



Braintree Recreation Department

Field Permit Application

Fall 2026 Season: September 1 - November 30

Please complete this application and return it to the Braintree Recreation Department along with a copy of your organization's certificate of insurance, if applicable.

DATES / DEADLINES

Application Window	June 15 - July 13
50% Deposit Required	August 10
Permit Issued	Mid-August
Permit Begins	September 1
Remaining Balance Due	September 15

CONTACT INFORMATION

Organization's information should be completed below, when applicable. If not applicable, applicant's information must be provided.

ORGANIZATION NAME (IF APPLICABLE)

APPLICANT NAME _____ **POSITION / TITLE** _____

EMAIL _____ **CELL PHONE** _____

MAILING ADDRESS _____

Applicant may be required to provide a valid Certificate of Insurance. Certificate must name the Town of Braintree as an "Additional Insured" with General Comprehensive Liability in the amount of \$1,000,000 for each occurrence and \$3,000,000 in the aggregate.

By signing below, the Applicant agrees to pay the 50% deposit by August 10, 2026. In addition, upon request, the Applicant agrees to submit the final copy of the roster and remaining payment, if applicable, for the permit no later than September 15, 2026. Failure to submit full payment may result in immediate revocation of the permit. The Applicant shall, to the maximum extent permitted by law, indemnify, defend, and hold 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 attorneys' fees) that may arise out of or in connection with the Applicant's rental or use of Town of Braintree parks, playgrounds, athletic fields, and/or facilities, unless the damage is caused by the Town of Braintree's gross negligence or willful misconduct.

The Applicant understands and verifies that, if this permit request serves individuals under the age of 18 at any time, all league officers, coaches, officials, and volunteers have been CORI checked through the league for the season listed on this application, pursuant to MGL c.6, §167-178B and corresponding CORI regulations.

By signing below, the Applicant understands that field permits are non-transferable and valid only for the specified organization or individual(s) listed on this application. The Applicant agrees to comply with all Town rules and regulations and acknowledges that any incident of non-compliance may result in the immediate forfeiture of user privileges pending a formal hearing and vote by the Town. The Applicant further assures that all participants and visitors will adhere to the regulations outlined in the associated documentation.

SIGNATURE _____ **DATE** _____

REQUESTED DATE(S)

A SEPARATE PAGE IS REQUIRED FOR EACH FIELD

REQUESTED FIELD _____

SINGLE USE (IF APPLICABLE)

DAY OF THE WEEK _____

DATE & TIME _____

RECURRING USE (IF APPLICABLE)

START DATE _____

END DATE _____

START TIME

END TIME

<input type="checkbox"/>	MONDAYS	_____	_____
<input type="checkbox"/>	TUESDAYS	_____	_____
<input type="checkbox"/>	WEDNESDAYS	_____	_____
<input type="checkbox"/>	THURSDAYS	_____	_____
<input type="checkbox"/>	FRIDAYS	_____	_____
<input type="checkbox"/>	SATURDAYS	_____	_____
<input type="checkbox"/>	SUNDAYS	_____	_____

ADDITIONAL INFORMATION

PURPOSE OF USE _____

HIGHEST NUMBER OF PEOPLE
THROUGHOUT THE ENTIRE DAY (ESTIMATED)

NUMBER OF PEOPLE EXPECTED
AT ANY GIVEN TIME (ESTIMATED)

SPECIAL INSTRUCTIONS OR REQUESTS

All special requests or required preparations must be submitted no later than 48 hours prior to the scheduled use of the facility. Approval is subject to staffing availability and resource capacity and is not guaranteed; therefore, requests should not be assumed to be approved.

1. _____ 2. _____

3. _____ 4. _____

RULES AND REGULATIONS GOVERNING USE OF BRAINTREE'S FIELDS AND FACILITIES

1. Parking by facility users (including participants and players) must be properly controlled. Parking permits do not grant permission to park anywhere other than in legally designated parking spaces. **Vehicles are strictly prohibited from being driven or parked on any field area at any time.** If the permitted facility does not have an on-site parking lot, vehicles must be parked curbside on the field side of the street.
2. It is understood that all fields and facilities must be left in the same condition as received, or cleaner, after each use. All litter and debris must be removed and properly disposed of in trash barrels and recycling receptacles, where available.
3. The Town of Braintree enforces an "Open Container" by-law that prohibits the possession, consumption, or being under the influence of alcoholic beverages while using public facilities. This applies to all participants and spectators and will be strictly enforced, with violations subject to fines. The by-law also extends to parking lots and public ways. Additionally, state law prohibits smoking anywhere on School Department grounds at all times, and violations are likewise subject to fines. Permit holders are responsible for ensuring that all participants and spectators are informed of these laws and the associated consequences.
4. Individuals or organizations that receive a permit from the Braintree Recreation Department have priority use of the designated facility for the specified date, day, and time over any users without a permit. Permit holders should keep a copy of the permit readily available in the event that a usage conflict arises.
5. A copy of your organization's game schedule, including all applicable days, dates, and times, must be provided upon request.
6. Teams and leagues are required to submit a current Certificate of Insurance with their permit application. The certificate must list the Town of Braintree as an Additional Insured and clearly state the applicable coverage limits, ensuring that liability rests with the facility user for the specific date(s) and time(s) covered by the permit, and not with the Town of Braintree.
7. Teams, leagues, or organizations that serve the youth of Braintree and utilize volunteers are required by state law to obtain CORI certification. In addition, a dated and signed cover letter on the organization's official letterhead must be submitted, attesting that all volunteers involved in the program have been properly CORI checked. This documentation must be provided before the event can be approved by the Town of Braintree. To obtain CORI certification and begin the required annual checks, organizations should contact the Criminal History Systems Board in Chelsea at (800) 526-6442.
8. The Town of Braintree reserves the right to amend, add to, or delete any portion of the rules and regulations contained herein, as well as any attached documents.
9. Permits may be suspended at any time if the permit holder fails to comply with the rules and regulations governing the use of Town property.
10. No open fires are permitted in the Town of Braintree's public parks and playgrounds.
11. The Town reserves the right to require portable restroom facilities or use of the Town's restroom facility to 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.
12. Public address systems may not be used before 10:00 a.m. or after 10:00 p.m. for any approved event. Use of lighted fields or facilities is permitted only if all lights are turned off by 11:00 p.m.

By signing below, the Applicant acknowledges that they have read and understood all the rules outlined herein and agrees to comply with them, either personally or on behalf of their representing team, league, or organization. The Applicant further acknowledges that these rules and regulations are subject to change at any time.

SIGNATURE _____ DATE _____

REPRESENTING TEAM / LEAGUE / ORGANIZATION _____