



WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
MATTHEW G. CHIN

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DEPUTY DIRECTOR
Jenn Lawlor
Chad Norton

Special Event Field Permit Application

Name: _____ Organization: _____

Mailing Address: _____

Email: _____ Daytime Phone # _____

Field Requested: _____

Event Type (Please Specify): _____

Date of Event: _____

Day (s): _____ Time: Start _____ Finish _____

Rain Date (if needed): _____

Number of participants: _____ Number of spectators: _____

Number of cars/buses: _____ % of Wellesley Residents: _____

Police Detail required: Yes No

Parking/Traffic Control Plan (attached) _____ Trash removal Plan (attached) _____

Certificate of Insurance with the "Town of Wellesley" listed as additional insured (attached): _____

Restroom(s) Plan (attached) _____ Electricity Needed: Y / N Water Needed: Y / N

What is a Special Event?

Special Events are gatherings/events that involve a large group of people (compared to the usual occupancy of the site), and

- Are advertised to the public and do not occur regularly on the site or
- Impact or use Town of Wellesley streets (including curb or parking lane), sidewalks, and public rights-of-way; or
- Use Town facilities or property (i.e., Town buildings, parks, and parking lots).
- If your event/activity is one of the following, it will likely require a special event permit:
 - Outdoor concert and entertainment, public or semi-public, dance, recreation, or sporting events.
 - Circuses, carnivals, fairs and festivals.
 - Farmer's Markets.
 - Walks, runs, athletic, bicycle and vehicle races and rides.
 - Fireworks display
 - Street fair, craft show on a residential or commercial right-of-way which is likely to obstruct, delay or interfere with normal flow of pedestrian or vehicular traffic.

- Car washes whereby the public is encouraged to attend.
- Outdoor amplified sound.
- Other events as deemed by PFTF

Examples: road race, bike race, walk, parade, festival, market, carnival, and concert.

Parking/Traffic Control Plan

You will need to include a Traffic Control Plan if your Event is to affect public right-of-way with any one of these conditions (Note: Public right-of-way extends beyond the paved or travel surface of a roadway):

- Restrict or close a roadway (lanes, bike lanes, shoulders, etc.)
- Restrict or close a sidewalk/pathway
- Restrict or close a driveway
- Restrict or close parking spaces
- Restrict or close a Public Parking Lot
- Directing traffic with the use of a Certified Flagger, Police Officer or signs
- Posting of any signs in the right of way
- Police Detail required

Examples of Traffic Control Plans:

A Traffic Control Plan should site specific map of routes or locations where event will take place:

- Streets and cross streets with lane configurations
- Location and placement of all required MUTCD advance warning signs (list type of signs to be used)
- Location and placement of all certified flaggers
- Placement of cones and cone tapers
- Show traffic , pedestrian and bike detours and/or delays
- Show affected businesses

Trash Removal Plan:

- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the Town of Wellesley to remove trash/debris. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event. When the applicant uses Municipal recyclable receptacles all rights of ownership are forfeited. All expenses will be the responsibility of the event applicant.
- Map of trash receptacle locations must be included with Trash Removal plan

Insurance requirements:

A certificate of insurance must be filed (10) working days before the event. The named insured must match the name of the event organization on the application and permit. Additionally, naming the Town of Wellesley as an additional insured with the following minimums: Town Counsel/MIAA

Restroom Plan:

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. We estimate at least one (1) chemical toilet for every 100 people. Map of portable toilet locations must be included with Restroom plan. You may also coordinate the opening of a Town building for restroom use. School owned buildings contact School Business office (781-446-6210) and Town owned Buildings contact Recreation Department (781-235-2370)

To Request a special event field permit:

- Complete this form and submit to: Recreation Director Matt Chin (Address above)
- For Questions contact Matt Chin at 781-235-2370 or 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 (and School Committee if applicable) 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

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 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:

