



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: Charlie Danaher Organization: Boston Prime Baseball

Mailing Address: 100 Parker Street Watertown, MA 02472

Email: Jack@BostonPrimeBaseball.com Daytime Phone # 475-238-9572

Field Requested: Hunnewell Field Diamonds

For what activity/sport: Youth Baseball

DATE (S) – List all

Tuesday-Thursday, Saturday/Sunday April-June

Any diamonds we can get during that stretch will work. We are flexible.

Day (s): Tuesday-Thursday, Saturday-Sunday Time: Start Sat/Sun: 8 AM Finish Sat/Sun: 2 PM Tues-Thurs: 5:30 PM Tues-Thurs: 7 PM

Rain Date (if needed): _____

Approximate # of people: 40 # of Wellesley Residents: 10

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

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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 – **withlights**
- 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

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
Chad Norton

FIELD PERMIT APPLICATION

Name: Heather Viola Organization: Soccer Shots

Mailing Address: 1 Thompson Square, Charlestown, MA 02129

Email: boston.westdirector@soccershots.com Daytime Phone # 617-528-9767

Field Requested: Kelly, fiske, hardy, schofield, spague, upham (only need 1)

For what activity/sport: SOCCER

DATE (S) – List all

4/22/24, 4/29/24, 5/6/24, 5/13/24, 5/20/24, 5/27/24, 6/3/24,
6/10/24, 6/17/24

Day (s): Mondays Time: Start 4:15 pm Finish 6:00 pm

Rain Date (if needed): _____

Approximate # of people: 12-15 # of Wellesley Residents: unknown - TBD

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DEPUTY DIRECTOR
BRANDON G. FITTS

FIELD PERMIT APPLICATION

Name: Leone Johnson 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 Clinics

DATE (S) – List all

April 16-April 18, 2024

Day (s): Tuesday - Thursday Time: Start 1:30 PM Finish 3:30 PM

Rain Date (if needed): Friday, April 19, 2024

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

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WELLESLEY FIELD PERMIT REQUEST INFORMATION

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- Users are responsible for any damage.
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Priority of Use:

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- 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.

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.



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

DEPUTY DIRECTOR
BRANDON G. FITTS

FIELD PERMIT APPLICATION

Name: Leone Johnson, Administrator 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: Summer Sports Camp

DATE (S) – List all

6/24-6/28, 7/8-7/12, 7/15-7/19, & 7/29-8/2, 2024

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

Rain Date (if needed): _____

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

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Fees, as approved in the Playing Fields Policy:

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Name: Leone Johnson, Administrator Organization: Terriers Sports Inc.

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

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

Field Requested: Kelly Fields 1-4

For what activity/sport: Baseball

DATE (S) – List all

June 18-20 if school done

August 13-15 August 20-22 and if school has not started Aug. 27-29

Day (s): Tues - Thurs Time: Start 9:30 AM Finish 11:30 AM

Rain Date (if needed): Friday 6/21, 8/16, and 8/23

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

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- 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).
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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.

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.



WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
MATTHEW G. CHIN

TELEPHONE: 781-235-2870
FAX: 781-237-3558

DEPUTY DIRECTOR
BRANDON G. FITTS

Special Event Field Permit Application

Name: Ansley Martin Organization: WELLESLEY UNITED SOCCER CLUB

Mailing Address: SUSAN DEMATTELE, 18 NORWICH ROAD, WELLESLEY, MA 02482

Email: MAMJR68@GMAIL.COM Phone # (781) 589-6632

Field Requested: SPRAGUE FIELD COMPLEX

Event Type (Please Specify): ANNUAL MEMORIAL DAY SOCCER TOURNAMENT

Date of Event: MAY 25 & MAY 26, 2024 Event Day Contact & Cell phone# Ansley Martin (781) 589-6632

Day (s): 2 Time: Start 5:30 AM Finish 6:00 PM

Rain Date (if needed): MAY 27, 2024

Number of participants: 86 TEAMS Number of spectators: 2000

Number of cars/buses: _____ % of Wellesley Residents: 20%

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: _____

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
- 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:

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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.

