



FIELDS/OUTDOOR FACILITY POLICY

TOWN OF SHARON

AUTHORITY: The Recreation Department with authority from the Select Board shall permit recreation programs, athletics, leagues, and activities on land, facilities or buildings owned, leased or held by the town for park, playground, or recreation purposes. The Sharon Recreation Department works with the Department of Public Works and the School Athletic Department to permit, schedule, maintain, and manage many recreational facilities in Sharon.

PURPOSE AND SCOPE: The purpose of the Field/Outdoor Facility Policy is to clearly outline expectations for use of town fields. The Town of Sharon's recreational assets is a limited resource, which all require careful and equitable management, maintenance, scheduling, and protection to allow reasonable access and to best support the deep and broad demand for resident usage. The policies and procedures contained herein notwithstanding, the decision for facility allocation, sits at the discretion of the Recreation Director with input from Recreation Advisory Committee which makes recommendations to the Select Board, who serve as Park Commissioners. The Recreation Director reserves the right to cancel, reschedule, postpone, relocate, combine, or change permit programs and classes due to low enrollment, facility, personnel, public health, or weather-related concerns as well as failure to follow the policies herein. This policy covers all functions, events, practices and games held at Deborah Sampson Baseball complex, Ames Street Softball fields and Gavins Pond Soccer fields.

FACILITY USE: Recreation sites and facilities are in the public domain and a permit is not necessarily required for casual use. Regular meetings at recreation sites by a group or groups of individuals shall constitute organized use and so require the issuance of a Use Permit from the Sharon Recreation Department. Fees may be charged for permits issued as defined in this policy. An issued permit shall take priority over casual use on any site. All permit holders and their users agree to abide by and adhere to the policies, procedures, and regulations outlined in this Field User Packet; violations may result in forfeiting privileges of use, fines, suspension, and revocation at the discretion of the Recreation Director. Users of the all fields, parks, playgrounds, sites, and facilities are solely responsible for the fulfillment of the regulations of:

STATE AND LOCAL DEPARTMENT OF PUBLIC SAFETY - STATE AND LOCAL FIRE LAWS

INTERNAL REVENUE ADMISSION LAWS (WHEN CHARGING A FEE) - STATE AND LOCAL POLICE LAWS

STATE AND LOCAL DEPARTMENT OF PUBLIC HEALTH LAWS RECREATION FACILITY USE POLICIES

BOARD OF HEALTH & MDPH MGL 105 CMR 430 AMERICAN WITH DISABILITIES ACT

COMMONWEALTH OF MASS. MGL CHAPTER 21 §17C STATE LAW GOVERNING PUBLIC USE OF LAND FOR RECREATIONAL PURPOSES



FIELDS/OUTDOOR FACILITY POLICY

TOWN OF SHARON

RENTER RESPONSIBILITIES | GENERAL FIELD & FACILITY REGULATIONS

INTENDED USE & CONDUCT: Users must state intended use on the Facility Use Form, intent must be followed, or permit may be revoked. A representative from the user group must be present and responsible for the duration of all reservations to ensure that intended use, proper supervision, and the policies, procedures, and regulations outlined in this packet are followed. No open fires, fire pits, or charcoal grills are allowed. No loud music unless approved by Recreation Department and, if necessary, the Police Department. Please discourage any climbing on or hanging from equipment such as bleachers, goals, and backstops. Heavy goals and equipment should only be moved by adults.

- NO SUBLETTING, TRANSFERRING OR REALLOCATION OF PERMITTED RESERVATIONS
- NO DOGS ON PLAYING FIELDS
- NO SMOKING, DRUGS OR ALCOHOL ALLOWED AT ANY TOWN FACILITY

SPECIAL EVENTS: For special events, parades, carnivals, festivals, tournaments, derbies, road races, etc., please attach a letter of intent that includes all details of event; include sample flyers, registration forms, etc. This letter should be an overview of the needs for the facility, including any equipment that you will need and the number of people attending, and set-up and breakdown times. The Recreation Department reserves the right to require police details. A separate town wide Special Event application must be submitted for any large- scale events.

FIELD SHARING: Field Shares may be permitted to certain user groups that intend to share the same time slots at the same facility on a particular day throughout an entire season, i.e. alternating home games. Specify the intent to share on the Request Form. The season schedule must be submitted. Groups Field Sharing do not receive a discount on rental costs.

DAMAGES The user will be held responsible for any and all damage to the recreation facility a reservation. A \$100 minimum fee will be charged to a user if cleaning or repairs are needed after use. User is responsible for ensuring the facility they use is left in the same condition it was found and to report any hazards and concerns to the Recreation Department or DPW.

WILDLIFE: Feeding of gulls, geese, pigeons, ducks, water animals or other wildlife is strictly forbidden.

