



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: Joe Roberts Organization: Terriers Sports

Mailing Address: 63 Pine Plain road wellesley 02481

Email: info@terrierssports.com Daytime Phone # 781-235-0600

Field Requested: Kelly field complex and Kelly Tennis court on pine plain rd

For what activity/sport: Wiffle ball tournament

DATE (S) – List all

August 7 and August 8

Day (s): Saturday and Sunday Time: Start 10 am Finish 6 pm

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

Approximate # of people: 50 # of Wellesley Residents: 50

**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 BELOW FOR FEES AND POLICIES

## **WELLESLEY FIELD PERMIT 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](http://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:**

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### **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:**

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](mailto:dpw@wellesleyma.gov).



May 1, 2021

Matt Chin  
Wellesley Recreation Department  
90 Washington St.  
Wellesley, MA 02481

Dear Matt,

I am submitting this summary of fields that the Wellesley United Soccer Club will be planning to use this fall and am requesting permits for their use.

### **Sprague Fields**

#### **Monday-Friday**

Fields (1,2,3&4)	Mon August 9 <sup>th</sup> – Monday August 20 <sup>th</sup>	8:30AM.– dusk
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#### **Monday-Friday**

Fields (1,2,3&4)	Mon August 23 <sup>rd</sup> – Monday November 29 <sup>th</sup>	8:30AM.– dusk
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#### **Saturdays**

Fields (1,2,3,4,)	August 14 <sup>th</sup> – Nov. 27 <sup>th</sup>	8:30 AM – dusk
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#### **Sundays**

Grass Fields (1,4,)	August 15 <sup>th</sup> - Nov. 28 <sup>th</sup>	9AM – dusk
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Turf Fields 2&3	August 15 <sup>th</sup> - Nov. 28 <sup>th</sup>	9AM – dusk
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### **High School stadium field**

Saturdays	August 14 <sup>th</sup> – Nov. 27 <sup>th</sup>	8:30 AM. – dusk
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For games only when available, times TBD based on HS and other usage

### **Bates School Field (Kelly)**

Monday-Friday	Mon August 9 <sup>th</sup> – Monday November 29 <sup>th</sup>	4PM– dusk
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Wednesdays	August 11 <sup>th</sup> - November 24 <sup>th</sup>	1PM-dusk
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Saturdays	August 14 <sup>th</sup> – Nov. 27 <sup>th</sup>	8:30AM-dusk except Pumpkin
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Fair

Sundays

August 15<sup>th</sup> - Nov. 28<sup>th</sup>

10AM – dusk

### **Hardy School “Back” Field (not outfield of either diamond)**

Monday-Friday	Mon August 9 <sup>th</sup> – Monday November 29 <sup>th</sup>	4PM– dusk
Wednesdays	August 11 <sup>th</sup> - November 24 <sup>th</sup>	1PM-dusk
Sundays	August 15 <sup>th</sup> - Nov. 28 <sup>th</sup>	1PM-dusk

### **Schofield School Field**

Monday-Friday	Mon August 9 <sup>th</sup> – Monday November 29 <sup>th</sup>	4PM– dusk
Wednesdays	August 11 <sup>th</sup> - November 24 <sup>th</sup>	1PM-dusk
Saturdays	August 14 <sup>th</sup> – Nov. 27 <sup>th</sup>	8:30AM– dusk
Sundays	August 15 <sup>th</sup> - Nov. 28 <sup>th</sup>	1PM. – dusk

### **Perrin Field**

Monday-Friday	Mon August 9 <sup>th</sup> – Monday November 29 <sup>th</sup>	3:30PM– dusk
Wednesdays	August 11 <sup>th</sup> - November 24 <sup>th</sup>	1PM-dusk
Saturdays	August 14 <sup>th</sup> – Nov. 27 <sup>th</sup>	8:30AM– dusk
Sundays	August 15 <sup>th</sup> - Nov. 28 <sup>th</sup>	10AM. – dusk

### **Upham (front, near school):**

Monday-Friday	Mon August 9 <sup>th</sup> – Monday November 29 <sup>th</sup>	4PM– dusk
Sundays	August 15 <sup>th</sup> - Nov. 28 <sup>th</sup>	1PM. – dusk

### **Hunnewell School Field**

Monday-Friday	Mon August 9 <sup>th</sup> – Monday November 29 <sup>th</sup>	4PM– dusk
Sundays	August 15 <sup>th</sup> - Nov. 28 <sup>th</sup>	1PM. – dusk

Sincerely,

Susan DeNatale, Wellesley United Soccer Club Administrator 781-237-2273



Wellesley United Soccer Club

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DEPUTY DIRECTOR  
BRANDON G. FITTS

## FIELD PERMIT APPLICATION

Name: Patrick Hurley Organization: Cub Scout Pack 185

Mailing Address: 2 Shirley Road, Wellesley, MA 02482

Email: pack185wellesley@gmail.com Daytime Phone # 617-570-8210 (work)

Field Requested: Kelly 1 or 2 (3 or 4 would work if needed)

For what activity/sport: Cub Scout Blue & Gold Dinner (end of year awards ceremony and family picnic dinner)

DATE (S) – List all

June 14 or June 15th

If Bates is unavailable, we would like to request either Perrin or Warren as back-up.

