



BURLINGTON RECREATION DEPARTMENT

OUTDOOR FACILITY REQUEST

Name of organization or individual _____

Address _____

Business phone _____ Home phone _____

Cell phone _____ Fax _____

Person in charge _____

Address _____

Day phone _____ Evening phone _____

Please describe activity or event _____

How many people are expected to attend? _____ % Burlington residents _____

Facilities requested _____

Dates and times _____

Will there be music or other entertainment? _____ Describe _____

Will there be an admission fee? _____ Amount _____

Will there be a food concession? _____

a. What food items will be sold? _____

b. Will food be prepared on site? _____

c. Will grills or stoves be used? _____

d. Have you contacted the Board of Health? _____

Signature of person making request _____

Date _____ **(Please see other side.)**

After reviewing your request, the Recreation Department will let you know if any or all of the items listed below will be required for your activity or event and what fees will be charged.

-----**For Recreation Department Use**-----

The items checked below are required:

			<u>Fees</u>
<input type="checkbox"/>	Deposit in advance	Amount _____	
<input type="checkbox"/>	Permit fee		_____
<input type="checkbox"/>	Portable toilets	Number of units _____	
<input type="checkbox"/>	Site supervisors (each site)		
<input type="checkbox"/>	Police detail	Number of officers _____	
<input type="checkbox"/>	Proof of liability insurance		
<input type="checkbox"/>	Recreation Department staff required:	<u>Cost (Each)</u>	
	Number of supervisors _____	_____	_____
	Number of maintenance workers _____	_____	_____
	Number of custodians _____	_____	_____
<input type="checkbox"/>	Other fees _____		_____
		Total Fees	_____
<input type="checkbox"/>	Other requirements _____		

Groups that violate laws or Recreation Department regulations, or use facilities without authorization, may be denied future use of the Town's outdoor recreation facilities or may be subject to fines or other legal action.

Mail:
Burlington Recreation Department
Town Hall
Burlington, MA 01803

Phone: 781-270-1695
Fax: 781-270-1657
Email: recreation@burlmass.org

Recreation Department office location:
Center for Human Services
61 Center Street



BURLINGTON RECREATION DEPARTMENT

GUIDELINES FOR RESERVING ATHLETIC FIELDS AND OTHER OUTDOOR RECREATION FACILITIES

- Groups wishing to reserve athletic fields or other outdoor recreation facilities are required to obtain permits in advance from the Recreation Department.
- Outdoor facilities are reservable entirely at the discretion of the Recreation Department.
- If you wish to obtain a permit, you must first complete an "Outdoor Facility Request" form. You may mail, fax, or walk in the completed form to the Recreation Department office.
- Your request must specify the activities you are planning at the site and the approximate number of people you expect to attend. The Recreation Department will determine whether or not the facility is appropriate for the requested use.

Mail Address:

Burlington Recreation Department
Town Hall
Burlington, MA 01803
Fax: 781-270-1657

Office Location:

Human Services Center
61 Center Street
Phone: 781-270-1695
Hours: Mon-Fri, 8:30 a.m. – 4:30 p.m.

- If your reservation is approved, the Recreation Department will mail or fax a "Payment Request Form" to you. Please make your payment by the date indicated. We accept cash, checks, Master Card, and Visa. Your permit will be mailed or faxed to you (unless you arrange to pick it up at our office.)

- Athletic field permit fees for each time block up to three hours:

Burlington non-profit youth groups	No Fee
Charitable activities or events	\$15 per time block
Burlington resident groups	\$20 per time block
Burlington companies and organizations	\$25 per time block
Non-resident groups	\$30 per time block
Non-Burlington companies and organizations	\$35 per time block
For-profit activities or events	By Agreement

- Please contact the Recreation Department for permit fees for tennis courts and other facilities.

GUIDELINES FOR RESERVING ATHLETIC FIELDS AND OTHER OUTDOOR RECREATION FACILITIES

- REGULATIONS:
 1. Please carry your permit with you to the reserved facility as proof of your reservation.
 2. School teams have priority; you must wait for them to finish, regardless of your permit starting time.
 3. Littering is punishable by fines up to \$200.
 4. Park only in designated areas. People who park or drive upon fields or courts may be fined and/or suspended.
 5. Alcoholic beverages are not permitted at Recreation Department facilities.
 6. If your event is rained out, you must notify the Recreation Department the next day so that a make-up can be scheduled. Refunds are not normally given.
 7. Groups that violate Recreation Department regulations may have permits revoked and may be subject to legal action.
 8. For additional information, please contact the Recreation Department at 781-270-1695.
 9. The Recreation Commission reserves the right to revise these regulations at any time and to rule on situations not specifically covered by these regulations.

If you have any questions or concerns, please call the Recreation Department at 781-270-1695, Monday through Friday, 8:30 a.m. – 4:30 p.m.



