



SPRAGUE FIELD

PROPOSED LACROSSE WALL

Legend

Proposed

- Barrier Netting
- Lacrosse Practice Wall
- Lacrosse Practice Field
- Storage Bin

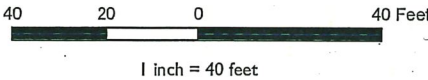
Existing

- Parcels
- Hydrants
- Water Main
- Sewer Manholes
- Sewer Main
- Drain Manholes
- Catch Basins
- Storm Drains

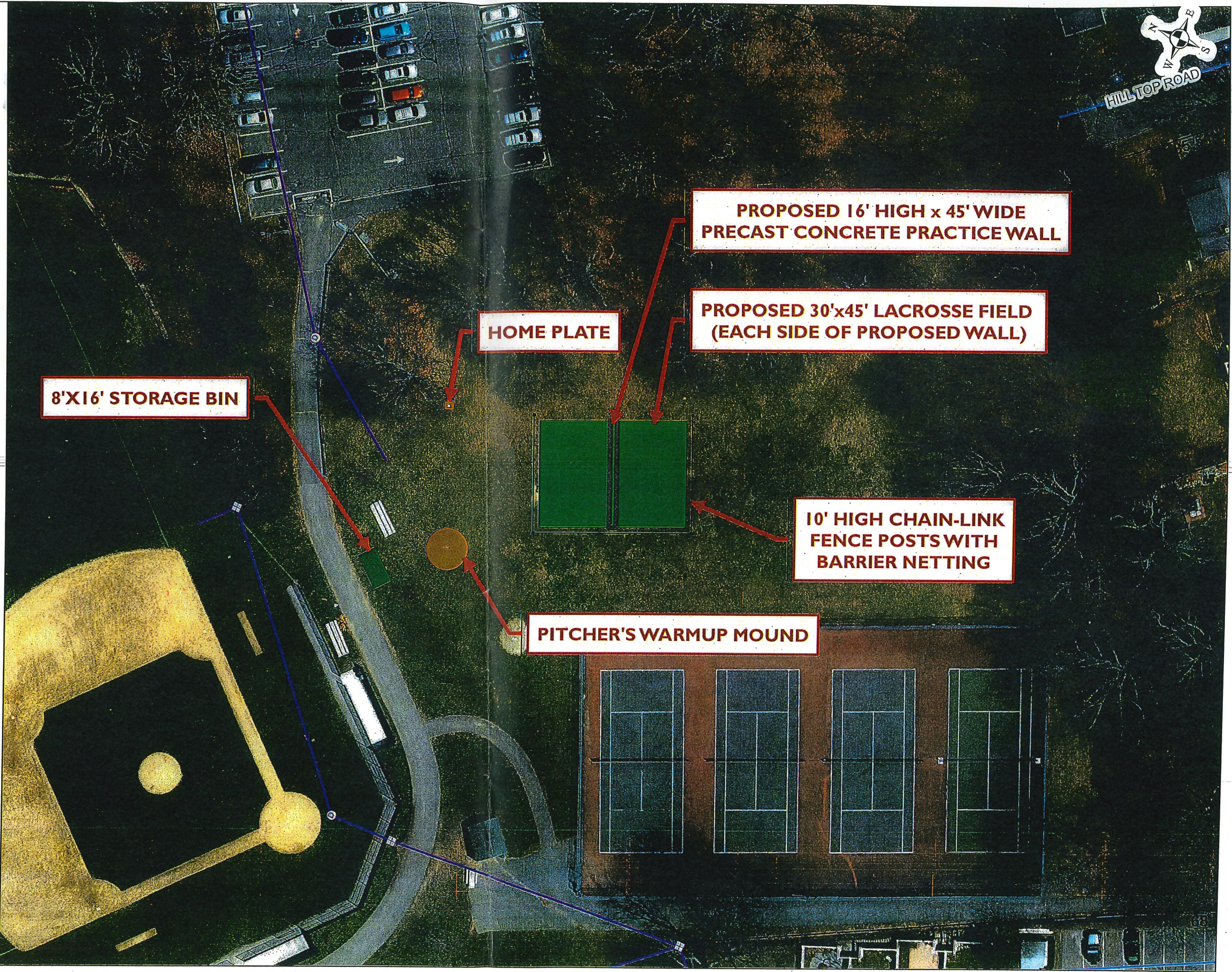
Notes:

1. Proposed Lacrosse Field Location Laid Out with White Stakes.
2. Proposed Pitcher's Mound Location Laid Out with Pink Stakes.
3. Proposed Storage Bin Location Laid Out with Blue Stakes.

