



**Scituate Recreation Department**  
**FOR- PROFIT**

Request for Field, Tennis Court, In-Line Skating Rink, Basketball Court or Morrill Bandstand Application  
(please circle one)

(A SEPERATE application should be filled out for each location)

Date Submitted: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's email: \_\_\_\_\_

On-site Supervisor: \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Eve.phone# \_\_\_\_\_ Cell phone # \_\_\_\_\_

Organizatiion: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Activity to be played: \_\_\_\_\_

**ATTACH INSURANCE CERTIFICATE:**

**Required of all Youth & Adult Organizations (\$100,000 policy, list Town as an additional insured)**

\_\_\_\_\_ **Date Received**

**C.O.R.I. POLICY**

**Chapter 385 of the Act of 2002 – Sec.172H.** Any organization that provides activities or programs to children 18 years of age or less that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer. Prior to obtaining a field permit in Scituate, any organization or entity that accepts volunteers and provides activities or programs to children 18 years of age or younger must provide the Recreation Department with written documentation that the entity or organization is certified to perform CORI's on all volunteers, as **required by Massachusetts General Law**, prior to acceptance.

I, \_\_\_\_\_, certify that our organization, \_\_\_\_\_, is CORI certified and does provide CORI checks on all of our volunteers. I have attached a copy of our proof that our organization is CORI certified. (Contact the Criminal History Safety Board in Chelsea at 800-526-6442 to get your team/league/organization CORI certified to commence these annual checks)

\_\_\_\_\_ **Date Received**

**\*PERMITS WILL NOT BE PROCESSED UNLESS THE ORGANIZATIONS COMPLY WITH THE ABOVE REQUIREMENT\***

**Day and Dates Requested (please be specific, due to the shortage of fields there will be no blanket permits...please, attach additional paper if necessary):**

Dates: \_\_\_\_\_

Monday: \_\_\_\_\_ Time: \_\_\_\_\_

Tuesday: \_\_\_\_\_ Time: \_\_\_\_\_

Wednesday: \_\_\_\_\_ Time: \_\_\_\_\_

Thursday: \_\_\_\_\_ Time: \_\_\_\_\_

Friday: \_\_\_\_\_ Time: \_\_\_\_\_

Saturday: \_\_\_\_\_ Time: \_\_\_\_\_

Sunday: \_\_\_\_\_ Time: \_\_\_\_\_

**Fee Turf Field:                      \$125 per hour per day**

**PLEASE FILL OUT BOTH SIDES**

**PLEASE ATTACH YOUR LEAGUE SCHEDULE** (if it is not available at the time you submit the permit request, please forward it to the department once it becomes available)

Total Number of Participants in your program: \_\_\_\_\_

Total Number of Participants using this facility per day: \_\_\_\_\_

Total Number of Scituate Residents using this facility per day: \_\_\_\_\_

- *Should you require use of a school building or turf lights, you must take the approved field permit to Scituate Public School's Business Office and fill out required paperwork.*
- *The business office is located at Scituate High School or you may call the office at 781-545-8750 x300 to set up an appointment.*
- *There is a charge for the lights and in some cases there will be a custodial fee for the building.*

\_\_\_\_\_  
*Signature of Authorized Representative                      and                      Scituate Non-Profit Sponsoring Organization*

***Do not write below this line—to be completed by a Recreation Commissioner / Director***

Date received in office: \_\_\_\_\_ In computer (initials): \_\_\_\_\_ Date approved or denied: \_\_\_\_\_

Permit/Receipt Number: \_\_\_\_\_ Approved:    ( ) yes    ( ) no \*

Other notes: \_\_\_\_\_

Signature of Commissioner or Director: \_\_\_\_\_

Reason for denial of application: \_\_\_\_\_



## **Town of Scituate Field Permit Regulations**

As coaches and responsible adults you have applied to the Town of Scituate Recreation Commission for a Field Permit.

