



Town of Barnstable BARNSTABLE RECREATION



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FIELD RESERVATION PROCEDURES

Persons or organizations interested in using fields or Recreation facilities in the Town of Barnstable, must adhere to the following procedures:

1. Submit a completed Application For Use of Recreation Playing Field Form.
2. Submit a Certificate of Insurance naming the Town of Barnstable as additionally insured (see below).
3. Payments must be received within 30 days of scheduled use. Failure to pay in a prompt manner will result in the loss of field use for 90 days. Continued failure to provide prompt payment (3 late payments), will result in the loss of field use for 1 season.
4. All users will be provided a key and/or keys to use field storage, unlock gate, and open trash container. User must provide their credit card information, which will be kept on file. If key is not returned within 7 days of last use of field, user will be charged the key deposit fee (\$50).
5. Residency requirements (see below).

Make up dates for rainouts or cancelled games for other reasons will be allowed to be made up if field is available, at the conclusion of the season, without additional fees. Users of the Town of Barnstable facilities are solely responsible for the fulfillment of the regulations for the following:

- a. Commonwealth of Massachusetts Department of Public Safety
- b. State and Local Fire Laws
- c. State and Local Police Laws
- d. State and Local Department of Public Health Laws

RESIDENCY REQUIREMENTS:

1. Persons or organization permit holder must be a Barnstable Resident.
 - a. If not a resident, persons or organizations pay double the fee.

PROCEDURES:

To minimize known conflicts, the scheduling of the fields will be done seasonally by the Assistant Recreation Director or his/her designee. In the event that conflicts cannot be worked out, the Assistant Recreation Director or designee will divide the time and space at their discretion.

Complete one form for your organization. The procedure outlines the priority of users so it's unlikely an organization will get additional space without working out conflicts with the other groups. Do not

request more time than what your group actually needs. In some cases, there are too many requests for the number of available fields. Over-requests prevent other groups from having enough field space, and it prevents Barnstable residents from accessing fields for one-time uses.

SUBMIT THE FORM AND THE FOLLOWING INFORMATION:

1. Youth organizations:
 - a. Game and practice schedule for each field
 - b. Signed field use agreement
 - c. Appropriate insurance documents
 - d. Background checks for all coaches/volunteers
2. Adult Groups:
 - a. Game and/or practice schedule for each field
 - b. Signed field use agreement
 - c. Appropriate insurance documents

PERMITTED USES:

1. Organized activity held at Barnstable fields shall require a permit.
2. Field allocation will be managed by the Assistant Recreation Director or his/her designee and will be based on the categories listed in the next section, but may also take into account field conditions, scheduled maintenance and renovations, age and history of the organization, past practices of the organization (positive and negative), and impact on community.
3. Permit holders agree to abide by the most current set of regulations by the Recreation Director.
4. A field with standing water is automatically closed. No unauthorized maintenance work may be done to move the standing water and use the closed field. Permits may be revoked from organizations allowing use of Recreation fields with standing water, and group will be charged to cover the costs related to the needed repairs.
5. A representative of the organization holding the permit must be present at the field when in use, to represent the organization when there are questions and insure that all regulations are followed. The representative may be a coach or league official.
6. No alcoholic beverages are permitted at any time on municipal owned athletic fields
7. Smoking is prohibited on municipal owned athletic fields (MGL c. 270, § 22(j))
8. All trash must be removed from the fields or placed in proper trash receptacles. A permit may be revoked if an organization leaves behind trash.
9. 7. The Barnstable Police Department will be notified when organizations allow coaches, parents and/or participants to park illegally, obstruct access to the neighborhood, homes or access by safety vehicles.
10. No dogs, unauthorized activities, and vehicles are allowed on playing fields.
11. A permit may not be sub-let to a different organization. Unauthorized permit sub-letting shall result in an immediate loss of permit.
12. Permits may be revoked if an organization does not abide by the Regulations for Use, or allows a facility to be damaged through its actions or lack of action. Organizations with revoked permits may be denied permits in the future.
13. Parking in designated areas only; no parking on the fields, in fire lanes, etc.



PREFERRED USERS OF RECREATION FIELDS:

Scheduling use of fields will be based on the order of preferred users. Below is a summary of the preferred users:

1. Barnstable Recreation Division programs;
2. School Department Athletic programs;
3. Barnstable Youth Sport programs;
4. Barnstable Adult / Senior league programs; and
5. Other groups

Private lessons of any kind without permit are prohibited on town fields.

PROTECTION OF FIELDS:

To protect the playing fields in Barnstable from long-term damage, the following guidelines must be adhered to:

1. Regardless of weather, a practice or game should not commence, or continue, on a field if:

- a. The field has been closed by the Recreation Director or his/her designee.
- b. The field has standing water on it.
- c. The field is saturated with water.
- d. The field is deemed unsafe.
- e. By playing on the field, the players are, or would be, damaging the field beyond normal wear and tear (i.e. tearing up the turf, creating muddy areas, etc.).
- f. 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.
- g. Users must leave the facility within 30 minutes after the end of the permitted time. Failure to do so may result in loss of field permit for the remainder of the season.

