



TOWN OF TOPSFIELD

FIELDS/FACILITIES GENERAL USE AND RESERVATION POLICIES

The Town of Topsfield, through authority granted to its Recreation Department, has set forth the following policies in reference to the private use of Town fields and facilities. Town fields and parks are open to the public for use during park hours, but a legally issued permit does take priority over any public use for the field or facility reserved. These policies have been formed to ensure the safety of participants and prevention of long term, irreversible damage to the park, field and/or facility as well as the fair allocation of available field/facility space.

FIELDS/FACILITIES COVERED BY THESE POLICIES

- Klock Park: soccer field, softball fields.
- Pye Brook: baseball and softball fields, multi-purpose fields, paddocks, walking paths and disc golf course.
- Proctor School: baseball field, softball field, basketball court, pickleball and tennis courts.
- Steward School: tennis courts- *currently closed to the public.*
- Topsfield Common: common and gazebo.

GENERAL USE

Listed below are rules and regulations at *ALL* town owned fields, parks, and facilities that are open to the general public and expected to be respectfully followed. These rules and regulations must be obeyed by approved permitted entities as well, no exceptions.

1. All town parks and facilities are open to the public from dawn to dusk for general use and on a first come first serve basis, unless permitted.
2. No person shall possess any alcoholic beverages or illegal substances on Town property.
3. No person shall possess any firearm, weapon or trap. No person shall remove, destroy or hunt any wildlife or engage in target practice on any Town properties.
4. Please do not discard trash, cans, bottles or debris other than in proper locations.
5. No person shall remove plants, soils, flowers or shrubs, with exception for those employed by the DPW Department.
6. There will be no excessive speed in any parking lots or driveways. The speed limit is **5 MPH** in the parking areas.
7. No person shall vandalize or remove any sign, equipment or building.

8. No person shall camp or remain overnight on any Town properties, without permission of the DPW Superintendent and Public Safety.
9. No person shall golf or use metal detectors on any owned or maintained properties of the Town.
10. No person shall drive any registered or unregistered motor vehicles(s) such as motorbikes, snowmobiles, etc. on Parks Town owned or maintained properties. An exception is made for Police, Fire, Municipal or Emergency vehicles.
11. No person shall sail, drive or float any boat or raft, nor construct any dams in or on any water ways or ponds located within any Town park, i.e. Pye Brook and Klock Park.
12. Nothing can be put into the ground at Pye Brook Park due to it being a capped landfill. Permission is required. Contact the DPW Superintendent for further guidance.
13. No person may ride or walk a horse on any Parks Department properties, with the exception of the paddock at Pye Brook, parades, fairs or carnivals- without prior approval.
14. Dogs are not allowed on the playing fields. If brought to the parks, **dogs must be leashed at all times** and are limited to the roadways. You must pick up after your dog.
15. No person shall trespass onto Town properties beyond the hours of dawn to dusk and during the closed season. The parks are closed for the season from approximately end of November to a spring date determined by the DPW Superintendent.
16. Only the DPW and Recreation staff may build fires on park or cemetery property, with prior approval from the Topsfield Fire Department. No grilling is allowed unless prior approval is given.
17. A park may be closed for a period of time for maintenance purposes. Please observe notices on the gates and town website prior to the closure.
18. Applications for field usage may be denied for any or all groups when the DPW Department has determined that an overplaying situation has begun to occur and/or becomes detrimental to park maintenance, or the space requested is determined to be unfit for the request received.
19. Limited trash cans are supplied at all town parks. We encourage “carry in, carry out” for all who visit our parks. Please help keep our parks clean!

USER ELIGIBILITY FOR TOWN OF TOPSFIELD FIELDS/FACILITIES

Regular and consistent gatherings of a group of individuals who use a Town field or facility are considered organized and are required to apply for a permit with the Topsfield Recreation Department.