The following restrictions will apply:

1. You must have a copy of the permit to use the field, and have it with you at time of use.
2. Scituate High School Athletics have priority use of all town fields. If the permit your group is issued states a starting time and a high school team is finishing a game, the high school game has priority until the game they are playing is completed.
3. Fields must be reserved for league play. League's permits include practice time. Individual coaches must request additional practice time through their league officials. Recreation Department will only permit to one designated official per organization.
4. Reallocation or subletting of fields by permit holder is **strictly prohibited**. If permitted fields are going unused, the unused dates and times may not be assigned to non permitted users. These times are to be turned back to the Scituate Recreation Department for allocation to other users.
5. The use of Town Fields during inclement weather is dangerous practice for players, but also it is extremely damaging to the field. If the field conditions are questionable, we are asking for your full cooperation and common sense in decisions concerning playing the game or holding a practice.
6. **Alcoholic beverages and cooking are not allowed!**
7. Use of tobacco is prohibited on school grounds. MA General Law ch.71, sec.37H.
8. Vehicles are not permitted on the fields.
9. All maintenance requests must be submitted through Scituate Public Grounds at 781-545-8733. Leagues should not perform any maintenance on any fields with out having a signed D.P.W. approval.
10. Due to the high demand for Scituate Town Fields, you must follow and respect your permitted time on the field permit.



11. All litter created by users must be picked up and put in proper receptacles. You must leave the field clean and in the same condition, except normal wear, as it was when you arrived.

## **Inclement Weather**

1. League Officials must use their best judgment when allowing practice or playing of games that has standing water on it.
2. Footing is unsure or slippery.
3. Ground is water logged or squishy.
4. Lightening or Severe Weather storms cancels any and all games or practices.
5. League officials make evening and weekend decisions.
6. Use of a closed field or one with standing water, jeopardizes the safety of all, especially children. Future league use will be reconsidered. **In addition the inappropriate use may require additional maintenance to restore the field to safe conditions, said cost may be charged to the league.**

*Again, PLEASE use your best judgment.*

## **Safety**

1. Coaches must walk the fields and surrounding area, prior to use. Any potential hazard(s) must be reported to players and opposing teams. Report hazards immediately to D.P.W. (781-545-8333) and league official.
2. Fields may not be used for any games or practices, when closed by the D.P.W., Recreation Department and School Department.
3. Cars must park in parking lot areas. Coaches must make sure that the members of their teams are driving and parking safely in those designated parking areas.

## **Accidents**

1. Coaches should set guidelines to avoid accidents.
2. In the event that an accident occurs, league rules must be followed. All coaches should carry basic first aid equipment.



3. A copy of the accident report, if related to field conditions should be sent to the Scituate Recreation Department within 48 hours. The Recreation Department will forward a copy to the DPW.

**Building and or Turf Lighting Permits**

1. Should you require use of a **school building or turf lights**, you must take the approved field permit to Scituate Public School’s Business Office and fill out required paperwork.
2. The business office is located at Scituate High School or you may call the office at 781-545-8750 x300 to set up an appointment.
3. There is a charge for the lights and in some cases there will be a custodial fee for the building.

*The youth and adult sports organizations in Scituate provide a valuable service to the residents. Scheduling, managing and maintaining the fields is a complicated process, but is successful when everyone works cooperatively.*

Please tear off the bottom section and return it to the Scituate Recreation Department located at Scituate High School. It will be filed with your permit.

I agree that after the use of the field, it shall be in the same condition, less reasonable wear and tear. I have read and will comply with the requests of the Town of Scituate Recreation Commission.

Should your league not abide by the regulations you will be in jeopardy of losing your permit and future permits.

I agree to hold harmless the Town of Scituate and/or it’s employees from claims for liability related to any accident that may occur to any participants and/or groups while using the Town Scituate Athletic Fields.

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Group

Date

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Signature (group representative)

Title