



WARREN BUILDING  
90 WASHINGTON STREET  
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR  
MATTHEW G. CHIN

TELEPHONE: 781-235-2370  
FAX: 781- 237 -3558

DEPUTY DIRECTOR  
BRANDON G. FITTS

**FIELD PERMIT APPLICATION**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Field Requested: \_\_\_\_\_

For what activity/sport: \_\_\_\_\_

DATE (S) – List all

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day (s): \_\_\_\_\_ Time: Start \_\_\_\_\_ Finish \_\_\_\_\_

Rain Date (if needed): \_\_\_\_\_

Approximate # of people: \_\_\_\_\_ # of Wellesley Residents: \_\_\_\_\_

**To Request a field permit:**

- **Complete this form and submit to: Recreation Director Matt Chin (Address above)**
- **For Questions contact Matt Chin at 7881-235-2370 or [mchin@wellesleyma.gov](mailto:mchin@wellesleyma.gov)**
- Requests to use Warren, Brown, Perrin, Phillips, Ouellette & Hunnewell Park (Town Hall Green) will be forwarded to the Natural Resources (NRC) for approval. \*
- Requests to use school fields will be presented to the Playing Fields Task Force and the School Athletic Director for approval. \*
- \* These committees may only meet once a month. Do not expect a quick turnaround for permit approval.
- Requests for fields made by vendors operating summer camps will not be approved until that vendor has satisfied state and local Board of Health requirements.
- SEE PAGE TWO FOR FEES AND POLICIES

**FOR THE WELLESLEY GREEN INITIATIVE – SEE SECOND PAGE**

## WELLESLEY FIELD PERMIT REQUEST INFORMATION

**Keep this for your records.**

### **To Request a field permit:**

- Complete this form and submit to: Recreation Director (address above)
- Requests to use Warren, Brown, Perrin, Phillips, Ouellette & Hunnewell Park (Town Hall Green) will be forwarded to the Natural Resources Commission (NRC) for approval. \*
- Requests to use school fields will be presented to the Playing Fields Task Force and the School Athletic Director for approval. \*
- \* These committees may only meet once a month. Do not expect a quick turnaround for permit approval.
- Requests for fields made by vendors' operation summer camps will not be approved until that vendor has satisfied state and local Board of Health requirements.

### **General Policies:**

- No Alcohol, No illegal drugs
- Public property may not be used to conduct a private business, unless certain requirements are met. The Recreation Director can aid you with this process. See "Public Facility Use for Private Gain Policy" at [www.wellesleyma.gov](http://www.wellesleyma.gov) click Department, click Recreation, click Recreation Commission & General Policies.
- Users are responsible for any damage.
- Users are responsible for checking the Town website for field conditions/closures. Fields will be posted when closed during the spring, summer and fall seasons. Assume that fields are closed during the winter.
- If selling food, you must receive authorization from the Board of Health.
- In general, Wellesley fields do not have sanitary facilities.
- No play before 8 am on Sunday. Multipurpose lights may remain on until 9:30 pm.

**WELLESLEY GREEN INITIATIVE:** The Playing Fields Task Force is partnering with Wellesley Green Schools on an important initiative to reduce waste on town fields. We require you to tell coaches, teams, family & friends, to help in the following ways: 1) Please ask players & visiting teams to **BRING REUSABLE WATER BOTTLES TO ALL GAMES & PRACTICES**; 2) Please consider **eliminating the extra drinks & snacks that are often brought to practices & games** (studies show that this has a positive health benefit as well); 3) Consider **naming a team captain to oversee garbage collection & recycling** or encourage players to clean up after themselves; and 4) Please remind players and visiting teams that the Town of Wellesley is committed to sustainable principles and has installed **working water fountains & recycling bins at almost all town fields.**

### **Priority of use:**

1. Park Maintenance
2. Town Wide Special Events
3. School use – Sports, Special Events, Coaches Clinics
4. Wellesley Youth Sports
5. Wellesley Recreation Department Programs
6. Wellesley Adult Organized Groups
7. Wellesley Residents: one-time use
8. Charitable Organizations
9. Non-Resident Groups/Non Recreation Department Camps & Clinics

### **FEES:**

- Town Wide Special Events / School Use / Recreation Department / Charitable Groups: NO FEE
- Coaches Clinics: \$15 per participant
- Resident Youth Sports: \$30 per participant/per sport/per session
- Resident Use – Softball: Multipurpose Field - \$25 per person/per season – no lights
- Resident Use – Softball: Multipurpose Field - \$40 per person/per season – **with lights**
- Resident Use – All other grass fields or one time use of Multipurpose Field - \$50 per game – no lights
- Resident Use – All other grass fields or one time use of Multipurpose Field - \$75 per game – **with lights**
- Resident use – TURF Field - \$75 per game
- Non-Resident use – Grass Field = \$100 - Turf Field = \$275
- Non-Recreation Department Camps/Clinics: Grass Field = \$35 per participant
- Non-Recreation Department Camps/Clinics: Turf Field = \$50 per participant
- Field use fees are determined in units of 1.5 hours if they are not permitted per person.

**FOR QUESTIONS - CALL MATT CHIN AT: (781) 235-2370 OR EMAIL TO: MCHIN@WELLESLEYMA.GOV**