
TOWN OF LITTLETON
Department of Parks, Recreation &
Community Education



Athletic Field Use & Allocation Policy

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TOWN OF LITTLETON

Department of Parks, Recreation & Community Education
33 Shattuck Street
Littleton, MA 01460
(978) 540-2490 / (978) 952-6053 FAX

I. Purpose:

To establish guidelines for the allocation and management of athletic fields and park facilities maintained and managed by the Town of Littleton, Parks, Recreation and Community Education (PRCE) Department.

II. Policy Outline:

The Town of Littleton PRCE will coordinate and allocate the use of its athletic fields for resident and non-resident organizations to hold league play, practice, tournaments, and other sport-related special events. Athletic Fields are allocated and permitted in three multi-month increments.

Period A: August 1st through November 30th
Period B: April 15th through June 15th
Period C: June 20th through July 30th

Priority will first be given to the Littleton Public School Athletic Teams and the Littleton Parks & Recreation Sports Programs. Town of Littleton Events and non-profit youth organizations will be given second priority. Due to increased demand, athletic fields will then be allocated based on priority as listed below.

(This does not guarantee that every organization will receive the fields they request. Littleton PRCE reserves the right to increase/decrease the number of fields assigned to an organization based upon prior usage, the need to accommodate new organizations, demographics and the unavailability of fields due to maintenance.)

Field permits will not be issued for use during the winter months or when there is snow cover on the grounds.

III. Allocation Priority:

- a. Town of Littleton School Athletics
- b. Littleton PRCE Programs
- c. Littleton PRCE Youth Sports Organizations
- d. Littleton PRCE Adult Sports Organizations
- e. Youth Non-Profit Sports Organizations; not PRCE sponsored
- f. Youth Commercial Tournament/Clinic; For-Profit Organizations
- g. Adult Commercial Tournament/Clinic/League; For-Profit Organizations

IV. Not-For-Profit Status:

- a. To qualify as a Non-Profit user, the organization must be registered as a not-for-profit corporation with the State of Massachusetts.
- b. Non-Profit Organizations are those organizations that have evidence of Federal 501c certificate and/or state non-profit status.
- c. A copy of the certificate is required upon registration for field use.
- d. Organizations may be granted field use upon verification of Non-Profit status, proof of liability insurance of specified amount determined by the Town.

The purposes of the above requirements are to verify that each organization has a governing body which oversees the facilitation of their league(s). Organizations that do not meet all of these requirements will not receive a field allocation, but may be allowed to receive fields for use under hourly rates as outlined in the Fees and Charges section adopted by the Town of Littleton PRCE Board of Commissioners.

V. Permit/Allocation Procedures:

- a. All organizations must submit a *Field Allocation Request Form* by June 1st for Period A; August 1st for Period B; and February 20th for Period C.
- b. All allocation requests must have accurate start/end dates. Fields will be allocated for time frames that coincide with season play only.
- c. Game and practice schedules are required to be submitted to the PRCE office no later than one week prior to the start of requested use/season.
- d. Changes to the use schedule must be made in writing (email submission is fine) to the PRCE Director.
- e. Payment in full is required one week prior to the start of requested use. Fees not paid will result in loss of field use. In-Town sports leagues are charged a yearly field maintenance fee on July 1st of each year.

Non PRCE organizations will receive a permit upon receipt of current season schedule for allocated field(s) requested. Charges will be assessed by using the current Fees and Charges Schedule adopted by the Littleton PRCE Commissioners. Fees must be paid prior to game or tournament date(s).

VI. Liability Insurance:

- a. Facility user shall secure and maintain, throughout the period of use contemplated under this agreement, general liability insurance with policy limits of \$1,000,000 aggregate and \$1,000,000 per occurrence naming Town of Littleton, PRCE as additional insured.
- b. FACILITY USER agrees to hold Littleton PRCE harmless and free from any liability of any nature arising out of the use of Littleton recreational facilities
- c. User also agrees to include reimbursement of any legal costs and fees incurred in defense of such claims.
- d. This policy must be signed and agreed to prior to receiving a permit for allocated fields.