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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.

Wellesley United Soccer Club – Memorial Day Soccer Tournament – May 25 & May 26, 2024

Special Permit Supplement

The Wellesley United Soccer Club (WUSC) will be hosting our annual soccer tournament for 3rd and 4th grade teams at the Sprague Fields Complex. The WUSC Memorial Day Tournament serves three purposes:

1. It is WUSCs main fundraiser to continue excellent programming and offerings to Wellesley players.
2. To promote Wellesley Soccer to other towns and clubs.
3. To offer the players a tournament experience and competitive soccer.

WUSC already holds the permit for the Sprague Fields for games and practices. This event will replace what normally would be practice and game times for the In-Town teams.

Parking and Traffic:

The Wellesley Police Department will set up NO PARKING signage on neighboring streets as they have done with past Memorial Day Tournaments. The Wellesley Police Department will also have a cruiser periodically patrolling the neighborhoods to ensure cars are being parked appropriately. Cones, barricades, and signage will direct traffic patterns in the Sprague School parking lot area. The Sprague parking lot will be restricted to attendees and their vehicles. No commercial vehicles and vendors will be allowed to park in this lot to ensure the safety of pedestrians and to keep traffic lanes unobstructed. Access points to the Sprague School will be kept clear. Attached is a field, traffic flow, and parking map.

The parking area by the Facility Building will be barricaded off and closed to the public and outside commercial vendors. This area will be used for concession trucks vetted and approved by WUSC, handicap parking, and parking for referees and the EMT.

Attendees will be directed to the Calvin Road lot when the Sprague School parking lot is full. Information regarding parking, restrictions, and maps will be posted on our website, and it will be sent to the participating teams. WUSC will request a police detail to be present to assist with monitoring the parking and traffic flow. WUSC will have volunteers assist the officer with parking management.

Any Town Department will have access to the Facility Building. Access into and out of the Facility Building will not be hampered. As in the past, WUSC will coordinate with Tim Bania of the DPW.

Security & Safety:

As in years past, WUSC will make a request to the Wellesley Police Department for a detail to be present during the event on both days from 7:00 AM – 3:00 PM. WUSC pays for this service. The officer will be positioned at the entrance/barricade to the Facility Building parking area to direct traffic and parking to nearby lots such as the parking area at end of Calvin and Donizetti streets.

An EMT will be on hand and stationed between Sprague Turf Field 3 and Grass Field 4.

WUSC will have a Tournament Headquarters Tent stationed between Sprague Turf Field 3 and Grass Field 4. WUSC will have a designated Field Marshall as well as WUSC Staff, Board Members, and volunteers cycling through to assist in answering any questions from tournament attendees and address any issues or complaints. They will also walk around the fields to engage and observe the attendees and the matches.

WUSC will place several bi-fold signs reminding attendees to respect the referees.

