

Permit Application Required Documentation

Required by the seasonal due date:

1. Permit application.
2. A roster including the names and addresses of all registered participants as of permit application date.
3. Payment of \$30 per registered participant for all participants included on the roster submitted with application.
4. Schedule of games and tournaments including times for the fields requested.
5. List of current Board of Directors (with Titles) and Field Manager including e-mail and cell phone information.
6. Confirmation in writing by the League/Organization President that CORI checks have been completed on all coaches, volunteers or anyone involved with children less than 18 years old.
7. Copy of the Comm. Of Mass Attorney General – Certificate of Solicitation or confirmation in writing that non-profit league/organization is in compliance with the IRS 501(c)(3) charitable guidelines or Massachusetts non-profit requirements.
8. Copy of most recent IRS Form 990/990-EZ with detailed income and expenses
9. Copy of by-laws, code of conduct and disciplinary guidelines.
10. Copy of a Certificate of Insurance General Liability naming the Town of Lynnfield as an additionally insured party for a minimum of \$1,000,000 per incident coverage and \$2,000,000 aggregate general liability coverage.
11. Copy of the signed **Lynnfield Recreation Indemnity Clause & Disclaimer** by League President.

The above must be submitted in order for the application to be processed. If you are not a 501(c)3 group, you must submit a financial statement in lieu of Item #8. If you have current or up to date contact information and by-law information on your website, you do not have to submit #5 and #9.

Required Within Two Weeks after Final League Deadline:

- A final roster including the names and address of all registered participants as of the date that the league will no longer accept registrations.
- Payment of \$30 per registered participant for the difference between the payment made at permit application and the total due based on the final roster submitted.

Any league or organization not disclosing the final rosters and payment will be subject to our disciplinary policy.

Permit Application Procedure

1. All applicants must be at least 18 years of age to apply for a permit with the Recreation Department. The applicant or authorized representative (league official or coach) must be present throughout the entire use of the rental.
2. The first step in reserving any facility (park or athletic field) is to make a request. Requests should be made in writing through the Recreation Department (Town Hall). You must go to our website and download the request form (<http://lynnfieldma.myrec.com/info/default.aspx>) and submit it to Joe Maney or Julie Mallett
3. Applications that have been received previously are not automatically renewed and there is no guarantee year to year for field availability.
4. Permits will not be issued without a payment and any documentation required or directives issued. No use may commence without a permit.
5. With increasing demands for use of athletic fields and park uses, the Recreation Department may not be able to accommodate every application or request. Therefore, the Recreation Department reserves the right to use its priority system and/or its discretion when issuing permits.

Lynnfield Recreation

Indemnity Clause & Disclaimer

I have read, understood and agree to all of the rules, regulations, terms, conditions and limitations listed in the Lynnfield Recreations "Field Use Policy Handbook" and understand the consequences of not complying with these policies. In consideration of being permitted to use the Lynnfield Recreations fields and facilities, I, on behalf of the members and players from my organization, league or group, shall indemnify, defend and hold the Town of Lynnfield, its departments, employees and officials harmless from any and all claims, demands, liabilities, actions, cause of actions, cost and expenses, including attorney fees arising out of the use of the playing fields, parks, facilities and equipment. Any one person or group utilizing any Lynnfield Recreation facilities, fields, parks, and equipment will do so at their own risk.

The permit will be immediately revoked for the use of alcohol, any illegal substance, and violation of the law and any behavior deemed inappropriate by the Lynnfield Recreation Department or Committee or his duly appointed representatives. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Fields Director or his duly appointed representative reserves the right, in the interest of public safety, to discontinue all activities or dismiss the person or persons detrimental to the activity.

All incidents or accidents should be reported to the Lynnfield Recreation Department immediately.

My signature below indicates that I have read and agree to the above disclaimer, received and read a copy of the "Field Use Policy Handbook", and will fully abide by the terms, conditions and provisions contained or referred to therein.

Signature of Applicant/League President Organization/League

Address: _____

Street City State Zip Code

Home #: _____ Work #: _____

Cell #: _____ Email: _____

*IF YOU MAKE AN ELECTRONIC REQUEST AND RECEIVE A RESERVATION/PERMIT, PLEASE NOTE THAT
PAYMENT AND/OR PARTICIPATION CONSTITUTES ACCEPTANCE OF OUR FIELD & FACILITY PERMIT POLICIES
INCLUDING THE INDEMNITY CLAUSE & DISCLAIMER.*



LYNNFIELD FIELD USE APPLICATION
FIELD CODE FIELD DESCRIPTION (see back)

High School	_____	_____
Summer Street	_____	_____
Huckleberry	_____	_____
Newhall Park	_____	_____
Glen Meadow	_____	_____
Jordan Park	_____	_____
Middle School	_____	_____

Other Needs:

Special Requests (Explain):

Date of Application _____ **Estimate Number of Attendee's** _____

Name of Applicant _____ **Phone#** _____

Address _____ **Email** _____

Organization _____ **Purpose** _____

Date(s) & Time(s) & Event(s) _____

You agree to adhere to all Turf Rules and Regulations (please sign) _____

Approval of: Recreation Director _____

Approval of : School Department if applicable _____

Approval of: DPW is applicable _____

Please Note: Requests **must** be submitted to Lynnfield Recreation 55 Summer Street Lynnfield MA 01940 at least 1 week prior to the event. Any questions please contact Joe Maney at 781-254-9706

Field Name, Numbering & Descriptions

A. <u>High School</u>	
a. HS1	Multi-purpose Stadium field with lights
b. HS2	Multi-purpose field closest to the school with lights
c. HS3	Multi-purpose field closest to the wetlands
d. HS4	90' Baseball diamond
e. HS4A	Multi-purpose field (fall only)
f. HS4B	Multi-purpose field (fall only)
g. HS5	60' Softball diamond
h. HS5A	Small multipurpose field
B. <u>Middle school</u>	
a. MS6	Multi-purpose senior field located inside the track
b. MS6B	Track located outside field MS6
c. MS7	90' Baseball diamond
d. MS7B	Multi-purpose field located in the outfield of baseball field
e. MS8	60" Softball diamond
C. <u>Summer Street School</u>	
a. SS9	60" baseball field on side of the school
b. SS10	60" baseball field at the rear of the school
c. SS10B	Multi-purpose in the outfield of baseball field
D. <u>Huckleberry Hill School</u>	
a. HH11	Multi-purpose junior field to the side of the school
E. <u>Maria Goretti</u>	
a. MG12	Softball diamond
b. MG12B	Multi-purpose junior field in right field of the softball field
F. <u>Glen Meadow</u>	
a. GM13	60' Baseball diamond
G. <u>Newhall Park</u>	
a. NH14	Newhall Front
b. NH15	Newhall Back
H. <u>Jordan Park</u>	
a. JP16	Multi-purpose field
b. JP17	Multi-purpose field
c. JP18	Multi-purpose field