



WARREN BUILDING  
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DIRECTOR  
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### **Use of Public Facilities for Private Gain**

- The Town of Wellesley does not allow individuals to use public facilities for private gain without first securing a permit from the Recreation Department. Facilities include: fields, tennis courts, the town beach and the like.
- Examples of personal gain are teaching tennis, swim lessons or running exercise programs. Those running summer camps on fields must also adhere to additional town policies and Department of Public Health regulations. The Recreation Director reserves the right to deny any requests that conflict with Recreation Department programs.
- Persons wishing to register their program with the Recreation Department must provide both a W-9 and copy of their insurance policy, naming the Town of Wellesley as a co-insured party. If you plan to teach children, you will also be subject to a CORI check. CORI checks must also be done for any assisting staff. Please contact the Department at least 6 weeks in advance, as CORI checks can take some time to be processed. You must call the Recreation Department and set up an appointment with the individual who is certified to run CORI checks. You must appear in person and present proper documentation.
- In keeping with the fee structure set by the Playing Fields Task Force, you will be required to remit \$35.00 per participant per session. A session will be defined as any series that meets 4 or more times. For any class that meets less than 4 times, the Recreation Director will determine a fee. Please make arrangements when you report for your CORI check. Checks are made payable to the Town of Wellesley and should be submitted to the Recreation office at 90 Washington Street. Payment is expected within 5 business days following the conclusion of your session.