Day (s): \_\_\_\_\_ Time: Start 5:30 Finish 7:30

Rain Date (if needed): June 21st or June 22nd

Approximate # of people: 60 # of Wellesley Residents: 60

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- 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.
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#### **Fees, as approved in the Playing Fields Policy:**

- 1) Town-wide Special Events: No fee,
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### **Weather:**

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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](mailto:dpw@wellesleyma.gov).

The 2021 Powerpuff game is a closed event just for the WHS and Needham Senior girls. The Wellesley police will be managing parking and controlling the gate for entry and overseeing the game operations. The game is an annual tradition that was never an official school event, but run informally by Needham and Wellesley Senior girls and parents, and then was taken over with police coaches about 5 years ago. Community Investors is supporting this game by providing insurance and game management so the girls can play and the tradition continues. The portalets on site are fine for any small number of visits. There should be no trash management since the only trash would be the girls bringing their own water bottles most of which will not be disposable.



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MATTHEW G. CHIN

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DEPUTY DIRECTOR  
BRANDON G. FITTS

### FIELD PERMIT APPLICATION

Name: Jason Wellemeyer Organization: Primetime Lacrosse

Mailing Address: 5A Michigan Drive, Natick, MA 01760

Email: jason@primetimelacrosse.com Daytime Phone # 781-223-1077

Field Requested: Hunnewell Grass Fields OR Stadium

For what activity/sport: Lacrosse Day Camp

DATE (S) – List all

Monday, August 2nd - Friday, August 6th  
9AM - 4PM (Friday 9AM - 1PM)

Day (s): Mon - Fri Time: Start 9AM Finish 4PM (Friday 1P)

Rain Date (if needed):  

Approximate # of people: 75-100 # of Wellesley Residents: 40-50

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DEPUTY DIRECTOR  
BRANDON G. FITTS

### FIELD PERMIT APPLICATION

Name: Joe Roberts Organization: Terriers Sports

Mailing Address: 63 Pine Plain Road, Wellesley, MA 02481

Email: info@terrierssports.com Daytime Phone # 781-235-0600

Field Requested: Kelly 1-4

For what activity/sport: Baseball

DATE (S) – List all

June 22-24, June 29-July 1, July 13-15, July 20-22, July 27-29, August 10-12

August 17-19, August 24-26

Day (s): Tuesday - Thursday Time: Start 9:30 AM Finish 11:30 AM

Rain Date (if needed): Fridays 6/25, 7/2, 7/16, 7/23, 7/30, 8/13, 8/20 and 8/27

Approximate # of people: 80 # of Wellesley Residents: 80

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### **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.

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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: Kelly Uller Organization: Wellesley Girls Lacrosse

Mailing Address: 3 Wildon Rd, Wellesley

Email: wellesleygirlslacrosse@gmail.com Daytime Phone # 617-620-8675

Field Requested: Please see attached

For what activity/sport: Girls lacrosse

DATE (S) – List all

Please see attached  
 \_\_\_\_\_  
 \_\_\_\_\_

Day (s): Please see attached Time: Start \_\_\_\_\_ Finish \_\_\_\_\_

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

Approximate # of people: 100 # of Wellesley Residents: 100%

**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 BELOW FOR FEES AND POLICIES



**WELLESLEY GIRLS LACROSSE**

**Wellesley Girls Lacrosse  
Fall 2021 Field Permit Details**

Grade Level	Type	Weeks	Field Requested	Dates	Day(s)	Times
1	Clinic	6	Schofield	9/18, 9/25, 10/2, 10/18, 10/23, 10/30	Saturdays	9-10 am
2	Clinic	6	Schofield	9/18, 9/25, 10/2, 10/18, 10/23, 10/30	Saturdays	10-11 am
3/4	Clinic	6	WHS Darcey Turf Field	9/19, 9/26, 10/3, 10/19, 10/24, 10/31	Sundays	1-2 pm
5/6	Clinic	6	WHS Darcey Turf Field	9/19, 9/26, 10/3, 10/19, 10/24, 10/31	Sundays	2-3 pm
7/8	Clinic	6	WHS Darcey Turf Field	9/19, 9/26, 10/3, 10/19, 10/24, 10/31	Sundays	3-4 pm
ALL	Clinic	1	WHS Darcey Turf Field	10/11	Monday	10-3 pm
ALL	Clinic	1	WHS Darcey Turf Field	11/27 & 11/28	Saturday & Sunday	10-3 pm

## **WELLESLEY FIELD PERMIT 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](http://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.