May 9th, 2019



Disclaimer:
This map is for display purposes only — it is not intended for survey or legal purposes. Questions about specific datalayers on this map should be directed to the respective Town board, committee or department. The Town of Wellesley expressly disclaims responsibility for damages or liability that may arise from any errors, omissions, or inaccuracies in the information provided herein.



PLAYING FIELDS TASK FORCE
Charge to the Lights Subcommittee

At its April 2, 2019 meeting, the Natural Resources Commission (NRC) asked the Playing Fields Task Force (PFTF) to investigate the possibility of adding additional and improving existing lighting equipment at playing fields in Town. The PFTF has placed a high priority on this initiative, given its ability to allow for greater active play for Town residents – especially youth – and strengthen our sense of community at evening games and events.

The PFTF will issue a report to the NRC, ^{relevant stakeholders} which will include an actionable recommendation for the Commission to consider. As such, the PFTF is appointing a Lights Subcommittee to act as fact-finders and investigators of potential paths forward. In regular consultation with the PFTF, the Subcommittee will draft a holistic report answering:

- On what playing fields do the benefits of installing new lighting or improving existing lighting outweigh the costs?
- What specific fixtures would be recommended? How many and where?
- What ground-level improvements would be necessary to accommodate them?
- What would the financial impact of such improvements be?
- How would funding be secured?
- What permits and approvals would be needed?
- What would the terms of use be? How would these terms be codified and how would they be enforced?

When investigating ~~answers to~~ these questions, the Subcommittee will:

- Consider the effects of proposed lighting on intensity of use and maintenance of fields,
- Consider secondary impacts, such as traffic, concerns for abutters and neighbors, and sound,
- ~~Consider the need for equity between boys' and girls' teams, and~~
- Consider the effect of lights on "dark sky" efforts, utilizing external expertise via consultant Bob Parks.

The PFTF will issue a report to the NRC as soon as one is complete, with a target of fall/winter 2019. In the meantime, the PFTF plans to work with the Subcommittee to publicly vet potential options at its meetings, which the public are welcomed to attend. The PFTF also plans to engage via forums at different times of the day, to ensure that all constituents have the opportunity to be heard. Information and updates will be posted to the PFTF's website: wellesleyma.gov/356.

^{the}
consider impact of lights on creating greater capacity
for all user groups -

TOWN OF WELLESLEY



RECREATION DEPARTMENT

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

Special Event Field Permit Application

Name: Ryan Hannable Organization: PrimeTime Lacrosse

Mailing Address: 5A Michigan Dr. Natick, MA 01760

Email: ryan@primetimelacrosse.com Phone # 978-987-1134

Field Requested: High school turf and Hunnewell

Event Type (Please Specify): Lacrosse tournament

Date of Event: June 15 and 16 Event Day Contact & Cell phone# J. Wellemeyer 781-223-1077

Day (s): Saturday and Sunday Time: Start 8 am Finish 7 pm

Rain Date (if needed): None

Number of participants: About 500 Number of spectators: About 250
Number of cars/buses: About 200 % of Wellesley Residents: 10-25 percent
Parking/Traffic Control Plan (attached) X Trash removal Plan (attached) X
Certificate of Insurance with the "Town of Wellesley" listed as additional insured (attached): X
Restroom(s) Plan (attached) X
Electricity requested: Y / N Notes: No
Water requested: Y / N Notes: No
Amplified Sound requested: Y / N Notes: No

What is a Special Event?

Special Events are gatherings/events that involve a large group of people (compared to the seasonal use 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.

