



Town of Burlington
Parks & Recreation Department
61 Center Street
Burlington, MA 01803
Phone: 781-270-1695
Fax: 781-270-1657

Alcoholic beverages and smoking are **NOT** permitted at Parks & Recreation facilities.

FIELD PERMIT APPLICATION

Applicant: _____

Address: _____
Street City State Zip Code

Cell Phone: _____ Work Phone: _____ Home Phone: _____

Email Address: _____

*Signature of Applicant (See Disclaimer below) Organization

Activity Type: _____ Youth ___ Adult ___

Field Requested: _____

Date(s) Requested: _____ Time: _____ to _____

Estimated Attendance: _____ % Burlington Residents: _____

Events exceeding 100 participants are considered a Special Event and requires a Special Event Permit

Will there be a fee to participate? _____ Amount: \$ _____

Will food be served? _____ If so, have you contacted the Board of Health? _____

Will there be entertainment? _____ Please describe: _____

Disclaimer

The person whose name appears above is responsible for the action of all persons using the field site in association with this permit. This includes responsibility for the removal of all litter and all damages to the site. The permit will immediately be revoked for the use of alcohol, smoking, any illegal substance, violation of the law and any behavior deemed inappropriate by the Director of Parks & Recreation or his/her duly appointed representative. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Director of Parks & Recreation or his/her duly appointed representative reserves the right, in the interest of public safety, to discontinue all activities or dismiss the person or persons detrimental to the activity. As a condition of use, the permit holder agrees to furnish at their own expense, Police or other protection, if deemed necessary by the Director of Parks & Recreation or his/her duly appointed designee, and to reimburse the Town of Burlington for any damages done to the site. I further agree to release and save harmless the Town of Burlington, its officers, employees, agents and attorneys from any and all liability or expenses arising out of any incident occurring at the permitted facility.

***My signature above indicates that I have read and agree to the above Disclaimer, and the information listed on the back of this application and understand and will fully abide by the terms, conditions and provisions contained or referred to therein.**



Town of Burlington
Parks & Recreation Department
Field Permit Structure

Effective Date: TBD

Tier 1	Tier 2	Tier 3	Tier 4
Parks & Recreation Department programs, Burlington scholastic sports and Burlington youth sport organizations	Adult or youth groups over 90% Burlington residents, or Burlington businesses All requests must be accompanied by a roster(s)	All events including tournaments, *Non-profit events **Requires Insurance	Private clinics, camps and all other groups **Requires Insurance
No permit fee	\$25 per hour	\$50 application fee. See chart below for additional fees.	\$50 application fee. See event packet for additional fees.

# of Participants	0 – 20	21 – 50	51 – 100	101 - 200	201 -500	Over 500
Fee Charged by org.	Fees are based on 2 hours of use					
\$0	\$20	\$50	\$100	\$200	\$500	\$600
\$1 or more	½ Day: minimum of \$100 or 10% of income; whichever is higher					
	Full Day: minimum of \$200 or 15% of income; whichever is higher					
	Weekly (Mon – Fri) / Weekend (Sat/Sun): minimum of \$1,000 or 25% of income; whichever is higher					

Lights:

- Lights are available at Marvin Field, Rotary Field, Varsity Field, Brush (MSMS) Field, and Simonds Park Fields. Lights will be turned off by 11 PM; 10 PM at Simonds Park.
- Light fee is calculated at the current electrical rate

Fees:

- Approved by the Director of Parks & Recreation and are subject to review by the Rec. Commission.

***Non-profit:**

- To qualify as a non-profit the organization must be registered as a non-profit with the State of Massachusetts and provide a 501 (c) certificate. If the non-profit organization is not Burlington based, they must have a Burlington resident as the sponsor. The organization's name must match the name registered with the State of Massachusetts.

****Insurance:**

- Certificate of Liability, naming the "Town of Burlington, including all subsidiaries and affiliates; and all directors, officers, employees and volunteers of such entities" as an additional insured may be required.

Additional fees may be assessed by the Director of Parks & Recreation for staffing, portable toilets and other incurred expenses and are the responsibility of the permittee.

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781-270-1695

REGULATIONS

SPRING SEASON

**Do not use fields until the
Parks Superintendent rules them
ready for play.
Please call 781-270-1695 for field status.**

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 \$100.
4. Park in designated areas only. People who park or drive upon fields or courts may be fined and/or suspended.
5. **Alcoholic beverages and smoking are NOT permitted at Parks & Recreation facilities.**
6. If your event is rained out, you must notify the Parks & Recreation Department the next business day so that a make-up date can be discussed.
7. Groups that violate Parks & Recreation Department regulations may have permits revoked and may be subject to legal action.
8. The Recreation Commission reserves the right to revise these regulations at any time and to rule on situations not specifically covered by these regulations.

TURF FIELDS

9. Participants accessing Varsity and Brush fields should cross the track in the designated areas. Protective mats should be placed on the track surface before crossing onto the playing field.
10. When moving goals, nets or other athletic equipment from the playing surface, do not drag across the turf or track surface. Equipment should be placed in designated area that does not interfere with other sporting events.