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### **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.

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DIRECTOR  
MATTHEW G. CHIN

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

DEPUTY DIRECTOR  
BRANDON G. FITTS

## FIELD PERMIT APPLICATION

Name: Kelly Uller Organization: Wellesley Youth Field Hockey

Mailing Address: 3 Wildon Road, Wellesley, MA 02482

Email: admin@wellesleyfieldhockey.com Daytime Phone # (617) 620-8675

Field Requested: Please see attached.

For what activity/sport: Field Hockey

DATE (S) – List all

Please see attached.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please see attached.

Day (s): Please see attached. Time: Start \_\_\_\_\_ Finish \_\_\_\_\_

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

Approximate # of people: 200 # of Wellesley Residents: 100%

### To Request a 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](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.
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- SEE BELOW FOR FEES AND POLICIES



## Wellesley Youth Field Hockey Fall 2021 Field Permit Details

Grade Level	Type	Weeks	Field Requested	Dates	Day(s)	Times
1/2	Clinic	8	Sprague Turf Field #3	9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31	Sundays	9-10 am
3/4	Clinic	8	Sprague Turf Field #3	9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31	Sundays	10-11 am
3/4	Teams	10	Sprague Turf Field #3	9/8, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/3, 11/10	Wednesdays	5:45 pm - dusk
5/6	Teams	10	Sprague Turf Field #3	9/7, 9/14, 9/21, 9/28, 10/5, 10/12, 10/19, 10/26, 11/2, 11/9	Tuesdays	5:45 pm - dusk
7/8	Teams	10	Sprague Turf Field #3	9/9, 9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28, 11/4, 11/11	Thursdays	5:45 pm – dusk
3-8	Games	10	Sprague Turf Field #3	9/11, 9/18, 9/25, 10/2, 10/9, 10/16, 10/23, 10/30, 11/6, 11/13	Saturdays	12-4 pm
ALL	Clinic	1	Sprague Turf Field #3	11/7	Sunday	10 am – 3 pm

## **WELLESLEY FIELD PERMIT REQUEST INFORMATION**

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- If selling food, you must receive authorization from the Board of Health.
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#### **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
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#### **Fees, as approved in the Playing Fields Policy:**

- 1) Town-wide Special Events: No fee,
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## **General Field Use Rules**

### **Hours of Operation:**

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

DEPUTY DIRECTOR  
BRANDON G. FITTS

## FIELD PERMIT APPLICATION

Name: Kelly Uller Organization: Wellesley Youth Field Hockey

Mailing Address: 3 Wildon Rd, Wellesley, MA 02482

Email: admin@wellesleyfieldhockey.com Daytime Phone # 617-620-8675

Field Requested: Sprague Turf Field #3

For what activity/sport: Field Hockey

DATE (S) – List all

Please see attached.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please see attached.

Day (s): Please see attached. Time: Start \_\_\_\_\_ Finish \_\_\_\_\_

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

Approximate # of people: 100 # of Wellesley Residents: space available.  
 Youth clinic will be offered to non-residents if  
 HS clinic is limited to WHS players only.

### To Request a 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](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. \*
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- SEE BELOW FOR FEES AND POLICIES



## Wellesley Youth Field Hockey Summer 2021 Field Permit Details

Grade Level	Type	Weeks	Field Requested	Dates	Day(s)	Times
Youth	Clinic	4	Sprague Turf Field #3	7/6, 7/13, 7/20, 7/27	Tuesdays	5-7 pm
Youth	Clinic	4	Sprague Turf Field #3	7/8, 7/15, 7/22, 7/29	Thursdays	5-7 pm
HS	Clinic	4	Sprague Turf Field #3	8/10, 8/17, 8/24	Tuesdays	5-7 pm
HS	Clinic	3	Sprague Turf Field #3	8/11, 8/18, 8/25	Wednesdays	5-7 pm
HS	Clinic	3	Sprague Turf Field #3	8/12, 8/19, 8/26	Thursdays	5-7 pm

## **WELLESLEY FIELD PERMIT REQUEST INFORMATION**

### **Keep this for your records.**

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- 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 Government, click Recreation, click Facility & Fields, click Playing Fields Task Force & Field Applications, click Playing Fields Task Force Documents
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#### **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,
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- 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:**

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### **Weather:**

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### **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.

