

Princeton Parks & Recreation Department

REGULATIONS FOR THE USE OF TOWN RECREATION FIELDS

The Princeton Parks & Recreation Department (PPRD) is authorized to schedule the use of the various Town athletic fields and to issue access permits for use of these fields. These regulations are applicable to both Princeton Affiliated users and non-Princeton affiliated users of any Princeton Recreation Field. The PPRD reserves the rights to modify these regulations at any time.

Goal –

The Goal of the PPRD is to ensure that recreation fields in Princeton are maintained and kept in the best possible condition while maximizing the availability of these fields for use by residents of the Town of Princeton.

These rules have been established with input from many individuals and research regarding what some of our surrounding communities has done.

1) Definitions

a) “Affiliated Organization” –

I) All organizations registered with the Princeton Recreation Department;

II) The Public Schools of the Town of Princeton;

III) Any other organization based in the Town of Princeton which participates in a league recognized by the Princeton Parks & Recreation Department.

b) “Available Time” means time during which the Field was never requested by any Organization, or had been scheduled but has become available either because an Organization has cancelled its use of the Field or because the Organization has lost its opportunity to use the field because of an infraction of these Regulations.

c) “Field” means any areas that can be used as a playing surface.

d) “In Season Sports” means sports whose primary season is played during that part of the year (i.e. Baseball/softball is considered a spring sport, soccer/football are considered fall sports).

e) “Non-Princeton Team” means a team that is comprised of less than 51% of Princeton residents.

f) “Off-season sports” means sports other than in season sports for the applicable season.

g) “Organization” means any entity which has applied for and been granted a Permit to use the Field.

h) “Premises” means the Field and the land area surrounding it including driveways, parking areas, and woods immediately adjacent to it.

i) “School Committee” means the School Committee of any City, Town or Region, or it’s authorized representative.

j) “Unaffiliated Organization” means any organization applying for use of the Field which is not an Affiliated Organization.

k) “User” means any person who participates in any scheduled activity on the Field and any other person on the Premises who attends a scheduled event with an Organization whether as a participant or as a spectator.

l) “Youth” means a person under 18 years of age or prior to H.S. graduation

m) A Princeton organization is that of which consists of 51% Princeton residents.

2) Field Scheduling & Payment Policy

a) Seasons and Application deadlines

I) Recreation Field use will be billed every 4 weeks starting with the first day of opened fields.

b) The applicant’s duly authorized representatives must sign all scheduling agreements. All applicants are responsible for respective Town fees where applicable.

c) Scheduling will be done on a first come, first served basis on Princeton Google Sheets.

d.) All organizations MUST complete online field schedule prior to the use of any fields. Organizations are expected to make any cancellation schedule adjustments within 24 hours of reservation to allow use by another. Failure to do so will result in being responsible for payment for those days.

When a field is reserved and not used it prohibits another organization to use and for PPRD to lease.

e.) Reallocation of scheduled use. In the event that no Organization requested to use the Field, or of a cancellation, or in the event that an Organization has been relieved of its permit for failure to comply with these Regulations, the following procedure to reschedule the Available Time will be followed:

I) The PPRD will set a deadline for submission of an application for the use of that time.

II) The Available Time will be allocated to an Organization based upon the order received.

f.) Priority for use by Affiliated and Unaffiliated Organizations

Fields in Princeton are requested and used by many organizations and efforts will be made to meet as much of the demand as possible **WITHOUT JEOPARDIZING CONDITIONS OF THE FIELDS**. It is recommended that all organizations work in good faith to iron out conflicts as equitably as possible. When/if conflicts in allocation requests occur and can’t be resolved by the parties in conflict, the following criteria, in the following order will be used to determine which requesting organization will be permitted to use the field(s).

In the event of a conflict in applications, field usage will be allocated to the highest priority applicant by applying the following schedule:

I) The organization is in good standing with the PPRD (i.e., field maintenance payments have been made, Princeton Field Rules and Regulations have been followed and no violations have been committed by the organization).

II) Each organization will be asked to provide a justification for their request and why an alternative is not possible. This will be reviewed by the PPRD.

III) The organization where the larger percentage of participants are PPRD residents will be given priority over organizations where a smaller percentage of participants reside in PPRD. This will be valid only where the organizations requesting the field are comparable (within 20%) in size.

IV) Preference will be given to an organization that has not turned down or in any way eliminated any Princeton resident from having the opportunity to participate in or join the organization

If these guidelines do not resolve the dispute, a decision will be made by the Princeton Parks & Recreation Commission, where the decision will be final.

### 3) Regulations for Recreation Fields

Field ready date: The fields should typically be ready by April 15th. However, since this is weather dependent, no guarantee on an availability date can be made. The Director of Parks & Recreation will make the decision as to when the fields will be open. Fields are not available for reservation 11/1 - 3/29 except by Special Request. Organizations must contact the Director of Parks & Recreation to receive permission to play on the fields after November 1.