Any Topsfield or MASCO school district team, municipal recreation program, or Town affiliated department/committee/board will be eligible for the use of Town Parks and Facilities at no cost. A completed Fields/Facilities Reservation Application is still required so park use can be monitored and usage scheduled accordingly. Topsfield organizations and associations must submit a completed Fields/Facilities Reservation Application for consideration. Requests from outside groups will be taken under consideration with the completion of a Fields/Facilities Reservation Application and with the understanding that Topsfield organizations take priority if two similar inquiries are submitted at the same time.

- Permits are issued based on availability, scheduled renovations or maintenance, or any other factor implemented by DPW or the Recreation Department.
- All required documentation must be completed and submitted to the Topsfield Recreation Department **at least 5 business days prior to the reservation date(s)** - the earlier the better. A permit will not be given until payment is received, even if all other documents have been received. Failure to provide required documentation and payment by the deadline will result in a **DENIED** request.

Checklist for Fields/Facilities Reservation Application:

- **Reservation application**- All sport leagues must submit the reservation application **BEFORE** the application deadline. Reference the current application deadlines on the 2023 Fields/Facilities Reservation Fees Schedule. All other applications are accepted at any time.
- **Certificate of Insurance**- See section about insurance for more information. **Due before reservation start date/Leagues: due with application.**
- **CORI**- Criminal Offender Record Information must be completed for all sport league coaches and volunteers, or youth programs reserving a field/park. See section about background checks for more information. **Due before reservation start date/Leagues: due with application.**
- **Receipt of Policy Statement**- A signed copy of the Topsfield Recreation Fields/Facilities Reservation Receipt of Policy Statement by the contact person submitting the application. **Due with application, and by the application deadline for sport leagues.**
- **Payment**- Payment must be made in **FULL at least 5 business days** prior to the start of the reservation date(s).
- **Board of Health**- If you hope to have food at your event then you will need a temporary food permit from the Board of Health, 978-887-1520. Approval is needed before the reservation start date.
- ***Athletic Leagues**- All youth and adult athletic leagues must provide a copy of practice AND game schedules, and team rosters with the application. If any schedule changes or cancellations occur during the leagues duration, the Recreation Department must be notified immediately.
- The Recreation Department reserves the right to deny/revoke an activity, league, or event from use of a Town property and/or require a reservation to cancel or reschedule due to inclement weather, unsafe or poor field conditions, unable to provide the necessary documentation and payment 5 business days prior to the requested reservation date, and/or failure to comply with **ALL** fields/facilities rules and regulations.
- The permit holder(s) must be present with the permit at all times when using the fields or facilities for the specified event/activity and only at the date(s)/times approved for. The permit holder must be prepared to produce the permit upon proper request by representatives of the Topsfield Recreation Department, Topsfield DPW Department, or any town official, including the police. Failure to produce a valid permit when requested is grounds for expulsion from the playing field or related facility, and such further action as the Recreation Department may determine to be appropriate under the circumstances. The

permit holder is also responsible for all attendees who participate in the approved event/activity.

- Payment must be paid in **FULL** *at least 5 business days* prior to the reservation date. Checks should be made payable to the “Town of Topsfield.” If payment is not received *5 business days* prior to the reservation date, then no permit will be given and the use of the town field(s) or facilities will not be able to be used. No future permits will be issued to an individual, group or organization until all outstanding fees is paid.
- Reallocation or subletting of fields or facilities is strictly prohibited. If permitted fields/facilities are going unused or are no longer needed, then the Recreation Department needs to be notified immediately so we can end the approved permit early and allocate the fields/facilities to others. If you end your event, activity, or league season early, **no refunds will be given for any unused time.**
- The use of public fields or facilities for private gain is prohibited without a permit. The use of public facilities which results in compensation, monetary gain, benefit, or profit to an individual, organization, corporation, or other entity shall require a permit. Public facilities include fields, tennis courts, outdoor basketball courts, playgrounds, and all other park and recreation spaces.
- Water, electric or portable toilets may not be available at a given location and will need to be arranged prior to the reservation date, if it’s possible. Any additional expenses incurred by requesting these needs must be paid by the permit holder.
- Users are not permitted to perform any type of maintenance to Topsfield Fields/Facilities without the approval of the DPW Department.
- A police detail, where deemed necessary by the Recreation Director or Public Safety Team, may be required as a condition to any permit issued. The permit holder is responsible for the cost of the police detail, at the rates established by the Police Department.
- Any exceptions to any rules and regulations, or town ordinances related to use of town fields/facilities in Topsfield must be approved in writing by the Topsfield Recreation Department and/or DPW Superintendent, or Topsfield School Department if on school property. NOTE: Since the Topsfield Recreation Department issues all permits for use of fields/facilities in Topsfield, applicants must notify the Recreation Department of any exceptions to these rules and regulations, or ordinances even if permission is granted by the School Department to avoid miscommunication.
- Any violation of these policies, fields/facilities reservation rules and regulations, or any conduct that is deemed unacceptable, will result in forfeiture of field use and loss of any fee(s) paid and future applications for permits may be denied.