VII. Notice of Non-Use of Field:

- a. Any organization that has been allocated fields and does not intend to use them according to the permit, shall notify the PRCE Office so that the field(s) can be re-allocated to allow other organizations the opportunity to utilize them.
- b. Failure to comply with this non-use of a field procedure may also result in revocation of allocated field(s).

VIII. Permit Cancellation:

- a. Littleton PRCE may cancel the use of parks and/or fields for any reason, including (but not limited to) any of the following:
 - ✓ Work/renovations involving any of the facilities.
 - ✓ Littleton PRCE Special Events or special tournament requests.
 - ✓ When the health and safety of participants are threatened due to impending conditions, including but not limited to: heavy rains, severe heat warnings, pesticide spraying, high winds or poor field conditions.
 - ✓ Non-adherence to Athletic Field Use and Allocation Policy or any Town ordinance.

IX. Tournaments/Athletic Special Event:

- a. Littleton PRCE may provide field space for organizations wanting to host tournaments. Tournament/Athletic Special Event requests follow the same timeline as allocations. Other tournaments may be added dependent upon field availability after each allocated organization has been given its permit.
- b. Organizations must submit a Tournament Reservation Form.

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- c. A \$500 non-refundable deposit may be required prior to any tournament/event scheduled. This deposit may be applied to the final payment unless extra costs are accrued; payment may be returned after event providing there is no damage.
 - d. Organizations are required to pay in full no later than one week prior to event.
- X. **Inclement Weather Field Closures:**
Littleton PRCE reserves the right to close any field due to inclement weather. In case of inclement weather, the scheduled field/facilities are not to be used. Be aware that if organizations use the field/facility during inclement weather, you and your organization will be held responsible for any and all damages that may occur as a result of such use including repair costs and lost revenue due to prolonged closure. It is the user group's responsibility to call the PRCE Office at (978) 540-2490 or to visit our website at www.littletonrec.com to verify field closures.
- XI. **Field Maintenance/Renovation:**
To help maintain the quality and playability of our fields, field closures may be scheduled at certain allocated sites throughout the year to allow for field maintenance and renovation. The Town does attempt to be flexible in accommodating user groups, however the health and safety of the user and the condition of the facility takes priority. This could affect any number of fields that are available during the allocation period and may require organizations to use alternative locations.
- XII. **Field Use Exception:**
The Koerper (Ayer Road) Soccer fields will be allocated to youth organizations only. No adult use will be granted unless the PRCE Commission grants special approval.
- XIII. **Subletting and Assignment of Athletic Fields:**
 - a. At no time may an organization or individual sublease their assigned fields to other user groups.
 - b. Organizations not using their fields must notify the PRCE Office to inform the department of any fields not being used.
 - c. The subletting of any Town fields by any user/organization will result in the automatic revocation of all permits. Clark County will not allocate fields to this organization in the future.
- XIV. **Alcohol Policy**
 - a. The Consumption of alcoholic beverages is strictly prohibited on Town property. It is prohibited to consume alcoholic beverages on roadways, parking lots, stalls, pens, arenas, and at youth events.
 - b. No glass bottles are allowed in the parks.

Reserved areas must be left clean and all trash must be put in appropriate trash receptacles. If areas are not left in acceptable conditions, a cleaning/repair service charge will be accessed and billed to the responsible party.

The location of special equipment (i.e. concession stands, moon-bounces, trucks, etc.) requires prior approval by the Department staff. Parking is permitted only in designated areas. All persons wishing to sell or barter on Town property in Littleton PRCE facilities must have a permit issued by the Health Department for every concession stand; and/or a Food Handler's Permit from the Nashoba Valley Board of Health.

