



CITY OF NEW BEDFORD

PARKS RECREATION & BEACHES

JONATHAN F. MITCHELL, MAYOR



2014 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. List of league officers name, address and phone attached
5. Team Roster attached
6. 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 Department in cooperation with the Department of Public Facilities. (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 by the Department and Public Facilities Department to be at its maximum use level in light of its condition). 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

**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.**

ADMINISTRATIVE OFFICES
181 HILLMAN STREET, BLDG. #3
NEW BEDFORD, MA 02740
PHONE 508-961-3015

MAILING ADDRESS
181 HILLMAN STREET
Box #9, NEW BEDFORD, MA 02740
FAX 508-991-6175

Once all requests for a particular season have been received, the Department will compile a list of all athletic field requests and then will notify all user groups of final scheduling in a timely fashion.

Application Deadlines

<u>SEASON</u>	<u>SEASON LENGTH</u>	<u>APPLICATION DEADLINE</u>
Spring / Summer	March 31 st – August 1 st	March 1 st
Fall	August 1 st – November 30 th	July 1 st

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. A roster of these league members may be requested with individual verification of CORI check, if necessary. This letter must be signed by your organizations authorized CORI officer. **Staff, coaches and volunteers cannot begin working with your program until a CORI check has been completed on them.**

If your organization needs to get setup to conduct a background check, please contact the Parks, Recreation & Beaches for Massachusetts CORI contact information.

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.**

Contact Information

Organizations must submit a list of their league officers by name, address and telephone number. Each participating team in the league must be listed as well as including team contact name and phone number identifying who will serve as the primary contact for the permit.

Fees/ Residency Requirement

Out of town organizations/applicants -\$100.00 per season, per permit. Team rosters must be on file prior to final field permit approval. **Teams with less than 70% New Bedford residents will be assessed the usage fee.**

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2014 FIELD PERMIT APPLICATION

Contact Name & Title: _____

Name of Organization: _____

Type of Activity: Soccer Softball Baseball Lacrosse Football
 Basketball Other _____

Field of Choice (permits are issued for 2 hr intervals – starting at 6am and ending at 10pm)

	Ashley Park Basketball Court		Brooklawn Park Soccer Field (Fall of 2014)
	Buttonwood Park – Diamond 1, 2, 3		Buttonwood Park Basketball Courts 1,2,3
	Ben Rose Field		Camara Soccer Field (Lights Available)
	Clasky Common Basketball Court		Gomes School Park
	Hazelwood Park Basketball Court 1,2		Lot 13 Baseball Field
	Magnett Park Field		Morton Avenue Soccer Field
	Other:		

Date(s) Requested: _____

Day(s) of week: _____ **Start Time:** _____ **End Time:** _____

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

Email Address: _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Daytime Phone:** _____

Cell Phone: _____ **Fax Number:** _____

Acknowledgement

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 KEEP THIS PAGE AND SHARE THE RULES & REGULATIONS WITH ALL OF YOUR STAFF AND PARTICIPANTS

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

General Rules and Regulations *Continued*

- 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; to make any speech in any park.
 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 in excess of 20 mph 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.
 12. All trash must be placed in proper receptacles. Dumping of residential trash in any park trash receptacles is not allowed.
 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 at Buttonwood Park Pond or at any boat ramp under the Park Board.
 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.
 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.