\*\*There may be instances where a field may be open for a particular sport or activity and remains closed to others. This will be determined by the Director of Parks & Recreation.

#### FIELD CLOSURE:

**Fields should not be used if they have been closed by the Director of Parks & Recreation OR when a coach or league representative observes one or more of the following:**

- **Water is standing on the playing field**
- **Soil is frozen**
- **Soil is wet and spongy**
- **Steady rain is falling and/or has been raining for several days**
- **A lightning/electrical storm is occurring**
- **Play would result in damage to the field.**
- **Play would compromise the safety of the players.**

**THE ORGANIZATION(S) RESERVING THE FIELD(S) WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE IF NEGLIGENCE IS DETERMINED**

#### a) Organizations must

I) Read, and be aware of all terms and conditions for use of the Field and the Premises set forth in this Field Use Policy; cancellation of permits can occur at any time if deemed in the best interest of the town.

II) Ensure compliance with all of these Regulations and all applicable regulations of the PPRD by participants and spectators while using the Premises during a period allocated to the Organization.

III) Provide a certificate of liability insurance naming the Town of Princeton as additional insured with general liability limits of \$1,000,000.00/3,000,000. Town of Princeton carries **NO MEDICAL INSURANCE** for Users of its Facilities. Users participate at their **OWN RISK OF INJURY**.

Report all damage to the Field or the Premises within 24 hours of its occurrence. Initial reports may be made by telephone call and must be reported in writing, which may be sent by facsimile or e-mail.

IV) Not charge any fee for an event.

V) Porta-potty – If an organization plans to use Porta-potty at a field they must agree to pay additional fees.

VII) Snack Shack /Vendors users

- Must obtain a “food license” from the Board of Health –this should be kept on the premises
- Must obtain a “Common Victualler License” from the Administrative Assistant

b) Players and Coaches

All administrators, coaches, players and/or participants shall:

I) Not allow participants to use the Field in any unsafe conditions or when conditions would warrant closure of the fields such as listed in Section 3 Regulations for Recreation Fields. These conditions shall be reported by the responsible party of the athletic organization using the fields to the PPRD Office as soon as possible (978-868-8055)

**II) be responsible for their own field paint and lining and not paint additional lines on the Field without the advance written permission of the PPRD;**

III) Lift all field equipment off of the Field turf to move it, and shall not drag any equipment on the Field

IV) Use the gates for entrance and egress to the Field, and not allow any person to jump the Field fence to retrieve balls or for any other purpose;

V) Not use without prior agreement from that organization or mistreat equipment belonging to another organization that is located at a field.

VI) Make sure vehicles are not driven on the field or parked on any grassed area by organization members or spectators without prior permission from the PPRD or the Highway Department.

c) All Users The Premises are an environmentally sensitive area.

Accordingly, all Users are prohibited from:

- I) Possessing or consuming alcoholic beverages on the Premises; or
- II) Using any Tobacco products or marijuana on the Premises; or
- III) Bringing or using any flammable materials on the Premises without prior consent of the Fire Department or the PPRD.
- IV) Bringing or using any motorized vehicles on the Field; or parked on any grassed area including the area around the schools.
- V) Parking in or blocking an Ambulance accessible areas
- VI) Failing to place all trash in proper receptacles.
- VII) All users are prohibited from creating any related traffic, parking or pedestrian hazards.

#### 4) Remedies for Violations

##### a) Reports

- I) Any person who observes a violation of these regulations is requested to report the same to the PPRD. In writing.
- II) Any Organization, which observes a violation of the regulations and procedures set forth herein, should report the violation to the PPRD. Only by cooperative enforcement will the Premises be preserved for continued future use.

##### b) Investigation

The PPRD will review and investigate all reports of violations, and reserves the right to inquire of the Organization concerning the events alleged to have occurred during the period for which that user was issued a permit. By accepting a permit to use the Premises, the Organization agrees to cooperate fully in any investigation deemed necessary by the PPRD or any other authorities

##### c) Sanctions

Based upon its investigation, the PPRD will determine a sanction appropriate to the violation, including, but not limited to:

- I) Revocation of a permit or permits (without refund of fees) issued to an organization (in this circumstance, the time period for the permit or permits revoked will be reallocated in accordance with Paragraph 2.e. of this policy as if the Organization had cancelled its use) or
- II) Prohibiting use of the Field by an Organization for an indefinite or specified period of time
- III) Conditioning that Organization's future use of the Premises on other reasonable terms and conditions such as participation in maintenance and repair of the Field or the Premises.