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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: \_\_\_Maggie Chizmar (Camp Director)\_\_\_and Michelle Smith (Director of Ops)\_\_\_

Organization: Babson W Lacrosse and Nike Xcelerate Camp

Mailing Address: \_\_\_231 Forrest St Wellesley MA 02457 \_\_\_

Email: \_\_\_mchizmar@babson.edu\_\_\_ Daytime Phone # \_\_\_410-812-0055\_\_\_

Field Requested: \_\_\_Turf field- Sprague or Darcey\_\_\_

For what activity/sport: Youth girls Lacrosse \_\_\_

DATE (S) – List all \_\_\_ Monday July 26th through Thursday July 29th\_\_\_

Day (s): \_\_\_4 days\_\_\_ Time: Start \_\_\_9am\_\_\_ Finish \_\_\_3pm\_\_\_

Rain Date (if needed): \_\_\_will play in rain- no rain dates needed\_\_\_

Approximate # of people: \_\_\_50\_\_\_ # of Wellesley Residents: \_\_\_50%\_\_\_

#### 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 BELOW FOR FEES AND POLICIES

## **WELLESLEY FIELD PERMIT REQUEST INFORMATION**

### **Keep this for your records.**

#### **General Policies:**

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- 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 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.
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#### **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.

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## **TOWN OF WELLESLEY RECREATION DEPARTMENT**

**WARREN BUILDING 90 WASHINGTON  
STREET WELLESLEY, MASSACHUSETTS  
02481**

DIRECTOR TELEPHONE: 781-235-2370 DEPUTY DIRECTOR MATTHEW G. CHIN FAX: 781- 237 –3558 BRANDON G. FITTS

### **FIELD PERMIT APPLICATION**

Name: **Jeff Katz**

Organization: [Team Development Academy](#)

Mailing Address: **11 Heritage Lane Canton, MA 02021**

Email: [katz.jeff1@gmail.com](mailto:katz.jeff1@gmail.com)

Daytime Phone # **617-953-0630**

Field Requested: **(2) Sprague Turf Fields and (1) grass field adjacent to the turf**

For what activity/sport: **High School Soccer CLINIC for Wellesley boys and girls programs, as well as Brookline's boys and girls programs.**

DATE (S) – List all

**August 9-12, 2021**

**boys clinic**

**August 16-19,  
2021**

Day (s): **Monday-Thursday** Time: **9:00-11:00 am**

Rain Date (if needed): **August 13 boys, August 20 girls**

Approximate # of people: **100 per session**

# of Wellesley Residents: **50 (50%)**

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

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**- 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. \*
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- 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**

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**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**

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

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

DEPUTY DIRECTOR  
BRANDON G. FITTS

## FIELD PERMIT APPLICATION

Name: Maura Renzella Organization: Wellesley Youth Football with Terrier Sports

Mailing Address: PO Box 812839

Email: wyf.player.reg@gmail.com Daytime Phone # 781-727-1821

Field Requested: Multipurpose Field (if WHS is not using HS Stadium for State Tournament for Spring Sports- will check in with JB week of.)

For what activity/sport: WYF Flag Football Jamboree

DATE (S) – List all

Sunday, June 20, 2021  
 \_\_\_\_\_  
 \_\_\_\_\_

Day (s): Sunday, June 20, 2021 Time: Start 5:00 pm Finish 8:30 pm

Rain Date (if needed): N/A

Approximate # of people: 75 # of Wellesley Residents: All

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- 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,
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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: Community Investors Organization: \_\_\_\_\_

Mailing Address: 25 Earle Road, Wellesley 02481

Email: info@communityinvestors.net Phone # 781-239-3215

Field Requested: Darcey Field at WHS

Event Type (Please Specify): WHS Senior Girls Powerpuff game

Date of Event: May 23, 2021 Event Day Contact & Cell phone# 781-239-3215

Day (s): \_\_\_\_\_ Time: Start 4 pm Finish 7 PM

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

Number of participants: 100 Number of spectators: 0

Number of cars/buses: 70 cars no busses % of Wellesley Residents: 50

Parking/Traffic Control Plan (attached) \_\_\_\_\_ Trash removal Plan (attached) \_\_\_\_\_

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

Restroom(s) Plan (attached) will use existing portalets

Electricity requested: Y / N Notes: N

Water requested: Y / N Notes: N

Amplified Sound requested: Y / N Notes: just within stadium hearing

#### ***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.
- 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](mailto: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](http://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.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:**

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.

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