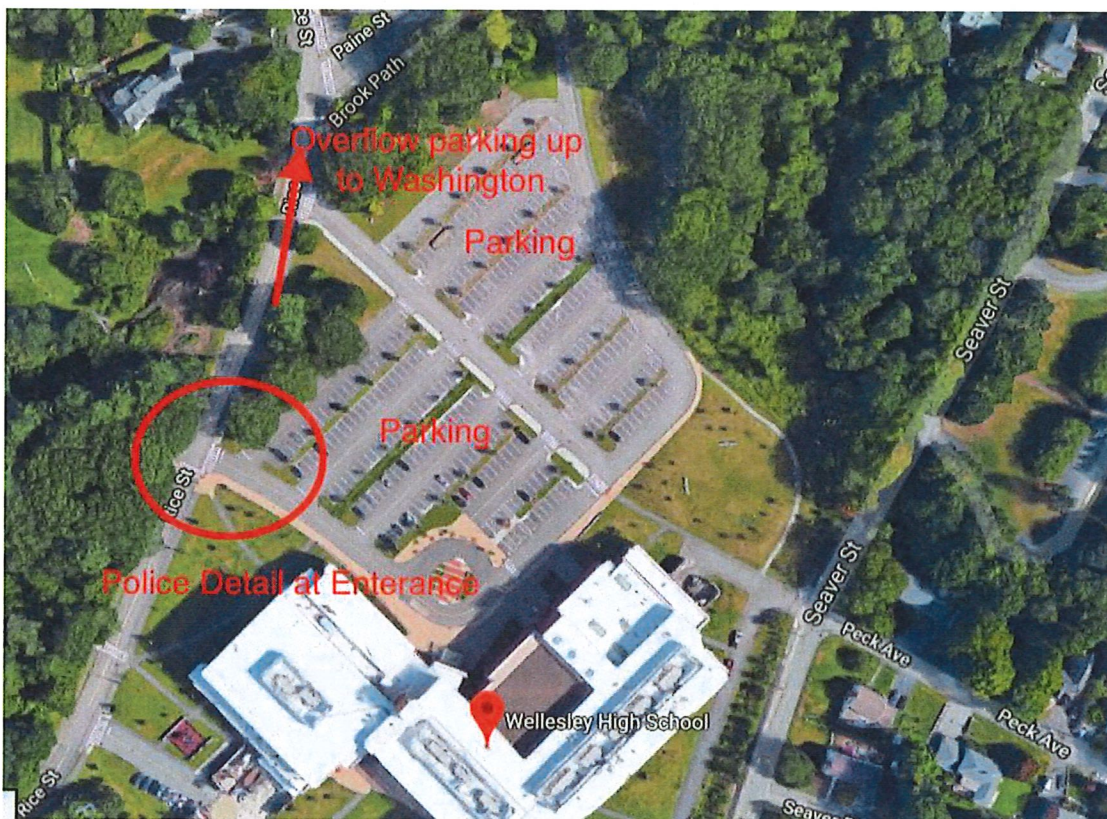
PrimeTime Lacrosse Tournament – Wellesley, MA

High School + Hunnewell (1 turf + 3 grass)

Traffic Control Plan (see map as well)

Parking Area: Wellesley High School

- Police detail at entrance of school, helping to utilize all possible spots
- Consistently check to make sure no violations have occurred
- Once full, have people park on side streets, along Washington St.
- Make sure all cars are parked legally.



Note: We executed this last year without a police detail, which means things should go much smoother this time around.

We have been in contact with the Wellesley Police Department about a detail for the two days. They do not schedule them until 1-2 weeks out, but are aware of it. Multiple may be needed to help cross the street, and also to ensure cars are parked legally. Our plan is to have a staff member at the entrance to the main parking lot where once full will direct cars to overflow parking. This will also be communicated

in an email to teams when the schedule comes out. Exact location will be based on what Wellesley Police say.