LITTER: All refuse is to be discarded in containers provided or removed from the facility. NO GLASS containers allowed.

BANNERS: Any group interested in hanging a sponsorship or event banner on a field or facility must have the approval of the Recreation Director and/or Select Board. Banner Restrictions and requirements will be outlined upon request.



FIELDS/OUTDOOR FACILITY POLICY TOWN OF SHARON

RENTER RESPONSIBILITIES | GENERAL FIELD & FACILITY REGULATIONS CONTINUED

STORAGE CONTAINERS: Any group wishing to keep a storage container for sports equipment at a facility/field must be approved by the Recreation Director and/or DPW. Size restrictions and location requirements are outlined upon request.

ANIMALS: Dogs, pets or other animals are NOT allowed on playing surfaces and/or indoor facilities unless exempted by law. Dogs must be leashed at all times. Animal Control take notice.

BICYCLES: must be placed in provided bicycle racks. Bicycles, scooters, skateboards, roller blades, heelies or wheels of any kind are not allowed on the fields, painted courts or running track surfaces, as posted.

PARKING & VEHICLES: Parking in designated spaces is required, failure to do so may result in parking violation tickets or towing at users expense. Vehicles are not allowed to drive or park on playing surfaces. Police take notice.

RESTROOMS: Some parks, fields and playgrounds do not have restrooms available on site. Some facilities have public access to restrooms during permitted reservations, while others have portable toilets. A reservation requiring additional portable toilets requires approval of the Recreation Director, and must be permitted by the Health Department.

NO SOLICITING: No person may conduct any business or commercial calling, trade, sell or otherwise deal commodities or merchandise of any description; or solicit patronage of any sort; or advertise any such business or call for the sale of such commodities or merchandise; or hold any public meeting. No person may solicit contributions, signatures, or any other means or support for any purpose or cause.

HOURS: All facilities are regularly permitted only between the hours of 7:00am and 8:00pm and until 10:00pm, for those with lights. Outdoor facilities are closed for use between dusk and dawn. Renters can arrive and must leave the permitted facility/field within 30 minutes of permitted times. Due to poor visibility and safety concerns, all activities without sports lighting should cease 15 min after sunset.

LIGHTNING: If lightning, cease and postpone all activity promptly. Do not wait for rain. The recommendation is only to resume activity after a minimum of 30 minutes without lightning.



FIELDS/OUTDOOR FACILITY POLICY TOWN OF SHARON

HOW TO RESERVE A FIELD | SEND A PERMIT REQUEST FORM

Submit a completed **Request Form** for each anticipated facility/venue for each season during the appropriate application period. Applications can be downloaded from sharonrec.com and submitted via email, in person, or postal mail to the:

Sharon Recreation Department - 219 Massapoag Avenue - Sharon, MA 02067

Requests cannot be taken over the phone or without an application. Users are welcome to call to check the availability of a site after the application period. Requestor will be contacted if conflicting requests need negotiation, if a permit cannot be issued, or if all requests cannot be met.

SUBMIT:

- Permit Request Form application, signed & dated.
- Certificate of Insurance (COI) listing the 'Town of Sharon' as additionally insured with the combined limit for Body Injury and Property Damage is \$1,000,000,000 annual aggregate.
- Roster of your group that includes residency information (to verify rates and/or youth fees)
- Game schedule.
- Payment (Online or Checks can be made to 'Town of Sharon') due at time of application based on reservation.

WHEN TO APPLY:

SEASON	SPRING	SUMMER	FALL
APPLICATIONS ACCEPTED:	FEB 15th	FEB 15th	JULY 15th
START DATE:	APRIL 1st*	Day after last SPS	One Week Prior to start of SPS
END DATE:	Last Day of SPS	AUG 25th	NOV 15th

ISSUED PERMITS: The Recreation Department will issue permits in the 15 business days following the close of the application period.

- Users **MUST** carry permits to all reservations.
- Permits are invalid without active insurance/liability coverage and payment.
- It is the responsibility of the Renter/Requestor to review and ensure accuracy of permits.

ROSTERS / RESIDENCY REQUIREMENTS: Rosters that demonstrate names, address, and ages of users are required to attest to the priority level. Organizations require a minimum 80% residency, All other groups are classified as non-resident groups.



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CERTIFICATE OF INSURANCE (COI): Users are required to provide, at the user's own expense, an active Certificate of Insurance (COI) that meets the coverage minimums listed below. COI must list the "Town of SHARON" as additionally insured. **RELEASE OF LIABILITY** By submitting a Field & Facility Use Request Application Form, the responsible representative of the sponsoring group is requesting the use of a town facility for the purposes listed. The Sponsoring Group, and all participants further agree to release, hold harmless and indemnify the Town of Sharon, the Recreation Department, their agents, and employees from any liability or responsibility associated with the group's requested use of a facility. Any damage/vandalism done as a result of the use will be the user's responsibility, who agree to pay any reasonable costs associated with the damage.

