



# Braintree Recreation Department

## Parks, Playgrounds, Town Field & Facility Use Permit Application

Applicants seeking one-time or seasonal use of a town field or facility under the control of the Town of Braintree must complete one copy of this application (both sides) for each field/facility being sought. Applications must be submitted for approval at least 24 hours in advance of the time the area is to be used. Each application must be accompanied by the appropriate user fee (checks payable to Town of Braintree), event schedule, team roster(s), CORI processing cover letter (if program serves people 18 and under) and Insurance Certificate for each facility being requested before the department can consider approving this application.

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NAME OF TEAM/LEAGUE/ORGANIZATION

DATE OF APPLICATION

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NAME OF APPLICANT/REPRESENTATIVE

HOME TELEPHONE

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ADDRESS OF APPLICANT

CITY

ZIP CODE

BUSINESS OR CELL PHONE

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EMAIL ADDRESS

I, the applicant, agree to comply with all rules and regulations adopted by the Town of Braintree and understand that if any incident of non-compliance is attributed to this permit, I can be made to immediately forfeit any future user privileges until a formal hearing and vote by the Town is held. I have read and will assure that all participants and visitors associated with use of this permitted facility will comply with the listed regulations outlined on the reverse side of this application.

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SIGNATURE OF APPLICANT

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AREA/FIELD/FACILITY REQUESTED

PURPOSE OF USE

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SPECIFIC DATE(S) OF REQUEST TO USE

DAY(S) OF WEEK

HOURS OF USE NEEDED

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NUMBER OF PEOPLE EXPECTED TO ATTEND

LEAGUE ENTERED (IF ANY)

SCHEDULE SUBMITTED

### SPECIAL INSTRUCTIONS OR REQUESTS FOR FACILITY PREPARATIONS, IF APPLICABLE

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Any special facility usage requests or preparations needed must be received no later than 48 hours prior to the actual use of this facility and the department can only agree to perform that work based on manpower and resource capabilities.

The Parks and Playgrounds Commission may, for special events, require the assignment of a uniformed police officer being detailed for the duration of this event. If this is a requirement of the user, the applicant must have the signature of the Braintree Police Department Detail Officer on this application before submitting it to the office for approval.

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DATE \_\_\_\_\_

WE WILL/CANNOT PROVIDE COVERAGE \_\_\_\_\_

*Signature of Police Department Official*

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## APPROVAL OF APPLICATION

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DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

*Town's Representative*

## Rules and Regulations Governing Use of Braintree's Fields and Facilities

1. Parking of vehicles by facility users (participants and players) must be controlled. Permits do not convey to anyone the privilege of parking of vehicles anywhere except within legally provided spaces. **At no time are vehicles to be driven or parked upon any field area.** If there isn't a parking lot at the facility this permit is granted, you are to park on the field side of the street curbside.
2. It is understood that fields/facilities must be left in as clean or cleaner condition after each use. All litter and debris must be removed and properly deposited in trash barrels and recycling receptacles (where available).
3. The Town of Braintree has an "OPEN CONTAINER" by-law that prohibits possession, consumption or being under the influence of alcoholic beverages while using public facilities. This includes spectators and participants. This will be strictly enforced and is punishable by fine for anyone in violation. This by-law extends to parking lots and public ways as well. In addition, state law prohibits smoking anywhere on school department grounds at any time, which is similarly punishable by fine. Permit holders are to ensure that participants and spectators are well aware of these laws and the possible consequences.
4. Those who receive a permit from the Braintree Recreation Department to use a Braintree facility have priority for use of that facility for the noted date, day and time period over any other user who does not have a permit. Please have your signed permit readily available should any conflict arise when using the facility.
5. Permits will not be issued for teams or organizations for **practice sessions** as permits are only issued for scheduled games or special events. Therefore, when submitting a permit application for a team or league, a copy of the schedule that coincides with days/dates/times is required with your application.
6. The applicant listed on the front side of this permit application agrees to the maximum extent permitted by law to indemnify and save harmless the Town of Braintree, its officers, agents, volunteers and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney fees) that may arise out of or in connection with the applicant's team/group/organization's use of the specific facility listed on the front of this application for any damage to its real or personal property that occurs in conjunction with the lease or use of this facility unless the damage is caused by the Town's gross negligence or willful misconduct.
7. Teams and leagues will be required to submit with their permit application a current Certificate of Insurance that shows the Town of Braintree as an Added Insured Party with stated limits of coverage reflected thereupon to ensure that it is not a risk to the Town of Braintree, but instead to that of the user of this facility for the specified date and time this permit covers.
8. Teams/leagues/organizations that serve the youth of Braintree and use volunteers in the conduct of their program are required by state law to first be CORI certified and to provide a dated and signed cover letter written on team/league/organization letterhead attesting to the fact that all volunteers used in the conduct of this program have been properly CORI checked before the event may be approved to be held by the Town of Braintree. Contact the Criminal History Safety Board office in Chelsea at 1-800-526-6442 to get your team/league/organization CORI certified to commence these annual checks.
9. The Town of Braintree reserves the right to amend, add or delete any portion of rules and regulations printed herein or any attachments hereto.
10. Permits can be suspended subject to a revocation hearing conducted by the Parks and Recreation Committee if violations to use of town property rules and regulations are not being complied with by permit holders.
11. No open fires or charcoal fires are permitted in Braintree's public parks and playgrounds. Use of propane type grills are permitted provided caution is exercised at all times to prevent injury.
12. The Town reserves the right to require portable restroom facilities or use of the Town's facility restroom facility be used in conjunction with an approved permitted event or activity and the users will agree to pay in full staffing costs assigned to this event, if any.
13. Public address systems may not be used before ten o'clock in the morning or any time after 10p.m. in the evening for an approved event. Use of lighted fields or facilities require that lights be turned off by 11p.m. at night.
14. **FURLONG PARK USERS** Parking of vehicles for uses of Charles Furlong Park must occur in the church parking lot across the street from this park. No curbside parking is permitted for events held at this park. This is a busy intersection. Use caution crossing the street.

**ACCEPTANCE BY APPLICANT: I hereby affix my signature to this application to indicate I have read all rules listed herein and I agree to have all comply with these rules and regulations.**

SIGNATURE OF APPLICANT

REPRESENTING TEAM/LEAGUE/ORGANIZATION

DATE

FEE CHARGED \_\_\_\_\_ PAYMENT BY CASH \_\_\_\_\_ CHECK # \_\_\_\_\_ OTHER \_\_\_\_\_

FEE COLLECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

FURTHER NOTES OF IMPORTANCE \_\_\_\_\_