

PLYMOUTH RECREATION DEPARTMENT—FIELD USE INFORMATION

508-747-1620 x137 ★ recadmin@townhall.plymouth.ma.us ★ 11 Lincoln Street, 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.

STOP

If you plan on having 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. 144 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 an additional insured. No permits will be issued until all paperwork is complete and all fees have been paid. Applications are accepted as follows:

- **Spring (April 1 - June 30):** No earlier than February 1
- **Summer (July 1 - August 31):** No earlier than May 1
- **Fall (September 1 - November 30):** No earlier than 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: Non-profit 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. Youth groups that are currently approved include: Plymouth Youth Soccer, Plymouth Little League & South Plymouth Little League, Pop Warner and South Plymouth Youth Football, Babe Ruth baseball, Plymouth Youth Lacrosse and Harvest Soccer.

Priority 3: All other organizations & groups including but not limited to: private youth sports organizations (selects), 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 during the week and permit holders on the weekend. Regardless of whether the field is officially closed or not, 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.

Lights: The 4 fields that are lit are regulated by meters. Lit fields are reserved for league play only and require the organization to set up an account with the Recreation Department before they can be utilized. It is the responsibility of the league to turn the lights on and off. All evening games must end by 10PM, so please plan accordingly. If a league forgets to turn off the lights at the end of the night, they will be responsible for all incurred expenses.

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, 11 Lincoln Street, Plymouth MA 02360

Name: _____ Organization (if any): _____

Phone 1: _____ Type (check any that apply): Youth

Phone 2: _____ Non-Profit

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"/> Veterans <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: _____

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

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		

One Time Event
Date: _____ Day: _____
Time: _____ -- _____

FEES

<input type="checkbox"/> Plymouth Youth League Permit @\$5 per child	\$ _____
<input type="checkbox"/> Plymouth Adult League Permit @\$8 per adult	\$ _____
<input type="checkbox"/> Resident Permit @\$10 per hour	\$ _____
<input type="checkbox"/> Non-Resident Permit @\$20 per hour	\$ _____
<input type="checkbox"/> Hedges Field Permit @\$20 per hour for all	\$ _____
<input type="checkbox"/> PLUS Lighting @\$15 per hour	\$ _____
TOTAL (Checks payable to Plymouth Recreation)	\$ _____

NOTES

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

Recreation Director