*After reaching out to the Wellesley School Department to make sure there was nothing going on at the high school these days we have learned there is a dance competition from 12-6 on both days. We are now discussing plans for a satellite lot with shuttle service. Options are Babson (where the main tournament fields are) and Wellesley Middle School. This will be an all day thing.

Note: Teams are not there all day. Typically, they play two games over a four-hour period and then are gone for the day. We have been and will stay in contact with Jerry Nigro to help decide what the best way to proceed is.

Recycling Plan

We will have plenty of trash and recycling set up throughout the event with multiple people emptying over the course of both days. We have been in contact with Justin Monta with Parks and Rec and will be hiring a park employee for the days to help with trash.

Also, we will work with the MWRA to secure a water truck. We attempted last year, but were unsuccessful.

Trash and recycling will be placed in strategic spots near fields and tournament headquarters (see map). Also, we will include the Wellesley Green Initiative in email to all participants, noting reusable water bottles and also signage promoting this on site.

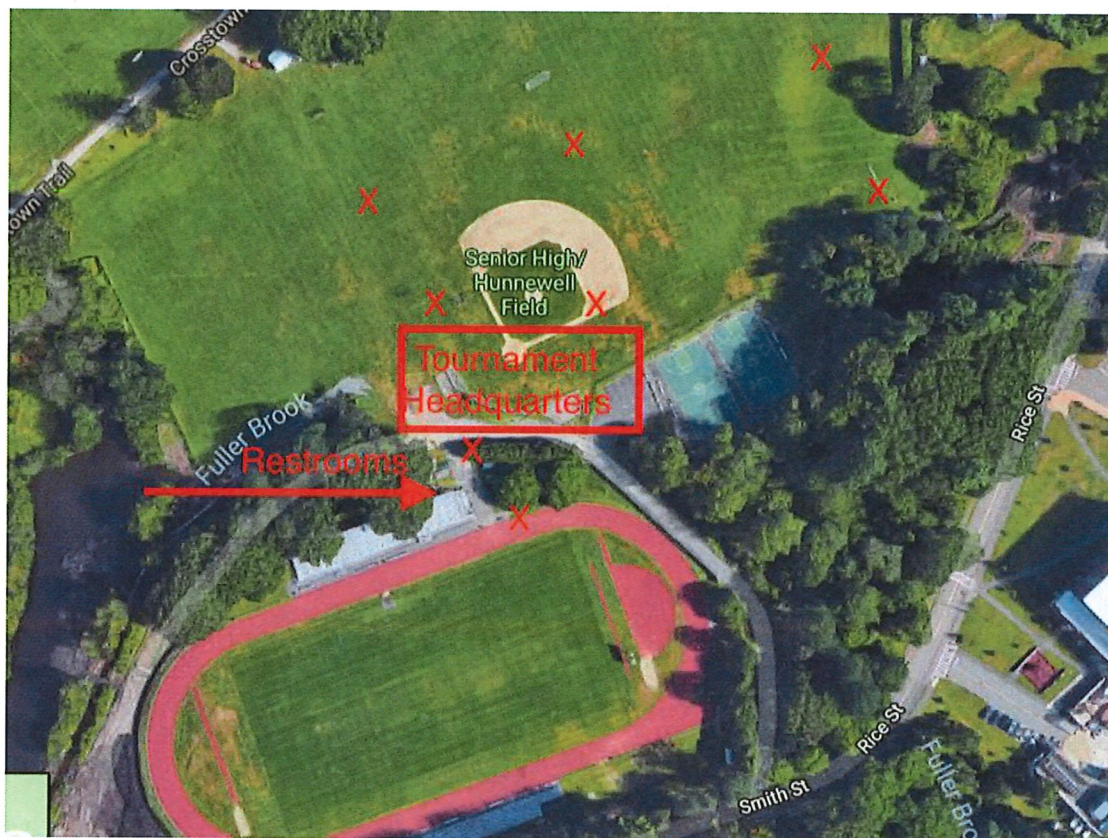


Insurance Requirements

We already are insured through Town of Wellesley, but a more specific COI which includes \$1,000,000 occurrence and \$3,000,000 general aggregate has been submitted as well.