BURLINGTON RECREATION DEPARTMENT OUTDOOR FACILITIES

1. Facilities under the jurisdiction of the Burlington Recreation Commission are for use by Burlington residents only unless specifically authorized to the contrary.
2. Industries and businesses using recreation facilities must be located within the Town of Burlington unless specifically authorized to the contrary.
3. Other than business and industrial groups, all groups using outdoor facilities (softball fields, soccer fields, tennis courts, etc.) must be made up of Burlington residents only, except as specified by the Recreation Department. Burlington resident groups will normally be permitted to use facilities for games with visiting teams consisting of non-residents, but the Burlington group must request permits.
4. Reporting requirements:
 - Town resident leagues requesting use of facilities must submit team rosters (giving names, addresses, and phone numbers of all players in the league) at least two weeks prior to the start of the playing schedule.
 - Business and industrial leagues must submit league rosters (giving names, addresses and phone numbers of all companies in the league) at least two weeks prior to the start of the playing schedule.
 - Persons who sign up to play in Recreation Department leagues may be required to show proof of residency.
5. Penalties:
 - Persons, teams, or leagues found to be in violation of the residency requirements may be penalized by the Recreation Department. Penalties may include barring non-resident players, forfeiting games, suspensions, revocation of facility permits or other measures specified by the Recreation Department.
6. Reservations for outdoor facilities must be requested at the Recreation Department office. The Recreation Department will issue permits for authorized use.
7. User fees for outdoor facilities will be charged as listed in current fee schedules. Fees must generally be paid before permits will be issued. Permits may be issued in advance for extended use upon receipt of one month's payment, but users must then pay monthly in advance.
8. Fees will NOT normally apply to Burlington youth organizations and youth groups.
9. If a permit is paid for and the event is rained out, the Recreation Department will attempt to schedule another date at no additional cost to the user. The user must contact the Recreation Department and request a make-up date. It will NOT be issued automatically.
10. The Recreation Department will rule on situations not specifically covered in this policy, and the Recreation Commission may amend the policy at any time.
11. Opening and Closing Hours
 - All parks and playgrounds under the jurisdiction of the Recreation Commission shall open at 8:00 a.m.

- Unless specified in a permit, or superceded elsewhere in this document, all parks and playgrounds under the jurisdiction of the Recreation Commission, except Simonds Park and Marvin Field, shall close at dusk. Simonds Park and Marvin Field shall close by 11:00 p.m.

Parking at Simonds Park

All-day parking is not allowed at Simonds Park from April 1 to November 1.

Towing of Vehicles

Persons who are cited for violating parking regulations in Burlington public parks more than one time may have their vehicles towed at the owners' expense.

Speed Limit

The speed limit in all Burlington parks and playgrounds under the jurisdiction of the Recreation Commission shall be 10 miles per hour.

Right to Enact Regulations

Article X, Section 23 of the Bylaws of the Town of Burlington authorizes the School Committee and Recreation Commission to enact regulations with regard to the use of parks, playgrounds and school grounds. A copy of Section 23 is included in the Appendix.

Bicycles on the Town Common

The riding of bicycles, scooters, skateboards, and other such vehicles and in-line skating are not allowed on the Burlington Town Common during band concerts, movies, and other scheduled events.

**Amendment to
The Burlington Recreation Commission Policy Manual**

Attachment I

Facility Use

It is proposed that the following be added to the "Outdoor Facilities" section:

12. Use of outdoor facilities for special events and large group activities
 - Groups wishing to use outdoor recreation facilities for special events and large group activities must receive permission in advance from the Recreation Department.
 - Depending on the size and nature of the event, the Recreation Department may require all or some of the following:
 - a. One or more police officers on duty
 - b. One or more Recreation Department supervisors
 - c. One or more Recreation Department maintenance workers
 - d. Cash deposit
 - e. Proof of insurance
 - f. User fees
 - g. Field permit
 - Alcoholic beverages are not permitted.
 - Charcoal and gas grills may be used for cooking, but no other fires are permitted.
 - Event organizers must comply with all laws, rules, and regulations regarding use of the Town's outdoor recreation facilities.
 - Event organizers must enforce parking regulations.
 - The group must clean up the facility at the conclusion of the event. All litter generated by the event must be picked up.
 - If a group does not pick up all its litter, a clean-up fee may be charged or a fine of up to \$200 may be levied.
 - The applicant must receive permission in advance for the playing of live or recorded music.
 - The applicant must provide adequate supervision for the event. The supervisor/participant ratio must be approved in advance by the Recreation Department.
 - Permission must be granted in advance for use of Recreation Department buildings, equipment, or supplies.

Groups that violate laws or Recreation Department regulations, or use facilities without authorization, may be denied future use of the Town's outdoor recreation facilities or may be subject to fines or other legal action.