CORI/BACKGROUND CHECKS

The Town of Topsfield requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation to the Recreation Department that a CORI (Criminal Offender Record Information check) is completed by all staff, volunteers and coaches in accordance with Massachusetts General Law.

The organization or entity must submit in writing on their organization’s letterhead, a letter providing a list of all staff, volunteers and coaches that had a CORI completed. This letter must be signed by your organization’s president. Staff, volunteers and coaches will not be allowed to assist with your program until a CORI has been completed.

INSURANCE

The Recreation Department reserves the right to require evidence of adequate liability insurance. The certificate of insurance must be in an amount no less than \$1,000,000.00 as a condition to the issuance of any playing field and/or related facility use request. This certificate must be updated for each season with the Recreation Department. This will be requested at our discretion.

To have such insurance name the parties indemnified in this paragraph named as an additional insured and loss payees:

Town of Topsfield
8 West Common Street
Topsfield, MA 01983

In the Description of Coverage, please specify what park, field or facility is being covered. An "X" or "Y" should be listed under the additional insured column for General Liability.

BOARD OF HEALTH REVIEW

If an organization is interested in reserving a town park, field or facility to host a recreational camp, please note the regulations and guidelines that are in place through the Board of Health in the state of Massachusetts.

Recreational Camp for Children means:

- (1) Any day, primitive or outpost, residential, sports, travel or trip camp conducted wholly or in part for recreation or recreational instruction which:
 - (a) operates for profit or philanthropic or charitable purposes, whether or not a fee is charged;
 - (b) serves five or more children who are not members of the family or personal guests of the operator; and
 - (c) operates for any period of time between June 1 and September 30 of any year or fewer than 15 business days during any other time of the year.
- (2) Provided it is not promoted or advertised as a camp, none of the following shall be deemed to be a recreational camp for children:
 - (a) a child care program licensed by the Department of Early Education and Care in accordance with M.G.L. c. 15D;
 - (b) single purpose classes, workshops, clinics or programs sponsored by municipal recreation departments, or neighborhood playgrounds designed to serve primary play interests and needs of children, as well as affording limited recreation opportunities for all people of a residential neighborhood, whether supervised or unsupervised, located on municipal or non-municipal property, whether registration is required or participation is on a drop-in basis as provided in M.G.L. c. 111, § 127A;
 - (c) a program operated solely on a drop-in basis;
 - (d) a classroom-based instructional program provided no specialized high risk activities (*see* 105 CMR 430.103) are conducted as part of the program;
 - (e) a summer school program accredited by a recognized educational accreditation agency, where

the accreditation includes standards for specialized high risk activities, if the program involves such activities (see 105 CMR 430.103), and the summer program meets those accreditation standards.

Sports Camp means a program which:

- (1) meets the definition of a recreational camp for children;
- (2) has a primary focus on one or more sports activities;
- (3) operates on a site for more than two hours but less than 24 hours a day; and
- (4) operates for at least four days during a 14 consecutive calendar day period in a city or town.