2016 Town of Littleton PRCE CHARGES SCHEDULE

SPORTS

COUNTY SPONSORED ADULT SPORTS LEAGUE – PROGRAM FEES		
Fee shall not exceed \$40 (includes light fee) per team, per game. Exact fee will be based on supplies, services, labor costs, end-of-season tournament and other related expenses.		
ATHLETIC FIELDS & COURT PERMIT FEES		
BALL FIELDS & SOCCER FIELDS – LEAGUE PERMITS		
	COMMUNITY RATES	COMMERCIAL RATES
Youth Leagues	\$175/team per season - field fee \$5/participant – administrative fee	\$275/team per season – no lights
Adult Leagues	\$210/team per season – no lights \$5/participant – administrative fee	\$310/team per season – no lights
FEES FOR YOUTH LEAGUES ARE CHARGED ON JULY 1 ST OF EACH YEAR.		
LACROSSE FIELDS & FOOTBALL FIELDS – LEAGUE PERMITS		
Youth Permits	\$215/team per season \$5/participant – administrative fee	\$315/team per season \$5/participant – administrative fee
Adult Permits	\$250/team per season \$5/participant – administrative fee	\$350/team per season \$5/participant – administrative fee
GENERAL USE PERMITS		
Ball Field & Soccer Field	\$12/hour per field -(max of 3 hours) \$45/day per field - (3+ hours)	\$20/hour per field –(max of 3 hours) \$80/day per field - (3+ hours)
Lacrosse Field & Football Field	\$16/hour per court – (max of 3 hours) \$70/day per court – (3+ hours)	\$24/hour per court (max of 3 hours) \$105/day per court – (3+ hours)
Outdoor Courts	\$4/hour per court – (max of 2 hours) \$30/day per court – (2+ hours)	\$6/hour per court – (max of 2 hours) \$50/day per court – (2+ hours)
Requested use may require utilization of field monitors, to be provided by the Town. The Town will determine necessity of field monitors and will negotiate schedule assignment with the requestor. Fee for field monitors will be \$15 per hour, per monitor.		

Payments/Refund Policy

All payment of fees must be received before use of the field/facility. All payments must be made in appropriate United States currency, money order, check or by credit card. Upon completion of use, any variance in cost from original projections, including actual direct Town costs incurred, will require payment by the user no later than fourteen (14) days after date of use. Refunds will be issued only after an effort is made to accommodate a user by transfer to a similar program or facility. Refunds will be available based on the criteria within this policy, specifically listed below.

GENERAL REFUND CRITERIA	
TYPE OF REFUNDS (Unless otherwise noted)	REFUND
Program or rental cancelled by Department	100% refund
Reservation of picnic area, facility, room or equipment cancelled by individual or group.	Refund to be issued: 30 days or more prior to first day of use –95% 14 days prior to first day of use – 80% Less than 14 days prior to first day of use – 50% No refunds after reservation date for no-show
Special Event, Fundraiser Event or Field Trip field/facility use cancelled by individual.	Refunds shall not be issued for any ticketed events or activities, which require the Town to pre-purchased/pre-arranged costs, i.e.: tickets, vendor with a quantity-based contract, additional insurance and supplies/materials.

CERTIFICATE OF LIABILITY INSURANCE

ISSUED DAY (MM/DD/YY)

PRODUCER 1. INSURANCE BROKER'S NAME, ADDRESS, CONTACT NAME, PHONE & FAX NUMBERS	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	COMPANIES AFFORDING COVERAGE	3. BEST'S RATING
INSURED 2. ORGANIZATION/COMPANIES NAME, ADDRESS, PHONE & FAX NUMBERS	COMPANY A LETTER	
	COMPANY B LETTER	
	COMPANY C LETTER	
	COMPANY D LETTER	
	COMPANY E LETTER	