**Note: The Field reservation is for the field in its current condition. The Parks & Recreation Department is not responsible for improving the playing condition outside of regular yearly fertilization and special initiatives.**

5.) Expectations for the Use of Everett Needham Fieldhouse/ Snack Shack

- a.) All Permits will be on person during each day of use.
- b.) Buildings will be properly cleaned after each use.
- c.) Director will be notified of any problems immediately.
- d.) No unauthorized personnel allowed inside facilities.

**PRINCETON RECREATION PERMIT/ FIELD REQUEST FORM**

GROUP NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

DESIGNATED SCHEDULER: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL \_\_\_\_\_

NON-PROFIT: \_\_\_\_\_ OTHER (PLEASE DESCRIBE): \_\_\_\_\_

Field Choice (circle one): Thomas Prince School (TPS)

Krashes Field(s) (circle) 1 2 3      TPS Soccer Field      TPS/ TPS Upper

**FIELD USE INVOICES WILL BE BILLED EVERY 4 WEEKS BEGINNING ON FIELD OPENING**

**FEE GUIDELINES FOR ANNUAL MAINTENANCE FEE:**

**Princeton League:** Number of Princeton participants/players: \_\_\_\_\_ X \$12.00 = \_\_\_\_\_

*A Princeton organization is that of which consists of 51% Princeton residents.*

**Circle one:**

**Adult League:** \$45 x HOUR per field @ Krashes      \$25 x HOUR @ TPS Upper

**Non-Princeton youth teams:** \$45 x HOUR per field @ Krashes      \$25 x HOUR @ TPS Upper

**PLEASE NOTE: FIELDS ARE RENTED IN 1 HOUR INCREMENTS**

**Camps- Princeton Parks & Recreation will receive 15% of total gross    Camp YES\_\_\_ Camp NO\_\_\_**

**Special Events, Business: \$65 Hour per field    \$150 non-refundable fee to reserve fields**

**Princeton Groups/ Organizations (ie. Boy Scouts, Girl Scouts, etc.): \$25 x DAY**

**Thomas Prince School Snack Shack Use Fee:** Number of Days \_\_\_\_\_ X \$10 = \_\_\_\_\_

**Thomas Prince School Porta Season Rental Fee:** Months \_\_\_\_\_ X \$40

All organizations that use TPS fields will be automatically charged the \$40 each month

**Under 3 b. II. Organizations are responsible for field paint and lining. \$45 paint fee (case 12) for P&R paint.**

**Trash Fee: trash left on premises and not properly disposed of will pay a\$50 clean-up fee.**

**TOTAL ESTIMATED AMOUNT DUE:** \_\_\_\_\_

*\*School teams are exempt from fees*

*These prices are subject to change.*

*For Office use only*

*Date Received*

CERTIFICATE OF INSURANCE \_\_\_\_\_

SIGNATURE PAGE SIGNED \_\_\_\_\_

Signature Page

**1. Do not allow participants to play in any unsafe conditions** or when conditions would warrant closure of the fields such as listed in Section 3 under Regulations for Recreation Fields, Field Closure. **Report such conditions to the Parks & Recreation Office as soon as possible (978-868-8055).** *To prevent damage and for safety reasons, the fields are not to be used in rain or wet conditions. If there is any question as to whether or not a field can be played on, you should call the Director of Recreation (978-868-8055).*

2. ALL TRASH MUST BE placed in proper receptacles. Trash is not allowed to be left beside receptacles. If overabundance of trash, it must be disposed by your group/ organization. \$50 Trash Fee if not disposed properly

3. There is **NO ALCOHOL OR TOBACCO** allowed on Town owned Property.

4. The Town of Princeton carries **NO MEDICAL INSURANCE** for Users of its facilities. Users participate at their **OWN RISK OF INJURY.**

5. Town Fields are for **Princeton** Residents, Groups or Organizations.

6. Cancellation of field use can occur at any time if deemed in the best interest of the Town.

7. Field billing will occur either seasonal or by event. Discretion by Parks & Recreation Director.

8. Parking and vehicle rules should be observed as listed in the Policy.

9. **ALL organizations** are responsible for lining their fields. Organizations must notify Parks & Recreation when painting will be done (978-868-8055.) Parks & Recreation will check fields daily and/ or weekly.

10. **Once agreement is signed, ALL organizations will receive an invite to Google Sheets and are obligated to fill-in their desired time slots in 1 hour increments on the field(s) of choice. Changes must be updated weekly.**

***I HAVE READ THE REGULATIONS FOR THE USE OF TOWN RECREATION PARKS & FIELDS AND UNDERSTAND THE TERMS ON WHICH MY GROUP OR ORGANIZATION IS USING THE TOWN OF PRINCETON'S FACILITIES.***

Organization name: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**Do not write below, this document is for Recreation Office use only**

**PRINCETON RECREATION COMMISSION**

**APPROVED BY:** \_\_\_\_\_

Parks & Recreation Director

Date