Town property cannot be used if approval from the Board of Health has not been obtained as necessary. Please contact the Board of Health at 978-887-1520 or health@topsfield-ma.gov.

FOOD

If you plan on reserving town property and would like to provide food, whether it's homemade, catered, take out, a food truck etc. Proper hot holding and safe serving of the food is needed.

To learn more and what needs to be done, and if a food permit is required, contact the Board of Health at 978-887-1520 or health@topsfield-ma.gov.

TRASH

Limited trash cans are supplied at all town parks. We encourage "carry in, carry out" for all who visit our parks. If you reserve town property extra trash cans may be provided (indicate on the application), but if a large amount of trash is accumulated and does not properly fit in the provided trash cans it is up to the those responsible to remove the trash and dispose of it.

WEATHER CANCELLATION/FIELD CONDITIONS

The following weather/field conditions require that ALL athletic activities on the field be cancelled.

- Standing puddles of water on the field
- Footing is unsure and slippery
- Ground is water logged and "squishy"
- Grass can be pulled out of the ground easily
- Lightning
- Severe weather conditions

The Recreation Director OR DPW Superintendent has the final say as to whether a field is closed due to inclement weather or inadequate field conditions.

The Recreation Department will communicate to league representatives via email and/or telephone when playing field(s) and facility conditions are closed due to wet or unfavorable conditions. After regular recreation office hours, it shall be the responsibility of the permit holder to use common sense and determine if an activity can be held due to wet or unfavorable conditions. Teams will be held responsible for the repair of any field on which they played in standing water, wet or unfavorable conditions and caused damage to the field. Failure to pay for repairs will be sufficient grounds to revoke all future permit use.

There is no guarantee that the permitted field will be lined. If the league or organization requires lines, it is the responsibility of the permit holder to make arrangements for field preparation. The permit holder is able to submit a request- via permit application- to have the fields lined and approval of the request will be made by the DPW Superintendent at the time the application is submitted. If

the field lining request is approved, it is the responsibility of the permit holder to line the fields initially and DPW will continue to maintain the lines throughout the permit duration. Nets, bases and goals are also the leagues responsibility and not provided by the Recreation Department.

TOWN FIELD/FACILITY DAMAGE

Permit holders will be held responsible for any town property damage that occurs during their use of fields or facilities on the date(s) and times they are permitted. DPW will assess what was damaged, what course of action is needed to repair, and determine the cost of repairs. The permit holder will then be responsible for paying all fees to ensure a proper repair is made. Failure to pay for repairs will be grounds to revoke all future permit use.

FIELDS/FACILITIES RESERVATION FEES

The current Fields/Facilities Reservation Fees can be found on the Topsfield Recreation Website or call the Recreation Department at 978-887-0335.

Please note: Fields/Facilities Reservation Fees are reviewed annually and can change year to year.

If you have a one day/special event you would like to reserve a park for, contact the Recreation Director.

REFUNDS FOR FIELD(S)/FACILITIES RESERVATIONS

The Topsfield Recreation Department reserves the right to ***not*** provide a refund for the following:

- Using coaches who have not completed CORI checks and working with youth under 18 years old will result in immediate revocation of such permit and no refund will be given.
- If notice is given *after* the permit start date that the fields/facilities will no longer be needed or if a season is shortened, no refund will be given.
- Any violations of such permit's terms, conditions and/or limitations shall be grounds for immediate revocation of such permit and denial of future applications for permits submitted by such team, group or organization and no refund will be given.

If the Recreation Department receives written notice that permitted fields/facilities will no longer be needed **7 business days, or less, before the permit start date, a partial refund of 50% will be given.** The refund will be made via check and there is a 2-3 week processing time. The check will be received via USPS.

If the Recreation Department receives written notice that permitted fields/facilities will no longer be needed **more than 7 business days before the permit state date, a full refund will be given.** The refund will be made via check and there is a 2-3 week processing time. The check will be received via USPS.