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
4.	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR. <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE <input type="checkbox"/> INDEPENDENT CONTRACTOR	(A)	(B)	(C)	GENERAL AGGREGATE	\$(D) 5,000,000
					PRODUCTS-COMP/OP AGG.	\$(E) 2,000,000
					PERSONAL & ADV. INJURY	\$(F) 1,000,000
					EACH OCCURRENCE	\$(G) 1,000,000
					FIRE DAMAGE (Any one fire)	\$(H)
					MED. EXPENSE (Any one Person)	\$(I) 5,000
5.	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	(J)	(K)	(L)	COMBINED SINGLE LIMIT	\$(M)
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
6.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASEPOLICY LIMIT	\$
					DISEASEEACH EMPLOYEE	\$
	OTHER				AGGREGATE	\$

7. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

8. CERTIFICATE HOLDER Town of Littleton, Littleton Massachusetts Littleton Parks and Recreation Department 33 Shattuck Street Littleton, MA 01460 The Certificate Holder is named as an additional insured.	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIEVERD IN ACCORDANCE WITH THE POLICY PROVISIONS.
	MA RESIDENT AGENT (NRS #)



Town of Littleton: PRCE Department
Event/Fundraiser Permit Application
33 Shattuck Street Littleton, MA 01460
PH: 978-540-2490 FAX: 978-952-6053

This permit is required for any and all events and fundraisers conducted on Town property. Any use granted under this Event/Fundraiser permit application may be cancelled and/or revoked by the Town of Littleton Department of Parks, Recreation, and Community Education at any time.

Event Name: _____
Business/Civic Group Name: _____

Please provide the dates of the event, the name of the venue, address and phone number:	
Event Location: _____	
Event Dates: Start Date: _____	End Date: _____
Start Time: _____	End Time: _____

Approximate number of participants? _____ Approximate number of spectators? _____

Is your company a charity or a non-profit organization/business? _____ License or certificate # _____

Are you an educational institution, a community association or a non-profit community club event? _____

If yes, please supply any unexpired federal 501(c)(3) designation forms. Copies of forms must be attached.

Please indicate if you're providing services or conducting the following activities:

- | | | | |
|--|---------------------------|--------------------------|--|
| Sales of any kind? | <input type="radio"/> Yes | <input type="radio"/> No | List the types of sales: _____

_____ |
| Selling tickets or charging Admission fees? | <input type="radio"/> Yes | <input type="radio"/> No | |
| Issuing prizes, purses, ribbons or the like? | <input type="radio"/> Yes | <input type="radio"/> No | |
| Will animals be involved in your event? | <input type="radio"/> Yes | <input type="radio"/> No | |
| Will you need power for your event? | <input type="radio"/> Yes | <input type="radio"/> No | |
| Will you be removing your own garbage? | <input type="radio"/> Yes | <input type="radio"/> No | |

Describe your exhibitions, demonstrations or competitions. _____

- | | | |
|-------------------------------------|---------------------------|--------------------------|
| Will there be concessions? | <input type="radio"/> Yes | <input type="radio"/> No |
| Food Service Permit? | <input type="radio"/> Yes | <input type="radio"/> No |
| Is this a school event? | <input type="radio"/> Yes | <input type="radio"/> No |
| Is this a fund raising event? | <input type="radio"/> Yes | <input type="radio"/> No |

If yes, please describe the event and the name of the school: _____

Please fax to PRCE Office at: 978-952-6053

Name & phone number of the representative authorized to make decisions on behalf of the company:

Name: _____

Local phone & Cell #: _____ Fax: _____

Email: _____

Your name & phone # if different than above: _____

I hereby certify and attest that the information provided in the above permits are true and accurate to the best of my knowledge.

Applicant

Date

INTERNAL USE ONLY Requirements from the PRCE Commission/ Department	

_____ Signature	_____ Date

PERMIT HOLDERS' LETTER OF AGREEMENT

This Letter of Agreement constitutes a binding agreement between the Town of Littleton Parks, Recreation & Community Education Department (hereafter referred to as "LPRCE") and _____ (applicant)

Date of Service: _____

Site of Service: _____

Scope of Services: _____

Amount of Payment: _____

Staff Member Assigned (if applicable): _____

Check for services rendered to be made payable to: Town of Littleton: Parks and Recreation

This Letter of Agreement may be cancelled and/or revoked by LPRCE at any time.

