

CITY OF MEDFORD

INSTRUCTIONS FOR APPLYING FOR A PARK USE PERMIT

Permits are issued for each season. Submit separate permits and fees for each season.

Spring – April 1 – June 30

Summer – July 1 – August 31

Fall - September 1 – November 30

Fees have to be submitted with all permit applications to be considered. If permit is not granted, the permit fee will be returned.

There is no guarantee permit will be approved until it is reviewed by the board.

APPLICATION FOR USE OF PARKS

Applications can be obtained in the Department of Public Works office or at www.medford.org (click Parks & Playgrounds). Return completed applications, fees, and other required/supporting documentation to Judy Johnston, Park Board Secretary, in the Treasurer's office. – First floor of City Hall. Use one application per park/field/court requested per season. Applications received at least 7 days prior to the 3rd Tuesday of the month will be reviewed at that month's meeting otherwise it will be reviewed at the following months meeting. If you wish to appear before the board contact Secretary, Judy Johnston, at-781-393-2496, to be placed on the agenda.

OTHER DOCUMENTATION REQUIRED BY TEAMS, LEAGUES OR OTHER SPORTS ORGANIZATIONS TO BE ATTACHED TO APPLICATION:

1) ROSTER/LIST OF PARTICIPANTS Applicant shall submit a roster or list of participants. Prior year is acceptable at time of application; current year will be required at time of permit issuance.

2) SCHEDULE Prior year schedule will be acceptable for application purposes. Current year schedule must be submitted prior to permit issuance so the Park Department can use it for scheduling field maintenance.

3) FINANCIAL REPORT

Each organization shall submit its financial report for its most recent fiscal year as evidence of financial responsibility. Applicant may use its own report as long as it shows the beginning and ending fund balances and the sources and amounts of all income and expenses. Any permit applicant that does not collect, raise or disburse funds may indicate that on its application.

4) PARK PERMIT FEE

Full payment of permit fee is required with application. Checks are made payable to City of Medford

5) PROOF OF INSURANCE

Prior to issuance of the permit the applicant must submit proof of property damage and bodily injury insurance shall be in the form of a Certificate of Insurance issued by your insurance agent naming the City of Medford as an additional insured. For permits issued to individuals or families, proof of Homeowners Insurance or Special Event Insurance may be sufficient. Permits issued to Medford Public School or the City of Medford do not require proof of insurance. If a policy has an expiration date during the permit period the permit will expire automatically on that date unless proof of insurance is provided showing coverage beyond that date.

