

# PEABODY ATHLETIC FIELD USE PERMIT REQUEST FORM

Application Date: \_\_\_\_\_ APPLICANT (Print name of contact person) \_\_\_\_\_

League or Organization Name \_\_\_\_\_ % of Peabody Residents \_\_\_\_\_

Mailing Address (street, city, state, zip): \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

## FIELD 1: LIST THE FIELD BEING REQUESTED AND CHECK THE APPROPRIATE TIER & SPORT

FIELD REQUESTING:					<input type="checkbox"/> ADULTS	<input type="checkbox"/> YOUTH
SPORT	<input type="checkbox"/> Baseball	<input type="checkbox"/> Football	<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Softball	<input type="checkbox"/> Soccer	See descriptions and requirements based on tiers below
	<input type="checkbox"/> Field Hockey		<input type="checkbox"/> Flag Football		<input type="checkbox"/> Other	
TIER	1	2	3	4	5	
SEASON START DATE					SEASON END DATE	

## CHECK THE DAYS OF THE WEEK AND INSERT THE START AND END TIME

<input type="checkbox"/> Monday/Time : ___ to ___	<input type="checkbox"/> Friday/Time : ___ to ___	List Dates that you will <u>U</u> need:
<input type="checkbox"/> Tuesday/Time : ___ to ___	<input type="checkbox"/> Saturday/Time : ___ to ___	
<input type="checkbox"/> Wednesday/Time : ___ to ___	<input type="checkbox"/> Sunday/Time : ___ to ___	
<input type="checkbox"/> Thursday/Time : ___ to ___		

## FIELD 2: LIST THE FIELD BEING REQUESTED AND CHECK THE APPROPRIATE TIER & SPORT

FIELD REQUESTING:					<input type="checkbox"/> ADULTS	<input type="checkbox"/> YOUTH
SPORT	<input type="checkbox"/> Baseball	<input type="checkbox"/> Football	<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Softball	<input type="checkbox"/> Soccer	See descriptions and requirements based on tiers below
	<input type="checkbox"/> Field Hockey		<input type="checkbox"/> Flag Football		<input type="checkbox"/> Other	
TIER	1	2	3	4	5	
SEASON START DATE					SEASON END DATE	

## CHECK THE DAYS OF THE WEEK AND INSERT THE START AND END TIME

<input type="checkbox"/> Monday/Time : ___ to ___	<input type="checkbox"/> Friday/Time : ___ to ___	List Dates that you will <u>not</u> need:
<input type="checkbox"/> Tuesday/Time : ___ to ___	<input type="checkbox"/> Saturday/Time : ___ to ___	
<input type="checkbox"/> Wednesday/Time : ___ to ___	<input type="checkbox"/> Sunday/Time : ___ to ___	
<input type="checkbox"/> Thursday/Time : ___ to ___		

<p><b>Office Use Only</b>                  Date Received: _____                   Fees Paid: _____</p>	<p><b>FORMS RECIEVED</b>                  ___ CORI      ___ Rosters                   ___ Insurance      ___ Form PC</p>
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## SPECIAL EVENT DESCRIPTION

Please describe your tournament, special event, clinic, or program: (N/A if you are a league)

## DISCLAIMER

I agree to remove any litter generated during the time permitted. I further agree that I will be legally responsible for the repair, including, but not limited to paying the cost thereof, in a manner determined by the Director of Recreation, Parks & Forestry, for any damage to City property, real or personal, which may occur during the utilization of, or exercise of the privileges conferred by this permit. Violation of the terms and conditions of this permit can result in its revocation. Intentionally providing false information on this permit application will result in a rejection of the application, revocation of any permit issued thereunder, and said misrepresentations may be considered in assessing applications I may submit in the future.

I have read, fully understand and agree to abide by all rules and regulation governing the Peabody Recreation, Parks, & Forestry Department as well as any provisions set forth on this agreement or attachment.

**\*My signature below indicates that I have read and agree to the above disclaimer and rules and regulations, and the information listed on the application and understand and willfully abide by the terms, conditions, and provisions contained or referred to therein.**

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FIELD USE TIERS & DESCRIPTIONS 2018**