2. ADDITIONAL CONSIDERATIONS:

- a. Each organization will be required to appoint a contact person, accessible via email and cell phone, who is to be their designated contact person who is responsible for notifying the rest of the organization of any field closures.
- b. Recreation Director or her/his designee has the exclusive rights in determining whether fields are open or closed. If unable, Permit Holder/Group Leader will determine if the field should be open or closed. Permit Holder/Group Leader will need to follow Protection of Fields Guidelines in their decision making.
- c. Failure to adhere to this policy can result in a league or team forfeiting their field permit for the remainder of the season, incurring a field repair fee, and/or loss of permit for the following year.
- d. Litter must be picked up by the users. Trash receptacles where available will be maintained by the Town of Barnstable (except McKeon Field). Users are expected to remove their trash on fields that do not have trash receptacles.



- e. Field issues should be directed to the Recreation Department at 508-790-6345.
- f. Scheduling issues should be directed to the Recreation Department at 508-790-6345.
- g. Every effort will be made to notify field users of any field closings in a timely manner.
- h. Nothing may be sold, given, exhibited, or displayed with prior written authorization. This includes fundraising activities, concessions, etc.

FIELDLIGHTS: The Town of Barnstable has two fields with lights located at Lombard Field in West Barnstable and McKeon Field in Hyannis. Reservations for lights at Lombard Field are made through the Recreation Division and McKeon Field reservations are made through Hyannis Harbor Hawks. McKeon Field use of lights are subject to policies set forth by the Hyannis Athletic Association.

INCLEMENT WEATHER (THUNDER AND LIGHTNING):

In order to protect the users of the fields, inclement weather rules must be followed. Thunder and lightning necessitates that all activities be suspended. When thunder is heard or when lightning is seen, the following must occur:

- Suspend play and direct participants to a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a metal top (e.g. bus, van, car)
- Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.

After thunder and/or lightning has left the area, wait 30 minutes after the last boom is heard before occupying the fields again. - Adopted from the MIAA Thunder and Lightning Policy

INSURANCE REQUIREMENTS:

The Town of Barnstable requires all groups that use the fields owned by the Town to show proof of insurance. The General Liability insurance should be in the amount of \$1M single occurrence and \$2M aggregate. The Town of Barnstable must be listed as additionally insured.

A Certificate of Insurance must be submitted to the Barnstable Recreation Division with any written application for field use, or may be mailed directly from the insurance company to: Barnstable Recreation Division, 141 Bassett Lane, Hyannis, MA 02601 (Fax: 508-790-6279)

All groups must provide the Certificate of Insurance.

1. If your organization uses field space in more than one season, provide the full year range of dates to your insurance company.
2. If your organization does not currently hold insurance, you must notify the Recreation Department immediately in writing, with your plan to purchase insurance or to submit a request for further information and clarification.
3. If your organization has hired staff, it must comply with the laws regarding Workers' Compensation and automobile laws.



4. All insurance documents must be submitted no less than two weeks prior to the schedule of the first use of the field. Failure to have the appropriate paperwork on file by the deadline may result in the loss of the anticipated permit.

FOOD PRODUCTS: If the use of the fields involves using a caterer or the sale or serving of food to the public, please contact the Town of Barnstable Board of Health (508-862-4644).

DO NOT....

1. DO NOT assume that you received everything that you requested. Due to space limits, not all requests can be honored.
2. DO NOT assume that space not listed on the permit is available for your use.
3. DO NOT share field space given to your group with a group not listed in the Town of Barnstable permit. These groups must submit their own field request forms.
4. DO NOT assume that your organization forgetfulness becomes the Town of Barnstable's emergency. Plan ahead!
5. DO NOT use tobacco products or alcohol beverages anywhere on Town property.

Facility Oversight: Applications for use of Recreation Playing Fields through the Recreation Department apply to the following fields and courts:

FIELD	ADDRESS
McKeon Field	120 High School Road, Hyannis
Lorusso Fields	165 Bearses Way, Hyannis
Barnstable Intermediate School	895 Falmouth Road, Hyannis
Hyannis West	549 West Main Street, Hyannis
Lopes Field	Old Colony Road, Hyannis
Centerville Elementary	625 Bay Lane, Centerville
Field of Dreams	524 Main Street, Centerville
Osterville Bay	93 West Bay Road, Osterville
Cape Cod Collaborative	418 Bumps River Road, Osterville
Marstons Mills Elementary	2095 Main Street, Marstons Mills
Barnstable United	730 Ost./W. Barnstable. Rd., Marstons Mills
West Villages	760 Ost./W. Barnstable. Rd., Marstons Mills
McBarron Soccer Field	940 Old Falmouth Road, Marstons Mills
Waldorf School	140 Old Oyster Road, Cotuit
Lowell Park	10 Lowell Avenue, Cotuit
BWB Fields	2463 Main Street, West Barnstable
Lombard Field	2377 Meetinghouse Way, West Barnstable
Barnstable Hollows	Millway Road, Barnstable

