



Field and Related Facility Permit Policies & Procedures

Marshfield Recreation Department

at

Coast Guard Hill

900 Ferry Street, Marshfield MA 02050

Last Updated 3-6-24

POLICY STATEMENT

The purpose of this policy is to establish an orderly and fair procedure for receiving the use of Town/School athletic fields and other outdoor facilities for the purpose of practice, games, special events, etc. All policies must be followed in order to maintain a Field Permit from the Town of Marshfield.

GROUP CLASSIFICATION & USER PRIORITY

Priority Group 1: School, Recreation, & Town Use

- Marshfield Public School Athletic programs have first priority, followed by Youth/Adult Marshfield Recreational programs and Marshfield Town events.

Priority Group 2: Marshfield Youth Groups

- Priority Group 2 is comprised of Marshfield youth organizations whose participants are all Marshfield residents.

Priority Group 3: Club/Select Youth & Outside Youth/Adult Organizations

- Organizations and groups including, but not limited to: private youth sports groups (club/select), adult leagues not sponsored by the Marshfield Recreation, non-resident sports groups, and private sport camps/clinics.

FEES

- 1 SEASON=100 DAYS FROM THE FIRST DAY OF FACILITY USAGE
- All fees are based off of 1 season
- 15% of your total permit fee will be added as a processing and scheduling fee that goes to the Recreation Department.

GRASS FIELD / COURT USE FEES

Group 1: No Charge

Group 2: \$20 Per Child/Per Sport/Per Season

Group 3: \$30 Per Child/Per Sport/Per Season

\$35 Per Adult/Per Sport/Per Season

TURF FIELD USE FEES

Group 1: No Charge

Group 2: \$100/hour

Group 3: \$225/hour

LIGHT FEES

Group 1: No Charge

Group 2: \$30/hour

Group 3: \$60/hour

TURF FIELD MONITOR/CUSTODIAL FEES

Group 1: No Charge

Group 2: \$35/hour (2 hour minimum)

Group 3: \$35/hour (2 hour minimum)

****This fee will likely increase Fall 2024***

CONCESSION STAND (MHS)

Paula Minchello

Email: pminchello@mpsd.org

MHS Main Line: 781-834-5050

PRESS BOX (MHS)

Contact School for use

MHS Main Line: 781-834-5050

SUBMITTING APPLICATIONS

1. **All Requests are made online:** <https://marshfieldma.myrec.com/info/default.aspx>
2. **Group registration list of participants**
 - Each group must supply a registration list of participants who will be using the grass fields (or other town facility) so billing is accurate. Please bring a copy of your registration page from your group's website.
3. **Copy of a certificate of insurance**
 - A copy of a certificate of insurance with a \$1,000,000 policy listing the Town of Marshfield as an additional insured must be passed in with application.
4. **Board of Health license for camps (if applicable)**
 - **All Camps** are required to be licensed by the Board of Health, CMR 430.000, Standards for Recreational Camps for Children.
 - For info, call Marshfield Board of Health: 781-834-5558.
 - Sports Camp Director/Representative must present payment in full and Certificate of Insurance to the Recreation Department prior to the first day of camp.

LIGHT USAGE

- Each group will have an account with Musco Lighting Company for the lights.
 - Each group is advised to designate somebody as their "light monitor"
 - That person will have the ability to use an app or go online to set the times for the lights to go on and off during their field usage.
 - Lights will automatically turn off at 10pm every night, so please plan accordingly on when to end practice/games.
 - If practice or game schedules change—the group's "light monitor" is responsible for reschedule the timing of the lights. If that does not happen, groups will be charged for the time the lights are on even if teams were not using the fields.
 - Total fees will be calculated at the end of the season and each group will be billed.

FIELD AND RELATED FACILITY REGULATIONS

- Each field is permitted based on two teams participating in a given time block.
- Each applicant must have a copy of their permit to use the field, and have it with him/her while on the field.
- Fields must be reserved for organized / league play. Regular meetings of a group of individuals are considered organized uses and require the issue of the Field Permit from The Marshfield Recreation Department.
- Maintenance requests must be submitted in writing to the DPW, with a copy to the Recreation & School Departments. Organizations shall not perform any maintenance on any fields without first contacting the DPW, School Department and the Recreation Department for approval.