MANDATORY CORI POLICY MGL Chapter 385 of the Act of 2002 - Sec.172H:

Any organizations serving youth in the Town of Sharon must be certified prior to application to perform CORI checks on all volunteers and perform said background checks on all volunteers as required by Massachusetts General Law. Organizations must also perform SORI checks.

PAYMENTS: All fees refundable, with a minimum of two weeks' written notice prior to the reservation date. Every effort will be made to accommodate the rescheduling of reservations and weather-related make-ups. Payments are due at the time of application. Payments that require final enrollment numbers can be delayed until the start of the season.

Remit Payments to "Town of Sharon" sent to:

**Sharon Recreation Department
219 Massapoag Avenue
Sharon, MA 02067**

PRIORITY:

- Tier 1:** Sharon Recreation Department/Sharon Public Schools
- Tier 2:** Organized Youth/Adult Sport Leagues
- Tier 3:** Sharon Non-Profit Groups or Special Event/Tournaments
- Tier 4:** Sharon For-Profit Groups
- Tier 5:** Non-Resident Groups (less than 80% enrolled are residents)



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TOWN OF SHARON

DPW REGULATIONS FOR FIELD USE

The following Field Use Policies and Guidelines are set forth to protect the playing fields in Sharon, ensure future use of fields, prevent long-term damage and extended field closures, and avoid subjecting users to possible injury. Failure to adhere to this policy can result in users forfeiting a permit for the remainder of the season, incurring a field repair fee, and/or loss of future permits.

FIELD CLOSURES: Some facilities may be designated as CLOSED for weather, resting, repairs, or other DPW maintenance. All users must comply with posted signs and other communications of a field's status. It is the responsibility of the user to determine if play is safe for use during High Temperatures, Flash floods and other Weather Warnings and Watches and Hazardous Air Quality Warnings. Every effort will be made to notify field users of any field closing in advance of a reservation through their association President.

DATES / SEASONAL CLOSURE: All outdoor facilities are closed from late November to late March / mid-April; exact dates to be determined seasonally by Department of Public Works. Opening/closing dates will be made on a field-by-field basis.

PROTECT GOAL MOUTHS: It is the responsibility of all users to avoid high-use areas near the regular goal mouth whenever possible, but especially when using fields for practices.

FIELD PLAYABILITY While the town has exclusive rights and authority in determining whether fields are open or closed ALL USERS have a responsibility of discerning if a field is playable regardless of a current weather condition by the guidelines below: Any and all use should not commence, or continue on a field if any of the following are true:

- If the field has been closed by the Department of Public Works;
- DPW maintains authority to close a field at any time for any reason.
- If the field has standing water on it.
- If the field is saturated with water (will not dry or de-puddle by game time) If more than 0.5 inches of rain/snow is/has fallen in the last 24 hours.
- If by playing on the field, the players are or would be, damaging the field beyond normal wear and tear i.e. Footing in insecure or slippery, footsteps leave an impression creating muddy areas, ground clings or cakes to shoes & cleats etc.
- If, once a game begins, the referee, umpire, or league official is responsible for the decision to suspend a game due to the above or other conditions.
- Lightning
- If surfaces are icy or frozen.
- Unsafe facility conditions- dry surfaces, glass, exposed stones and rocks, etc.
- Softball and Baseball fields are often playable even with standing water on the infield. Do not sweep or rake puddles. As long as a field does not pose a hazard to the players it can be used.

FIELD PERMIT REQUEST FORM

TOWN OF SHARON



Acknowledgement:

It is expressly understood and agreed that the regulations of the Sharon Recreation Department are to be strictly complied with and that the undersigned assumes full responsibility for any damage to or loss of Town property in consequence of such use of the facilities as described above and engages to make the same good without the expense of the Town. In the event of the insurance cancellation, 30 days prior written notice of cancellation must be given to the Town.

It is further understood that failure to use the permit for the time and date granted without informing the Recreation Department at least 24 hours in advance (except in cases of inclement weather) could result in the loss of future permits. Permits may be revoked with no refund of fees for failure to comply with Recreation Department regulations.

I have read and understood all of the rules and regulations listed in the Town of Sharon Recreation Department's "Field Permit Request Form" and understand the consequences of not complying with these regulations.

Signature: _____ **Date:** _____

Memorandum of Understanding - (Sharon Youth Organizations only)

I have received and read the terms and conditions of the Memorandum of Understanding issued March 2024.

Signature: _____ **Date:** _____