

# PLYMOUTH RECREATION DEPARTMENT—FIELD USE INFORMATION

508-747-1620 x10137



recadmin@plymouth-ma.gov



26 Court St, Plymouth, MA 02360

## FIELD USE POLICY

All public athletic fields in the Town of Plymouth that are not located on school property, are scheduled through the Recreation Department. Any organized team, camp, school, business, club or youth group, must have a permit issued by the Department in order to utilize a field. A permit holder has exclusive rights to use the field as outlined in their permit.

### SPECIAL EVENT PERMITS

If you plan on having large group attendance (tournament or opening day), food, bounce houses, tents or generators at the fields please stop filling out this application and immediately contact Economic Development at 508-747-1620 Ext. 10144 for a Special Events Permit.

**\*Special Events permits must be applied for at least 2 months prior\***

## HOW TO APPLY

See reverse for application. It is always advisable to check field availability by calling the Department first before mailing in any forms. Before a field permit can be issued all leagues, special events, camps and tournaments must supply the department with a liability insurance binder naming the Town of Plymouth as additionally insured. No permits will be issued until all paperwork is complete and all fees have been paid. Applications will be accepted starting on the dates below:

**Spring (April 1 - June 30):** February 1

**Summer (July 1 - August 31):** May 1

**Fall (September 1 - November 30):** July 1

## USER PRIORITY

Because the Recreation Dept. is not able to accommodate all field requests, we have established a user priority schedule. It is important to note, field request permits are not automatically renewed and groups must reapply each season.

**Priority 1:** Plymouth Recreation Department Programs

**Priority 2:** Massachusetts 501C3 registered Plymouth Youth Groups and Plymouth School Department Programs. In order to receive a Priority 2 classification, all of the participants must be residents of Plymouth and registered with the State of Massachusetts as a 501C3.

**Priority 3:** All other organizations & groups including but not limited to: private or non 501C3 registered youth sports organizations, adult leagues not sponsored by the Recreation Department, private sports camps, non-resident youth sport groups. Preference will be given to organizations that rented fields in the previous year.

**Weather Cancellations:** Field closings are the responsibility of the Park & Recreation Departments. The Parks & Recreation Dept. has the final say in all field closings; all groups must abide by their decision. On the weekends, if the Parks or Recreation Department does not close the field, the user groups should abide by the following guidelines: a practice or game should not commence or continue if: the field has standing water on it (i.e. puddles); footing is unsafe; lightning is in the area; or the ground is waterlogged and "squishy" when you step on it. Each league/organization will be responsible for communicating field closings to all referees, umpires, coaches, parents and participants. Once a game or practice begins, the referee, umpire or league representative, is responsible for suspending play should weather or field conditions change. If a league or group is caught playing on a field after they have been deemed closed, that group may lose all future field permits and will be financially responsible for any damaged caused.

**Lights:** Lit fields are reserved for league play and require the organization to set up an account with the Recreation Dept. before they can be utilized. Lights are set up on an automatic timer. Leagues are responsible for all fees incurred for using the lights and for turning on and off the lights through the MUSCO Control-Link App on their cell phone. All lights automatically shut off at 10:15p.

## FIELD USE FEES:

**\$5 Plymouth Youth Group Fee:** All children participating in a recognized 501C3 Youth League, are Plymouth Residents and all games/practices are against other Plymouth Youth. (excludes clinics)

**\$10 per hour Resident Fee:** The Massachusetts 501C3 registered group renting the field is all Plymouth Residents but are playing against non-Plymouth teams or clinics/field rentals that are only available to Plymouth Youth. (Ex: Plymouth travel teams, AAU, select teams, etc.)

**\$20 per hour Non-Resident Fee:** Any for-profit group or non-registered 501C3 group, or there is one or more children/adults that are not Plymouth Residents on the team or registration is open for non-Plymouth residents.

## RULES & REGULATIONS

These apply to all groups utilizing town fields. In some cases the policies are set by the Dept., and in others they are Town bylaws and punishable by fines. Violation of these rules and regulations can result in loss of field privileges.

**Trash:** It is the permit holder's responsibility to remove all trash from the area.

**Alcohol:** Alcohol is prohibited in every park and playground in Plymouth.

**Dogs:** Permit holders must ensure all dogs accompanying their events are leashed & under control at all times. No animal waste is to be left at the park.

**Food & Drink:** No food or drinks are allowed on the playing fields.

**Subletting:** Subletting your scheduled field time to another group or organization is strictly prohibited and will result in permit revocation.

