



WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
MATTHEW G. CHIN

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

DEPUTY DIRECTOR
Chad Norton

FIELD PERMIT APPLICATION

Name: _____ Organization: _____

Mailing Address: _____

Email: _____ Daytime Phone # _____

Field Requested: _____

For what activity/sport: _____

DATE (S) – List all

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

Rain Date (if needed): _____

Approximate # of people: _____ # of Wellesley Residents: _____

To Request a field permit:

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

FOR THE WELLESLEY GREEN INITIATIVE – SEE SECOND PAGE

WELLESLEY FIELD PERMIT REQUEST INFORMATION

Keep this for your records.

To Request a field permit:

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

General Policies:

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

WELLESLEY GREEN INITIATIVE: The Playing Fields Task Force is partnering with Wellesley Green Schools on an important initiative to reduce waste on town fields. We require you to tell coaches, teams, family & friends, to help in the following ways:

1) Please ask players & visiting teams to **BRING REUSABLE WATER BOTTLES TO ALL GAMES & PRACTICES**; 2) Please consider **eliminating the extra drinks & snacks that are often brought to practices & games** (studies show that this has a positive health benefit as well); 3) Consider **naming a team captain to oversee garbage collection & recycling** or encourage players to clean up after themselves; and 4) Please remind players and visiting teams that the Town of Wellesley is committed to sustainable principles and has installed **working water fountains & recycling bins at almost all town fields.**

Priority of use:

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

FEES:

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

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