



CITY OF PEABODY

RECREATION, PARK and FORESTRY DEPARTMENT

50 FARM AVENUE, PEABODY, MA 01960

(978) 536-7130

peabodyrecreation@gmail.com



PEABODY PARK COMMISSION FIELD USE POLICY

STATEMENT OF PURPOSE

The City of Peabody, acting through its Park Commission, hereby adopts the following policy concerning the use of the City's parks, playfields, and other related facilities.

It is the policy of the Peabody Park Commission to encourage the use of the public parks in Peabody by community groups for worthwhile purposes when such programs and activities do not conflict or interfere with programs of the Peabody Recreation, Parks, and Forestry Department or activities of other agencies or departments of the City of Peabody.

Use of public parks shall be limited to groups whose purpose is to provide recreational, educational, philanthropic, civic, musical, or social programs that promote the general welfare of the community.

Unless specifically requested and approved by all applicable City Departments and Boards, it is understood that the function/activity to be held is not for commercial gain or personal benefit.

The Park Commission is the final authority and judge as to whether the activity promotes the general welfare, is harmful to property, or is for private gain. The Commission reserves the right to reject any or all requests for the use of parkland.

Individuals and groups using public parks must adhere to the rules and regulations set forth in [The City of Peabody Code of Ordinances; Section 21.](#)

PERMITTING POLICIES

Organized or regular use of Peabody Park facilities by groups shall require a permit.

Organizations must submit requests for permits in writing or digitally by completing the appropriate application. Additional information may be requested.

Reallocation or subletting of fields by a permit holder is prohibited. In the event that permitted fields are going unused, the unused dates and times will be turned back to the Recreation, Parks, and Forestry Department.

If it is determined by the Department that a permitted group or organization is not using the fields for which they have permitted use, the permit may be rescinded by the Department.

Any violation of the terms of the permit or ordinances of the City of Peabody shall be grounds for immediate revocation of the permit and denial of future applications for permits submitted by the team or organization.

The City of Peabody reserves the final authority to approve or disapprove field permit requests.

FIELD CONDITIONS

The Department reserves the right to close a field due to the following conditions:

- Unplayable or at risk for damage due to inclement weather conditions.
- Severe damage that has resulted in dangerous or unsafe playing conditions.
- Field reconstruction or renovation
- A need to close a field to "rest" the turf and allow for turf regeneration.

Adopted October 1, 2013



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CANCELLATIONS:

In general, it is the responsibility of each group, league, or organization to determine if a field is unplayable on a given day. Groups, leagues, and organizations who chose to use a field during inclement weather and cause damage to the field will be held responsible for the damage and risk revocation of their permit.

Conditions to consider for cancellations: standing puddles of water on the field, footing is unsure and slippery, ground is water logged and "squishy", grass can be pulled out of the ground easily, lightening, and severe weather storm.

PRACTICE PERMITS

Single use field requests for practice times, will be issued once per week based on facility availability on a first come first served basis. Issuance of permits will follow the "priority use" format described in the previous section.

- Will be issued on a weekly basis.
- Groups, teams, and organizations will be limited to a two hour time block each week starting no earlier than 9:00 am. Time Blocks: 9-11am, 11-1pm, 1-3pm, 3-5pm, 5-dark
- Requests for practice times may be made over the phone, via email, or in person. Requests made in person will be honored before phone and email requests.
- To obtain a permit for any time Monday through Sunday, call or email the Recreation, Parks, and Forestry Department office any time between 8am-4pm Mondays (Tuesday following a Monday holiday). Requests for Monday permits may start being made on Thursdays. Permits will be issued at other times during the week on a space available basis.
- Permits may be picked up at the office, faxed or emailed.

FEES:

Certain fees are applied to each level in the tier system. See chart for fee structure.

- **Application Fee:** \$25.00 per application
- **Field Use Fee:** \$35.00 per hour
- **Light Use Fees**
 - \$10/field/Night
 - \$250/field/Season
 - \$25/night/field

DOCUMENTATION:

Organizations are required to provide certain documentation in order to obtain their field/facility use permit. See Chart for specific requirements per applicable tier.

- A. Any organization claiming they are "non-profit" must show proof of current status by providing a copy of current Form PC.
- B. The City of Peabody Parks Commission requires a written letter on organization letterhead from a permit applicant verifying all paid staff or volunteers are CORI certified. (MA Chapter 385 of the Acts of 2002, MGL § Ch. 71, sec. 38
- C. All organizations, leagues, or businesses requesting a permit are required to provide the City of Peabody with a certificate of insurance naming the city as an additional insured party for a minimum of \$1,000,000 Public Liability Insurance for injuries including wrongful death to any one person and subject to the same limit for each person in an amount of not less than \$3,000,000 damages on account of all accidents.
- D. Provide rosters with addresses for residency requirement within 2 weeks of permit beginning.
- E. Provide game/event schedules with your application.