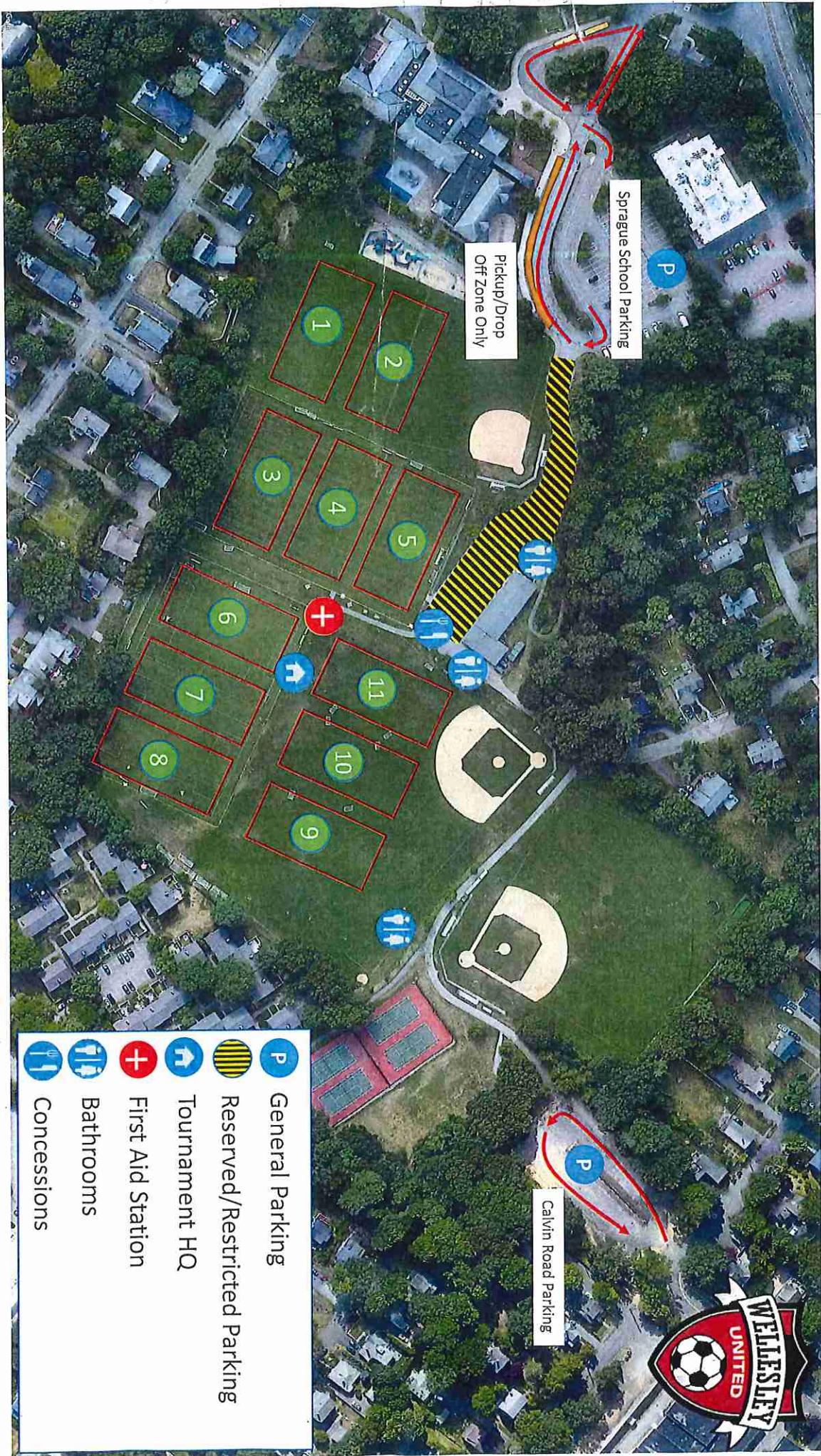
WUSC will place hand sanitizers stations around the complex.

Trash Removal:

WUSC and their volunteers will empty trash and recycling barrels currently located at the Sprague School and Field Complex during and after the event each day. All trash and recycling will be placed in the two dumpsters behind the Facility Building. We will ensure the fields are free of trash and debris after the tournament is over. WUSC will request to have the DPW recycling trailer placed between Sprague Turf Field 3 and Grass Field 4.

Restrooms:

There are currently two porta-potties next to the Facility Building. WUSC will add two more units there as well as six more units on the opposite side of the Facility Building. Six more units will be placed between the High School Baseball Field and the Sprague Tennis Courts



Jan 8th, 2024

RT

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 Spring 2024 and am requesting permits for their use.