- No person shall possess or consume any alcoholic beverages; Town by-law Article 7, Sec. 10, Ch. 138, Sec. 1.
- The Town of Marshfield assumes no liability for injury to persons using Town property pursuant to a permit issued to any organization or person. The Town further accepts no liability for injury or damaged caused by use of equipment.
- Any litter created by users must be picked up and put in proper rubbish and recycle receptacles.
- ARTICLE 10 - The Town VOTED to amend Article 72 Section IV Smoking Prohibited of the General Bylaws as follows: Section IV. SMOKING PROHIBITED. No person shall smoke nor shall any person, employer, or other person having control of the premises upon which smoking is prohibited by this regulation, or the agent or designee of such person, permit a person to smoke in any of the following places as defined herein: health care facilities, enclosed public places, and within 25 feet of any enclosed public building, public transportation, restaurants, retail stores, Town property, vehicles and work places except as otherwise provided in Section V of this bylaw. (April 2009 Town Meeting)
- Organizations should 'police' themselves and report infraction to the Recreation Department, who will then contact leagues officials who have used the field (s) improperly.
- Organizations are responsible for providing their own equipment.
- Field Monitor shall check in with the permit holder at the start of the assigned time. He/she shall monitor and assist with field compliance.
- Reallocation or subletting of fields by permit holder is strictly prohibited. If permit holder is unable to use any field, the unused dates and times may not be assigned to non-permitted users. These times are to be turned back to the Recreation Department for allocation to other users.
- Any violation of the terms, conditions, or limitations of a permit shall be grounds for revocation of the permit and denial of future applications for field use submitted by such team, group, or organization.
- By submitting an application, an applicant agrees to conform to all Town policies for playing fields and related facility use.
- No Dog shall be allowed in any public place or any lands, beaches or way within the town unless it is effectively restrained by a chain or leash and under the direct and positive control of its owner or handler. (town by-law) Adopted by Article 37, 1990 ATM. Dog owners are required to clean up after their dogs. Failure to have your dog on a leash or to pick up after your dog will be sufficient reason to prohibit the owner and dog from the property. Any person who violates this by law shall be fined not more than \$25.00 first offense, \$50.00 second offense, \$75.00 third offense, and \$100.00 for each additional.

CANCELATIONS/WEATHER

- Craig Jameson, Recreation Director will send out an email when fields are closed.
- Please supply Craig Jameson with all email addresses you would like to be included.

- **Monday-Friday Cancellations:** If MHS Athletic Director cancels grass field usage for MHS sports, all town grass field usage will follow suite and be canceled. A notification email will be sent by Craig Jameson by 2pm the day of is grass fields are being closed due weather, safety issues, maintenance, etc.
- **Weekend Cancellations:** The Recreation Department, DPW, and MHS will deliberate as to when fields will be closed on the weekends. We will do our best to make the best decision at the right time. Again, Craig Jameson, Recreation Director will email cancelations for the weekends as well.
- DPW has the authority to close fields at their discretion due to weather, safety issues, maintenance, etc.
- If groups wish to change or cancel a booked turf game time or weekend game time a representative must notify the Recreation Department a minimum of 24 hours before the game. This will allow time for the schedule to be updated and field monitors from DPW and custodians from MHS to adjust their schedule.
- Field usage is not allowed when there is thunder and/or lightning. Field monitors, refs, and coaches shall determine if it is safe to go back on the fields once the lightning/thunder has stopped for a period of time.
- If a cancelation email has not been sent and there is questionable weather, coaches are asked to respect the town's fields and facilities by using their best judgement on whether or not the fields should be used. **Remember- kids safety and maintaining the quality of fields are most important!**

ADDITIONAL REMINDERS

- Youth groups are responsible for providing porta potties.
- Parking at the fields is meant for two teams per field. Turning fields into multiple fields will result in too many cars in the parking lot. If this occurs, the town holds the right to charge an additional fee.
- ALL POLICIES MUST BE FOLLOWED. IF THEY ARE NOT FOLLOWED, IT MAY RESULT IN A FINE OR A LOSS OF PERMIT.



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By signing below, you acknowledge and agree to follow all of the policies and procedures:

Organization/Group: _____

Representative Signature: _____ Date: _____