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PRIORITY USE: A Tiered Priority Use System will be followed when issuing permits.

When two or more groups request the use of facilities that will result in one use conflicting with the other, priority will be given to the traditional in season sport, defined as follows:

- Fall (September 1 thru November 30) - Football, Field Hockey, Soccer
- Spring (April 1 thru June 30) - Baseball, Softball, Lacrosse, Track & Field
- Summer (July 1- August 31) - Softball, Baseball

TIER 1

- Recreation Department Sponsored Events, Clinics, Programs
- Peabody Public School Department Use
 - PVMHS MIAA sanctioned athletic teams (e.g., soccer, softball, lacrosse, baseball, football, field hockey, tennis, track & field, etc.) games and practices
 - Higgins Middle School athletic teams (e.g. soccer, softball, baseball, etc.) games and practices
 - Peabody Public Schools Physical Education classes
 - Peabody Public Schools PTO and City Sponsored special events such as “Relay for Life”, school fairs, etc. These priorities supersede any permit previously issued by the Recreation Department.

TIER 2 (Must be 90% Peabody residents and non-profit)

- Peabody based youth organizations, (e.g. Little League, Babe Ruth Baseball, Peabody Youth Soccer, Girls or Boys Youth Lacrosse, Peabody Girls Youth Softball, etc.
- Existing organized Peabody Adult Leagues/Teams (i.e. Peabody Men’s Softball League)
- Groups of Residents with at least 90% and be non-profit compliant

TIER 3 (Must have 60% Peabody Residents and non-profit)

- Peabody based youth organization, (A team that participates in existing regional leagues, Summer Districts Selects, etc. will be considered provided that no fewer than 60% of the officially rostered members of such teams (e.g. 6/10, 7/11, 8/12, 9/14, 10/16, 11/17, 12/18, etc. are residents of the City.)
- Existing organized Peabody Adult Leagues/Teams (i.e. Peabody Viking Flag Football)
- Groups with at least 60% residents and be non-profit compliant

TIER 4 (Below 60% residency & Non-profit)

- All Peabody based schools other than Peabody Public Schools (i.e... St. John’s School, Covenant Christian Academy, Charter or private schools)
- Other organizations: Peabody Based Business, Adult Teams, groups, leagues and/or businesses will be considered which are otherwise qualified but cannot meet the 60% Peabody Residency requirement. Such organizations will be accommodated on a case by case basis.
- Peabody Youth and Adult leagues – off season use

TIER 5 (Other)

- Private Clinics, camps, tournaments or other special uses shall not be eligible for a playing field and/or related facility use permit unless such use is sponsored by the Recreation Department, Peabody Public Schools, or on a case-by-case basis approved by the Parks Commission. Any playing field and/or related facility use permit issued for such use shall be subject in all instances to the terms, conditions and limitations of the City Department or agency’s sponsorship, including permit priority.



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TIER SYSTEM OF PRIORITY USE			
5 TIERS OF PRIORITY USE	FEES	LIGHT USE FEE	REQUIRED DOCUMENTATION
	<ol style="list-style-type: none"> Application Fee \$25.00 per application Field Rental Fee: \$35.00 per hour 	<ol style="list-style-type: none"> \$10/field/Night \$250/field/Season \$25/night/field 	<ol style="list-style-type: none"> FORM PC CORI INSURANCE ROSTERS SCHEDULES
TIER 1			
Peabody Recreation Department sponsored events, clinics, programs	N/A	N/A	N/A
Peabody Public Schools	N/A	N/A	N/A
TIER 2 (90% Residency & Non-profit)			
Peabody based Youth Sports Org. (Residents League Play)	1	A or B	A, B, C, D, E
Existing Organized Adult Sports League Play	1	A or B	A, C, D, E
TIER 3 (60% Residency & Non-profit)			
Peabody Based Youth Organization, (a team participating in existing regional leagues, summer districts selects with no fewer than 60% officially rostered members of such teams)	1	A or B	A, B, C, D, E
Existing organized Peabody Adult Leagues/teams with no fewer than 60% Peabody residents	1	A or B	A, C, D, E
TIER 4 (Below 60% residency & Non-profit)			
One Time Charitable Special Events (Walks/runs/fundraisers)	1	C	A
All Peabody Based Private or charter schools	1	C	B, C, E
Peabody Residents Youth or Adult Off Season Sports	1	A	A, B, C, E
TIER 5 (Other)			
Other Organizations: Peabody based businesses, Adult teams, groups, leagues and/or businesses unable to meet the 60% residency requirement	1 & 2	C	C, E
Private Clinics, Camps, Tournaments or other special uses not Rec, School, or City sponsored for profit	1 & 2	C	B, C, E

Adopted October 1, 2013