SPRAGUE FIELDS

WEEKDAYS 3/18 – 7/2

- ✓ **Turf Field 3** – Mon, Tues, Thurs & Fri after 5:30 pm (Wednesday will be Field Hockey)
- ✓ **Field 4** – Mon, Wed, Fri after 5:30 pm
- ✓ **Field 1** – Mon, Tues, Weds, Thurs, Fri- after 5.30pm

SATURDAYS 3/16 – 6/22

- ✓ **Fields 1, 2, 4** 8:00 am – dusk
- Saturdays 3/16-6/22**
- ✓ **Field 3** 8am-2pm

SUNDAYS 3/17 – 6/23

- ✓ **Fields 1, 4** 8 AM – dusk
- Memorial Day weekend for Annual Memorial Day Tournament May 24, 25, 26 and 27th will use all Sprague complex.**

<u>Friday May 24th:</u>	5:30- dusk	Fields 1-4 set up
<u>Saturday May 25th:</u>	7AM-dusk	Fields 1-5
<u>Sunday May 26th :</u>	7AM-dusk	Fields 1-5
<u>Monday May 27th:</u>	7AM to 4pm	Fields 1-5 rain date

For **WEEKDAYS**, 4/15-4/29

Field 1,2,3,4 – Mon-Fri 8am-dusk

SCHOFIELD FIELD (9v9 soccer field)

- ✓ **WEEKDAYS 3/28 – 6/21** 3:30 pm – dusk (share with LL who will be on infield only)
- ✓ **SUNDAYS 3/17 – 6/23** 1:00pm to dusk

PERRIN FIELD

- ✓ **WEEKDAYS 3/28 – 6/21** 1:30 pm – dusk
- ✓ **SATURDAYS 3/16– 6/22** 8:00 am – dusk
- ✓ **SUNDAYS 3/17– 6/23** 10am-dusk

HARDY back grass FIELD (assuming this will be offline but if it is still online then we would like to use it the same times as Perrin)

WEEKDAYS (1 field) 3/20 – 6/23, 3:30 pm – dusk (practice, share with LL)

SATURDAYS 3/4 – 6/24, 8:00 am – dusk

✓ **SUNDAYS 3/5 – 6/25**, 1:00pm – dusk

HUNNEWELL SCHOOL FIELD (assuming this will be offline but if it is still online then we would like to use it the same times as Perrin)

WEEKDAYS 3/20 – 6/23 1:30 pm – dusk

SATURDAYS 3/4 – 6/24 8:00 am – dusk

SUNDAYS 3/5 – 6/25 1 PM to dusk

UPHAM LOWER SCHOOL FIELD – field adjacent to the school

WEEKDAYS 3/28 – 6/21 1:30 pm – dusk

SUNDAYS 3/17 – 6/23 10am-dusk (excluding May 15th)