1. Town Wide Special Events: No fee,
2. School Use: No fee,
3. School Coach(es) Clinics: \$15 per participant,
4. Wellesley Resident Youth Leagues: \$30 per member per season per sport (\$15 to general fund/\$15 to turf replacement fund),
5. Wellesley Resident Youth League Clinics: \$15 per participant
6. Wellesley Recreation Department Programs: No fee
7. Organized Use of the High School Track: \$15 per member per season
8. Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$15 to field account and \$25 to light account),
9. Wellesley Resident – One-Time Use: Grass field, including the Multi-Purpose Field (at Hunnewell): \$50, but \$75 if using lights (incremental \$25 to light account); Turf field: \$75,
10. Charitable Groups: No fee
11. Non-Resident (Adults and Youth): Grass field and Sprague turf field: \$150; High School turf field: \$375 (fee is for field use only; utilization of scoreboard and sound system is not allowed)
12. Non-Recreation Department Camps: Grass field: \$35 per participant; Turf fields: \$50 per participant. (Camps catering to participants over the age of 12 years will, whenever available, use the turf fields.)
13. All field rentals that are not charged per participant are figured in increments of 1.5 hours.

General Field Use Rules

Hours of Operation: Fields may be used until dusk with the exception of the lighted Multi-Purpose Field (at Hunnewell). Lights may remain on until 9:30 pm, except for Reidy Field, where lights may remain on until 9:45 pm. No play before 8:00 am on Sunday at any field that abuts homeowners.

Prohibited Activities: Any prohibited activities posted on signage at the High School track or any fields, consumption/possession of drugs or alcoholic beverages; use of fields beyond permitted dates or times; use of grass fields during wet field conditions or before they are declared available for use; and any activity that may cause field damage. Users must show good judgment when using fields and must stop play if the field shows damage during activity. Any group who causes damage to any field will be responsible for repair costs.

Field Closures: <http://www.wellesleyma.gov/1049/Playing-Fields-OpenClosed-Status> or call 781-235-2370 for the latest field closures. If a field is closed, no use is permitted at all. The field status webpage and the hotline are for informational purposes only; field signage and/or

direct communication from the Wellesley DPW Park and Tree Division (DPW) take precedence. Whenever possible, DPW will email user groups and post signs when fields are closed.

Please note that grass fields can be closed even when the weather appears good at the time because of standing water, previous damage or other field condition issues. The DPW, in consultation with the PFTF, will recommend when fields should be closed in order to rest them to prevent significant damage from overuse or for maintenance reasons.

Weather: Because lightning can strike up to 10 miles from a storm, users should seek safe shelter as soon as they hear thunder or see lightning. They should wait for 30 minutes without hearing thunder or seeing lightning before returning to the field.

Maintenance of Baseball/Softball Infields: Baseball/softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is supplied and coaches are responsible for knowing the storage box combinations.

Litter, Trash and Recycling: All users are responsible for picking up any trash or litter on the field at the completion of their practice or game session regardless of whether this trash was there when they first got on the field or not. Pick up trash when you leave the field, even if it is not yours. Consider naming team captains at each practice or game to oversee litter collection and recycling.

Users are expected to use trash and recycling receptacles located on or near the fields or to take their waste home for disposal. If the group expects to generate excess trash, they must provide a means for removing trash themselves. Bring a trash bag with you to games and practices. Please pick up and recycle all plastic bottles. Inform coaches, players, players' families, and attendees at games and practices that there are water fountains at the majority of the active playing fields and that participants are strongly encouraged to utilize reusable and refillable water bottles for all practices and games.

The last group to use a field for the day is responsible for leaving a clean, litter free field.

If you consistently find trash when you arrive at the field please contact the Recreation Director at (781) 235 – 2370, who will attempt to identify the users who might be leaving the field in such condition.

Users are urged to support the preservation and sustainability of Wellesley's playing fields through responsible use of the fields and respect for those who neighbor the fields. It is the responsibility of all coaches, managers, referees and parents to lead by example by educating our children on the proper use of field space and emphasizing the importance of caring for our community assets and maintaining a clean environment.

Concerns related to the maintenance/condition of the High School track or any field should be addressed to the Assistant Superintendent/Deputy Tree Warden of the Park Division at dpw@wellesleyma.gov.