

# CITY OF MEDFORD

## INSTRUCTIONS FOR APPLYING FOR A PARK USE PERMIT

### APPLICATION FOR USE OF PARKS

Applications can be obtained in the Department of Public Works office or at [www.medford.org](http://www.medford.org) (click "Parks & Playgrounds" or "Boards and Commissions" then "Park Commission"). Return completed applications and other required/supporting documentation, if required, to Judy Johnston, Park Board Secretary, in the Treasurer's office – First floor of City Hall or, FAX to 781-393-2533. Use one application per park/field/court requested. Applications received at least 7 days prior to the 3<sup>rd</sup> 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 To determine if an applicant is eligible for the lower Medford Resident rates 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 it's financial report for it's most recent fiscal year as evidence of financial responsibility. Applicant may use it's 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.

#### EXAMPLE FINANCIAL REPORT

Most Recent Fiscal Year

Beginning Bank and Cash Balances		\$XXX
PLUS:		
Fees Paid by Members	\$XXX	
Sponsorships/Donations/Fundraising Funds Collected	\$XXX	
Other Income (list)	\$XXX	
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Total Income		\$XXX
MINUS:		
Insurance Expenses Paid	\$XXX	
Other Expenses Paid (list)	\$XXX	
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Total Expense		\$XXX
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Net Income/Loss		\$XXX
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Ending Bank and Cash Balances		\$XXX
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### **IF YOUR APPLICATION IS APPROVED FULL PAYMENT AND PROOF OF INSURANCE IS REQUIRED PRIOR TO ISSUANCE OF PERMIT**

#### PROOF OF INSURANCE

Prior to issuance of the permit the applicant must submit proof of property damage and bodily injury insurance which 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 Schools 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.