Sincerely,

Susan DeNatale

WUSC Administrator

admin@wellesleysoccer.org

RT
2/7/2024



WELLESLEY GIRLS LACROSSE

Spring 2024 Field Permit Details

Grade Level	Type	Weeks	Field Requested	Dates ¹	Day(s)	Times ²
K/1/2	Clinic	10	Schofield	Apr 6, 13, 20, 27, May 4, 11, 18, 25, Jun 1, 8	Saturdays	9 am – 12 pm
5/6	3 Teams	12	Sprague Grass Field #4	Starting week of March 25 th ending June 14 th	Tuesdays	5:30 pm – dusk
5/6	3 Teams	12	Sprague Turf Field #2	Starting week of March 25 th ending June 14 th	Tuesdays	5:30 pm – dusk
7/8	3 Teams	12	WHS Darcey Turf Field	Starting week of March 25 th ending June 14 th	Tuesdays	5:30 pm – dusk
7/8	3 Teams	12	Hunnewell Grass Field #4	Starting week of March 25 th ending June 14 th	Tuesdays	5:30 pm – dusk
3/4	3 Teams	12	Hunnewell Grass Field #1	Starting week of March 25 th ending June 14 th	Tuesdays	5:30 pm – dusk
3/4	3 Teams	12	Hunnewell Grass Field #2	Starting week of March 25 th ending June 14 th	Tuesdays	5:30 pm – dusk
5/6	3 Teams	12	Sprague Grass Field #4	Starting week of March 25 th ending June 14 th	Thursdays	5:30 pm – dusk
5/6	3 Teams	12	Sprague Turf Field #2	Starting week of March 25 th ending June 14 th	Thursdays	5:30 pm – dusk
7/8	3 Teams	12	WHS Darcey Turf Field	Starting week of March 25 th ending June 14 th	Thursdays	5:30 pm – dusk
7/8	3 Teams	12	Hunnewell Grass Field #4	Starting week of March 25 th ending June 14 th	Thursdays	5:30 pm – dusk
3/4	6 Teams	12	Sprague Turf Field #2	Starting week of March 25 th ending June 14 th	Fridays	5:30 pm – dusk
1-8	Games	11	Sprague Turf Field #3	Apr 7, 14, 21, 28, May 5, 12, 19, 26 ⁴ Jun 2, 9, 16 ⁴	Sundays	9:30 am – 4:30 pm
3-8	Games	11	WHS Darcey Turf Field	Apr 7, 14, 21, 28, May 5, 12, 19, 26 ⁴ Jun 2, 9, 16 ⁴	Sundays ³	10 am – 12:30 pm

¹Practices during the week of WPS April vacation are scheduled by individual coaches/teams.

²Start times are the earlier of 5:45 pm or when HS finishes their practice/games.

³Sunday Permit to be worked with the Wellesley Boys Lacrosse Program:

WHS Darcey Turf Field: each program (WGL & WBL) will alternate each Sunday for home games for 5/6 & 7/8 girls.

⁴Back-up dates in case of inclement weather.

HS Grass #1/2 conflicts Boys 6/8
HS Grass #1/2 "

HS T&T Sundays 12-12:30 pm overlap

TOWN OF WELLESLEY**RECREATION DEPARTMENT**

WARREN Building
80 WASHINGTON STREET
Wellesley, Massachusetts 02481

Director
Matthew C. Chin

Telephone: 781-235-2370
Fax: 781-235-0559

Deputy Director
Chad Nease

FIELD PERMIT APPLICATION

Name: Alivis Waggoner Organization: WYL

Mailing Address: 50 Pines Mountain Ln. N. Attleboro, MA

Email: Wags123456@yahoo.com Daytime Phone #: 978-590-9341

Field Requested: Sprague & Dacev Stadium

For what activity/sport: Boys Youth Lacrosse

DATE (S) - List all

Monday/Wed/Thurs/Fri: March 11th - June 14th: March 11, 12, 14, 16, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, April 1, 3, 5, 10, 11, 12, 15, 17, 18, 19, 21, 24, 25, 26, 29, May 1, 2, 3, 4, 6, 9, 10, 13, 15, 16, 17, 20, 22, 23, 24, 27, 29, 30, 31, June 1, 2, 4, 6, 7, 10, 12, 13, 14

Saturdays: March 12, 26, 30 April 6, 13, 20, 27 May 4, 11, 18, 25 June 1, 8, 15

Sundays: March 17, 24, 31, April 11, 14, 21, 28, May 5, 12, 19, 26 June 2, 9, 16

Day (s): Monday/Wed/Thurs/Fri Time: Start 5:30 Finish 9:00

Saturdays 7:15-7pm

Rain Date (if needed): Saturdays: 5/17/14 5:30pm - 9:00pm

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 781-235-2370 or mchin@wellesleyma.gov
- Requests to use Warren, Brown, Perrin, Phillips, Ouellette & Hunsowell Park (Town Hall Green) will be forwarded to the Natural Resources (NRC) for approval. *
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- SEE PAGE TWO FOR FEES AND POLICIES