Littleton PRCE Director Signature

Date

For PRCE Commission

Date

Indemnity: Permit Holder agrees, by accepting this agreement, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold the Town of Littleton Parks, Recreation & Community Education Department (as applicable) harmless from all claims, demands, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of concessionaire or its principals, employees, subcontractors or other agents while performing services under this contract.

Permit Holder (signature): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____



**Town of Littleton
Department of Parks, Recreation & Community Education
Field Allocation Request Form**

Name of Organization: _____ Telephone#: _____
 Contact Person: _____ Title: _____
 Daytime Phone: _____ Evening Phone: _____ Fax: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ e-mail address: _____

Past Season Statistics:

Projected Season Statistics:

Total # of players using Fields _____

Total # of players using Fields _____

Total # of Teams using Fields: _____

Total # of Teams using Fields: _____

Please Note:

Field Name	Field Location (Address/Cross streets)	Field #/Area	Times	Days	Dates
Sample: Whitcomb	Russell St.	Both Outfields	6pm-8: 30pm	M, W, F	8/30-11/10

Special Dates (Opening Day, Tournaments, etc.)
Special Notes for parks crew:

Any use granted under this Field Allocation Request Form may be cancelled and/or revoked at any time by the Town of Littleton Department of Parks, Recreation, and Community Education.

Attach additional sheets if needed. Return to **Alicia Day** by date indicated in policy. **Email: aday@littletonma.org**



**Town of Littleton
Department of Parks, Recreation & Community Education
Tournament Request Form**

Please type or print neatly all information requested below. Incomplete forms may delay scheduling of event or issuing permits.

League Name: _____ Sport: _____

Location(s) desired for tournament: _____

Date(s) of play: _____ Date(s) and time for set-up: _____

Date(s) and time for teardown: _____

Projected Daily Attendance of event: _____

Projected Total Event Attendance: _____

Organization Name: _____

Address: _____ City: _____ State: _____ Zip _____

Email Address: _____

Organization Contact Person(s): _____

Contact Phone Numbers: Preferred Number: _____

Alternate Number: _____

Describe your event:

Any and all changes to your reservation must be made to this office no less than 30 days prior to the reservation date. A 95% refund will be issued if cancelled in person or in writing at least 30 days prior to reservation date. All licensing requirements, insurance binders, tent permits and health permits are the responsibility of the facility user. All special event activities (i.e., bouncing houses, children's amusement rides/games, or any other activity designated by the director) will be required to hold a two million dollar liability insurance binder with The Town of Littleton named as the co-insured for the date(s) and time(s) of the event. If the information requested (indemnity insurance and paid invoices) is not submitted or is submitted later than 15 days prior to the event, Littleton PRCE has the right to cancel said reservation.

Your assistance is necessary to protect and preserve our park and recreational facilities. Please sign your name at the space provided below, indicating your commitment to ensuring that our parks will be clean after your reserved event; and that you, acting on behalf of yourself or organization, agree to comply with all rules and regulations governing the use of park areas within the Town of Littleton. You will be responsible for repair and/or clean-up costs incurred by the Town if any facility is damaged or vandalized as a result of this reserved use. Furthermore, you agree to reimburse Littleton PRCE for any such expenses. The Town of Littleton PRCE reserves the right to cancel this reservation for any reason at any time.

You, the undersigned, acting on behalf of yourself or organization, further agree to expressly and forever waive and release the Town of Littleton and its employees from any and all liability for personal injuries, damages incurred arising from or connected with the reservation.

Any use granted under this Tournament Request Form may be cancelled and/or revoked at any time by the Town of Littleton Department of Parks, Recreation, and Community Education.

Facility User: _____

Date: _____

Littleton PRCE Director: _____

Date: _____

Attach additional sheets if needed. Return to **Alicia Day** by date indicated in policy. **Email: aday@littletonma.org**