pm-8pm**

Number of Participants: _____ Estimated Number of Spectators: _____

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

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CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

PARK AND RECREATION SCOREBOARD APPLICATION

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.

Scoreboard Rental 1 Day Permit.....>.....	\$10.00
Scoreboard Rental Weekly Permit (minimum 8 weeks; maximum 16 weeks.....)	\$10.00

The scoreboard permit holder is responsible for the total cost associated with replacing and/or repairing the scoreboard remote if the remote is lost or damaged. Permit holder is responsible for replacing batteries (AAA) as needed. The scoreboard remote will be returned within 2 business days after the end permit period.

Name of Applicant: _____ Title: _____

Organization: _____ Website (if applicable): _____

Contact Number: _____ Email: _____

Emergency Contact: _____ Contact Number: _____

Signature of applicant: _____ Date: _____

Phone Number: _____

Number of Weeks: _____

Email Address: _____

Organization's Mailing Address _____

City _____ State _____ Zip Code _____

Field Permit Holder Contact Name & Title: _____

Phone Number _____

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

Signature

Date