## PARK & RECREATION DEPT FIELDS

### Senior Baseball (250-300 ft)

Forges Sr Baseball #1 \*\*

Forges Sr Baseball #2

Siever Field

### Youth Baseball/Little League

Briggs

Brook Road

Elmer Raymond

Emerson

Forges Jr #1

Forges Jr #2

Haskell (Nook Road)

Manomet Rec. Facility Jr #1

Manomet Rec. Facility Jr #2 (Burgess)

Manomet Rec. Facility Jr #3

Manomet Rec. Facility Jr #4

West Plymouth Rec. Facility Jr

### Football

Forges Game

Forges Practice \*\*

### Soccer

Forges #1

Forges #2

Forges #3

Elmer Raymond

Hedges Rec. Area (\$20 per hour)

West Plymouth Rec. Facility Jr

West Plymouth Rec. Facility Sr

### Softball (No Pitching Mound)

Forges Adult \*\*

Forges Youth #1

Forges Youth #2

Stephens \*\*

### Street Hockey

Veterans

\*\* = Fields with Lighting

# APPLICATION FOR THE USE OF RECREATIONAL FACILITIES

Please fill out one application per field requested

Email: recadmin@townhall.plymouth.ma.us ★ Mail: Plymouth Recreation, 26 Court St, Plymouth MA 02360

Name: \_\_\_\_\_ Organization (if any): \_\_\_\_\_  
 Phone 1: \_\_\_\_\_ Type (check any that apply):  Youth  
 Phone 2: \_\_\_\_\_  Non-Profit (registered 501 (C) (3))  
 Email: \_\_\_\_\_  Plymouth residents only  
 Address: \_\_\_\_\_ Youth organizations must CORI all coaches and volunteers,  
 has this been done?  Yes  No

**Please check facility you are requesting:** Pavilion@Forges Rink@Veterans Field@Veterans Tennis Courts@\_\_\_\_\_

SENIOR BASEBALL	YOUTH BASEBALL	SOFTBALL	SOCCER	FOOTBALL
<input type="checkbox"/> Forges Sr #1* <input type="checkbox"/> Forges Sr #2 <input type="checkbox"/> Siever Field *Lights	<input type="checkbox"/> Briggs <input type="checkbox"/> Brook Road <input type="checkbox"/> Elmer Raymond <input type="checkbox"/> Emerson <input type="checkbox"/> Forges Jr #1 <input type="checkbox"/> Forges Jr #2	<input type="checkbox"/> Haskell (Nook Rd) <input type="checkbox"/> Manomet Rec Jr #1 <input type="checkbox"/> Manomet Rec Jr #2 <input type="checkbox"/> Manomet Rec Jr #3 <input type="checkbox"/> Manomet Rec Jr #4 <input type="checkbox"/> West Plym Rec Jr	<input type="checkbox"/> Forges Adult * <input type="checkbox"/> Forges Youth #1 <input type="checkbox"/> Forges Youth #2 <input type="checkbox"/> Stephens * *Lights	<input type="checkbox"/> Forges #1 <input type="checkbox"/> Forges #2 <input type="checkbox"/> Forges #3 <input type="checkbox"/> Elmer Raymond <input type="checkbox"/> Hedges (\$20/hr) <input type="checkbox"/> West Plym Rec Jr <input type="checkbox"/> West Plym Rec Sr

**Recurring Activity/Program**  
 List dates: \_\_\_\_\_  
 \_\_\_\_\_

DAYS	START TIME	END TIME
<input type="checkbox"/> Mon		
<input type="checkbox"/> Tues		
<input type="checkbox"/> Wed		
<input type="checkbox"/> Thurs		
<input type="checkbox"/> Fri		
<input type="checkbox"/> Sat		
<input type="checkbox"/> Sun		

Will lights be used?  No  Yes Light Time: \_\_\_\_\_ - \_\_\_\_\_ Light Fee: \$15 per hour  
 Type of event/activity/program: \_\_\_\_\_  
 # expected to attend: \_\_\_\_\_  
 Will you charge an admission fee? No Yes\$\_\_\_\_\_/pp

**POLICY & WAIVER AGREEMENT**

Application/Permit is not approved until signed by the Recreation Director. Failure to adhere to policies, rules and regulations as outlined on the other side of this form may result in loss of field use privileges. It is understood that the Town of Plymouth, the Recreation Department, the Department of Public Works, its servants and employees are not responsible for any injury or loss of property that may be incurred by anyone using Town facilities. Further, I hereby agree to hold the Town of Plymouth, the Recreation Department, the Department of Public Works, its servants and employees harmless from any injury or loss of property. Tents, bounce houses, serving food and generators require a special events permit and I understand I need to apply for that permit two months before my event.

\_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Data

**One Time Event**  
 Date: \_\_\_\_\_ Day: \_\_\_\_\_  
 Time: \_\_\_\_\_ -- \_\_\_\_\_

**FEES**

Plymouth Youth League Permit @\$5 per child \$ \_\_\_\_\_  
 Resident Permit @\$10 per hour \$ \_\_\_\_\_  
 Non-Resident Permit @\$20 per hour \$ \_\_\_\_\_  
 Hedges Field Permit @\$20 per hour for all  \$ \_\_\_\_\_  
 PLUS Lighting @\$15 per hour \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
**TOTAL** (Checks payable to Plymouth Recreation) \$ \_\_\_\_\_

**NOTES**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OFFICE USE ONLY  **Approved**  **Approved as amended below**  **Declined**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recreation Director