<p align="center"><b>TIER SYSTEM OF PRIORITY USE</b></p>	<p align="center"><b>FEES</b></p> <ol style="list-style-type: none"> <li>1. Application Fee \$50.00</li> <li>2. Field Use Fee \$35/hr. w/ 2hr min.</li> <li>3. Field Use Fee \$65/hr. w/2hr min.</li> <li>4. *Event Field Use per field (5 hr. or more depending on event length) \$300/day or \$550/wknd or \$1300/wk.</li> </ol>	<p align="center"><b>LIGHT USE FEE</b></p> <p>A. \$20/field/Night B. \$50/night/field C. \$400/field/Season</p>
<p><b>TIER 1</b></p>		
<p>Peabody Recreation Department sponsored events, clinics, programs. Peabody Public Schools and Peabody Based Private or charter schools</p>	<p align="center">N/A</p>	<p align="center">N/A</p>
<p><b>TIER 2</b></p>		
<p>90% Peabody Residents Youth or Adult Org. (PLL, PWLL, Babe Ruth, PYFC, PYS, Men's SB, Woman's SB, etc.)</p>	<p align="center">1</p>	<p align="center">A: 1-20 nights C: 21 nights or longer</p>
<p><b>TIER 3</b></p>		
<p>60-89% Peabody Residents Youth or Adult (OTH Soccer/WMWSL)</p>	<p align="center">1 &amp; 2</p>	<p align="center">A: 1-20 nights C: 21 nights or longer</p>
<p><b>TIER 4</b></p>		
<p>Below 60% Peabody Residents Youth or Adult (AAU)</p>	<p align="center">1 &amp; 3</p>	<p align="center">B: 1-7 nights C: 8 nights or longer</p>
<p><b>TIER 5</b></p>		
<p>One Time Charitable Special Events (Walks/runs/fundraisers)</p> <p>Private Clinics, Camps, Tournaments or other special uses not Rec, School, or City sponsored</p>	<p align="center">1 &amp; 4*</p> <p>*Can ask to be waived or reduced subject to Park Commission Approval</p>	<p align="center">B: 1-7 nights C: 8 nights or longer</p>

**Tier 1**

- Recreation Department Sponsored Events, Clinics, Programs
- Peabody Public School Department Use
  - PVMHS MIAA sanctioned athletic teams (e.g., soccer, softball, lacrosse, baseball, football, field hockey, tennis, track & field, etc.) games and practices
  - Higgins Middle School athletic teams (e.g. soccer, softball, baseball, etc.) games and practices
  - Peabody Public Schools Physical Education classes
  - Peabody Public Schools PTO and City Sponsored special events such as “Relay for Life”, school fairs, etc. These priorities supersede any permit previously issued by the Recreation Department.
- All Peabody based schools other than Peabody Public Schools (i.e... St. John’s School, Covenant Christian Academy, Charter or private schools)

**Tier 2** 90% Peabody Residents Youth or Adult groups/organizations/leagues

- Peabody based youth organizations, (e.g. Little League, Babe Ruth Baseball, Peabody Youth Soccer, Girls or Boys Youth Lacrosse, Peabody Girls Youth Softball, etc.
- Organized Peabody Adult Leagues/Teams (i.e. Peabody Men’s Softball League)
- Peabody Youth and Adult leagues – off season use, based on residency requirements

**Tier 3** 60-89% Peabody Residents Youth or Adult groups/organizations/leagues

- Peabody based youth organization, (A team that participates in existing regional leagues, Summer Districts Selects, etc. will be considered provided that no fewer than 60% of the officially rostered members of such teams (e.g. 6/10, 7/11, 8/12, 9/14, 10/16, 11/17, 12/18, etc. are residents of the City.)
- Organized Peabody Adult Leagues/Teams (i.e. Peabody Viking Flag Football)
- Groups with at least 60% Peabody residents
- Peabody Youth and Adult leagues – off season use, based on residency requirements

**Tier 4** Below 60% Peabody Residents Youth or Adult

- Peabody based or non-Peabody based youth or adult organizations/leagues/groups that are below the 60% residency requirement
- Peabody Youth and Adult leagues – off season use, based on residency requirements

**Tier 5**

- One Time Charitable, Special Events (Walks/runs/fundraisers)
- Private Clinics, Camps, Tournaments or other special uses not Rec, School, or City sponsored
- Must be approved by the park commission. Any playing field and/or related facility use permit issued for such use shall be subject in all instances to the terms, conditions and limitations of the City Department or agency's sponsorship, including permit priority.

**REQUIRED DOCUMENTATION:**

- A. All organizations claiming, they are non-profit must show proof of current status by providing a copy of current Form PC from the MA Attorney General's office**
- B. The City of Peabody Parks Commission requires a written letter on organization letterhead from a permit applicant verifying all Paid staff or volunteers are CORI certified. (MA Chapter 385 of the Acts of 2002, MGL § Ch 71, sec. 38R)**
- C. All organizations requesting a permit are required to provide the City of Peabody with a certificate of liability insurance naming the city as an additional insured party for a minimum of \$1,000,000 Public Liability Insurance for injuries including wrongful death to any one person and subject to the same limit for each person in an amount of not less than \$3,000,000 damages on account of all accidents.**
- D. All organizations will provide rosters of registered players that include player residency – street and city/town.**

**All Conflicts will be resolved on a case-by-case basis.**

Unless specifically requested and approved by all applicable City Departments and Boards, it is understood that the function/activity to be held is not for commercial gain or personal benefit.

**Approved by the Park Commission on January 5, 2018**