

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.

CITY OF MEDFORD
APPLICATION FOR USE OF PARKS
(Use one application per park/field/court requested per season)

Note: for teams, leagues or other sports organizations, submit with your application:

Roster/list of participants - submit prior year if current year is not finalized (include names & addresses)

Schedule - submit prior year schedule if current year is not finalized (list if home or visitor)

Financial Report - for most recent fiscal year (or budget for new entities)

Permit Fee - Checks payable to City of Medford

Note: If permit is approved, the following will be required prior to issuance of any permit:

Proof of Insurance

Also, for teams, leagues or other sports organizations: Current year roster/list of participants and Schedule of games and practices will be required if prior year was submitted with application.

Date: _____

Name of Organization: _____

Contact: _____ Title: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ email address: _____

Website Address: _____

FIELD/PARK/COURT requested: _____

Purpose/Use (please circle one):

- | | |
|------------------|---------------------------------|
| 1. Baseball | 5. Football |
| 2. Little League | 6. Tennis |
| 3. Softball | 7. Basketball |
| 4. Soccer | 8. Other (please specify) _____ |

Day(s) of the Week:

1. Monday
2. Tuesday
3. Wednesday
4. Thursday
5. Friday
6. Saturday
7. Sunday

Dates:

Starting: _____

Ending: _____

Time:

From: _____ AM to _____ AM

From: _____ PM to _____ AM

Deadline: 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.

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 or Phone-781-393-2496. If you wish to appear before the board, contact Secretary, Judy Johnston, to be placed on the agenda. Applications are reviewed by the Board of Park Commissioners at meetings, which are generally held on the 3rd Tuesday of the month in room 201. After the Board of Park Commissioners meeting, at which your application was reviewed, contact Judy Johnston, Park Board Secretary at 781-393-2496. If you are informed that the Board of Park Commissioners has approved your permit request you must then provide proof of insurance before your permit can be issued. Further instructions can be found at www.medford.org under Parks and Playgrounds.

COMMISSION USE ONLY: APPROVED DENIED FEE:
PERMIT FEE CATEGORY: A B C D _____
RECEIVED: <input type="checkbox"/> Roster <input type="checkbox"/> Schedule <input type="checkbox"/> Financial Report <input type="checkbox"/> Insurance <input type="checkbox"/> Payment

CITY OF MEDFORD

PARK USE PERMIT FEES EFFECTIVE JANUARY 1, 2014

Fees are per season (Spring, Summer, and Fall)

All fees must be submitted with permit application

RATE CATEGORIES

A) Medford Open Youth Leagues - \$200 per league (\$400 for lighted fields/courts)

Open registration of Medford youth leagues under the age of 19 shall pay per season \$200 per league (\$400 for lighted fields/courts). Includes league all-stars, playoffs, sponsored select teams, tournaments and fundraising events. (Little League, Babe Ruth, Youth Soccer, Pop Warner Football, MYGS, WMBL etc.)

B) Medford Select Youth Teams - \$200 per team (\$400 for lighted fields/court)

Non-open registration youth teams comprised of 75% Medford resident players under the age of 19 shall pay \$200 per team (\$400 for lighted fields/court)

C) All others - Non-lighted field/court: \$100 per game/3 hours; Lighted field/court: \$200 per game/ 3 hours

D) The Board of Park Commissioners shall set special permit fees for other types of park uses not listed, including one-time special events or tournaments or for profit operations, as it deems necessary.

Seasons:

Spring – April 1 – June 30

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