Restrooms

We typically bring in a number ourselves, which can be placed next to the ones already in place near the dumpster. We won't place any other than this area unless given proper permission. To ensure proper placement, we will meet with Parks and NRC beforehand. Someone will be on site when these are delivered to ensure proper placement.



Food

We potentially would have food truck, which would be located in tournament headquarters next to the basketball court. We would make sure to have plenty of access for emergency vehicle to enter if necessary. Vendor would be up to date on all licenses and code. We have reached out to Leonard at the Board of Health, but have not heard back.



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DEPUTY DIRECTOR
BRANDON G. FITTS

Special Event Field Permit Application

Name: _____ Organization: _____

Mailing Address: _____

Email: _____ Phone # _____

Field Requested: _____

Event Type (Please Specify): _____

Date of Event: _____ Event Day Contact & Cell phone# _____

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

Rain Date (if needed): _____

Number of participants: _____ Number of spectators: _____

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

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 requested: Y / N Notes: _____

Water requested: Y / N Notes: _____

Amplified Sound requested: Y / N Notes: _____

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 - 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 Parking & Traffic Control Plan. If your Event is to affect public rights-of-way with any one of the below conditions, your plan must address the relevant 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.
- User group may hire a Park staff person at \$45 per hour to handle all trash removal (overtime may apply on weekends & holidays)
- User group may pay \$100 per day of event to use onsite dumpster (if available) and/or trash removal provided by Department of Public Works (specific location for pickup provided by DPW)
- Map of trash receptacle locations must be included with Trash Removal Plan

Deposit & Insurance requirements:

- **Deposit: 25% of total fee and then paid towards balance unless damage and/or additional fees incurred.**
- **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:**

General Liability – Naming the Town as an Additional Insured:

\$1,000,000 Occurrence

- \$3,000,000 General Aggregate
- DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
- MEDICAL EXPENSE (Any one person) \$5,000

Restroom Plan:

We estimate at least one (1) chemical toilet for every 100 people. Map of portable toilet locations must be included with Restroom plan. Delivery of portable toilets must be coordinated by the user group and Parks and/or Recreation Department when access to locked areas are needed. 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, McKinnon & 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 BELOW FOR FEES AND POLICIES

WELLESLEY FIELD APPLICATION REQUEST INFORMATION

Keep this for your records.

General Policies:

- No alcohol, no illegal drugs, no smoking and/or vaping.
- 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 Government, click Recreation, click Facility & Fields, click Playing Fields Task Force & Field Applications, click Playing Fields Task Force Documents
- 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.
- **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) Town-Wide Special Events
- 2) School Use/School Coaches' Clinics
- 3) Wellesley Resident Youth Leagues
- 4) Wellesley Recreation Department Programs
- 5) Wellesley Resident Adult Groups
- 6) Wellesley Resident – One-Time Use
- 7) Charitable Groups
- 8) Non-Resident Groups / Non-Recreation Department Camps and Clinics

Fees, as approved in the Playing Fields Policy:

- 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 participant per season (\$15 to Turf Field 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 participant per season; if not a seasonal rental: \$150,
- 8) Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$25 to Recreation lighting account)
- 9) Wellesley Resident – One-Time Use: \$50 for a grass field, including the Multi-Purpose Field (at Hunnewell), but \$75 if using lights (incremental \$25 to Recreation lighting account); \$75 for a turf field,
- 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), and

- 12) Non-Recreation Department Camps: \$35 per participant on a grass field; \$50 per participant on a turf field. (Camps catering to participants over the age of twelve years shall, whenever available, be assigned to turf fields).
- 13) All track and field rentals that are not charged per participant are figured in increments of 1.5 hours. Fees collected shall be deposited into the DPW Field Use Fund, unless otherwise noted or a rental of a turf field; revenue from turf field rentals shall be deposited into the Turf Field Fund.

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.wellesley.ma.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:

Since 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.

- SPRAGUE FIELD

WHITE - PRACTICE WALL (45'x50')

BLUE - CONTAINER (16'x8')

PICK - PRACTICE MOUND (60')