FOR THE WELLESLEY GREEN INITIATIVE - SEE SECOND PAGE

Up At
TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING
66 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02451

Director
MATTHEW O. CHIN

TELEPHONE: 781-235-2370
FAX: 781-237-2388

Deputy Director
Chad Nahon

FIELD PERMIT APPLICATION

Name: Alexis Waggoner Organization: Wellesley Boys Lacrosse

Mailing Address: 50 Pinsonault Lane N. Attleboro, MA

Email: Wags123456@yahoo.com Daytime Phone #: 978-590-9341

Field Requested: Sprague 2

For what activity/sport: Boys Youth Lacrosse

DATE(S) - List all March 11 - June 12th

Mon/Wed: March: 11, 13, 18, 20, 25, 27, April: 1, 5, 8, 10, 13, 17, 22, 24, 29 May: 1, 4, 8, 13, 15, 20, 22, 27, 29
June: 3, 5, 10, 12

Sundays: March: 17, 24, 31 April: 7, 14, 21, 28 May: 5, 12, 19, 26
June: 3, 10, 17

Mon/Wed: 5:30 - dusk ✓

Day(s): Sundays - 8am - dusk Time: Start _____ Finish _____

Rain Date (if needed): _____

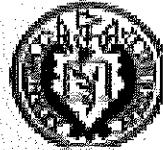
Approximate # of people: 100 # of Wellesley Residents: 100

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- 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

TOWN OF WELLESLEY



RECREATION DEPARTMENT

WELLESLEY
WARRIOR BUSINESS
10 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

Director
MATTHEW O. CHIN

Telephone: 781-235-2370
FAX: 781-235-3520

Deputy Director
CHAD NATURE

FIELD PERMIT APPLICATION

Name: Alexis Waggoner Organization: Wellesley Boys Lacrosse

Mailing Address: 50 Pinsonnault Ln. N. Attleboro MA

Email: waggy12345@yahoo.com Daytime Phone #: 978-520-9341

Field Requested: Hannumell 1 & 2

For what activity/sport: Boys Varsity Lacrosse

DATE(S) - List all Saturdays: March 30, April 13, 20, 27, May 4, 11, 18, 25, June 1, 8, 15

Monday - Friday > March 11th - June 14th

March 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, 27, 28, 29

April 1, 2, 5, 8, 11, 14, 15, 18, 19, 22, 25, 26, 29, 30

May 1, 2, 3, 6, 7, 8, 11, 12, 14, 15, 18, 19, 22, 23, 24, 27, 28, 29, 30

June 3, 4, 5, 8, 11, 10, 11, 12, 13, 14

Time: Start 5:30 Finish DUSK

Day(s): Mon - Fri

Saturdays

Rain Date (if needed): N/A

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 781-235-2370 or mchin@wellesleyma.gov
- Requests to use Warren, Brown, Ferrin, Phillips, Ouellette & Hannumell Park (Town Hall Green) will be forwarded to the Natural Resources (NRC) for approval. *
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FOR THE WELLESLEY GREEN INITIATIVE - SEE SECOND PAGE

TOWN OF WELLESLEY**RECREATION DEPARTMENT**

WARRIOR BUILDING
99 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

Director
MATTHEW C. CHIN

Telephone: 781-235-2370
Fax: 781-235-2859

Bureau Director
Chad Nielsen

FIELD PERMIT APPLICATION

Name: Alexis Waggoner Organization: WBL

Mailing Address: 50 Pins on a Cliff Ln. North Attleboro, MA

Email: WAgg512345@aol.com Daytime Phone #: 978-596-9341

Field Requested: Darcey Stadium

For what activity/sport: Boys Youth Lacrosse

DATE(S) - List all

Mon/Wed/Fri - March 11 - June 14th: March 11, 13, 15, 16, 20, 22, 25, 27, 24 April 1, 3, 5, 6, 10, 12, 16, 17, 19, 22, 24, 26, 29 May 1, 3, 4, 18, 19, 20, 23, 25, 27, 28, 29, 30 June 1, 2, 3, 10, 11, 12, 13, 14
Saturdays - March 16, 23, 30 April 6, 13, 20, 27 May 4, 11, 18, 25 June 1, 8, 15
Sundays - March 17, 24, 31 April 7, 14, 21, 28 May 5, 12, 19, 26 June 2, 9, 16
M/W/F - 5:30-8:45pm

Day (s): Sat - 1-7pm Time: Start: _____ Finish: _____
Sunday - 8-10am & 4pm to dusk

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)
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Spring 2024 Fields - Wellesley Youth Baseball & Softball

**Always willing to work with other sports to find open time on all fields that we have permits for.

Saturdays 4/1 - 6/23	Sundays 4/1 - 6/23	Monday-Friday 4/1 - 6/23
Reidy	~ All 9a-9:45p	Reidy ✓ 3:30p - Dark
Kelly I		Kelly I ✓ 3:30p - Dark
Kelly II	8:30a - Dark	Kelly II ✓ 3:30p - Dark
Kelly III		Kelly III ✓ 3:30p - Dark
Kelly IV		Kelly IV ✓ 3:30p - Dark
Ouellet	8:30a - Dark ✓	Ouellet ✓ 3:30p - Dark
Brown	8:30a - Dark ✓	Brown ✓ 3:30p - Dark
Upaham II	8:30a - Dark ✓	Upaham II ✓ 3:30p - Dark
Lee	8:30a - Dark ✓	Lee ✓ 3:30p - Dark
Schofield	~ 8:30a - Dark	Schofield ✓ 3:30p - Dark
Warren/Multi-purp.	9a - 9:30p ✓	Warren/Multi-purp. ✓ Wed: 4-8pm ✓ Thu: 4-8pm ✓ Fri: 4-9:30pm
Warren/Rec. Upper		
Fiske	✓ 8:30a - Dark	Fiske ✓ 3:30p - Dark
Hardy I		
Hardy II		
Sprague 1/SB	✓ 8:30a - Dark	Sprague 1/SB ✓ 3:30p - Dark
Phillips	✓ 8:30a - Dark	Phillips ✓ 3:30p - Dark
IV Big Diamond (H4)	✓ All Day	IV Big Diamond ✓ 3:30p - Dark

Field by tennis courts/Lee

Sprague 5: Sat/Sun Afternoon & Evenings - Not sure if I get a permit for this field or just work around WHS baseball

* Reidy - Lights

* Warren/MultiPurpose - Lights and shared with Men's Softball & WHS Softball

* Lee - Shared with WHS Softball

* Sprague 1/SB - Shared with WMS Softball & sometimes we have to consider the soccer or lax teams in the outfield.

* Fiske - shared between Intermediate baseball and softball

* Schofield - LL diamond, but shared outfield with lax/soccer

* JV Big Diamond - shared with WHS baseball and lax/soccer in outfield.

* Sprague Varsity - hard to use in the spring, but we do manage to get some time. Better in summer & fall.

HT



Wellesley Youth Field Hockey
Spring 2024 Field Permit Details

Update 2/1/2024

Grade Level	Type	Weeks	Field Requested	Dates	Day(s)	Times ¹
3-8	Clinic	8	Sprague Turf Field #3	April 24, May 1, 8, 15, 22, 29, June 5, 12	Wednesdays	5:45 - 7:45 pm
1-2	Clinic	8	Sprague Turf Field #3	April 27, May 4, 11, 18, 25, June 1, 8, 15	Saturdays	2:00 - 3:00 pm
5-9	League	8	Sprague Turf Field #3	April 27, May 4, 11, 18, 25, June 1, 8, 15	Saturdays	3:00 - 7:30 pm

¹ Start times are the earlier of 5:30 pm or when HS finishes their practice/games.