

CITY OF MEDFORD

APPLICATION FOR USE OF PARKS

(use one application per park/field/court requested)

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

- 1) Roster/list of participants - submit prior year if current year is not finalized (include names & addresses)
- 2) Schedule - submit prior year schedule if current year is not finalized (list if home or visitor)
- 3) Financial Report - for most recent fiscal year (or copy of budget for new entities)

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

- Proof of Insurance - naming city of Medford as additional insured
- Full payment of permit fee
- 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 month's meeting.

Return completed applications and other required/supporting documentation to Judy Johnston, Park Commission secretary, in the Treasurer's office, first floor of City Hall or fax to 781-393-2533. If you wish to appear before the board contact secretary, Judy Johnston at 781-393-2496, 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 and pay the permit fee before your permit can be issued. Further instructions can be found at www.medford.org (click "Parks & Playgrounds" or "Boards and Commissions" then "Park Commission").

COMMISSION USE ONLY: APPROVED DENIED FEE: _____ PERMIT FEE CATEGORY: A B C D E _____ 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

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 (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 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 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	

Total Income		\$XXX
MINUS:		
Insurance Expenses Paid	\$XXX	
Other Expenses Paid (list)	\$XXX	

Total Expense		\$XXX

Net Income/Loss		\$XXX

Ending Bank and Cash Balances		\$XXX
		=====

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.

CITY OF MEDFORD
PARK USE PERMIT FEES EFFECTIVE JANUARY 1, 2009

RATE CATEGORIES

A) Medford Open Youth Leagues - \$100 per league (\$200 for lighted fields/courts)

Open registration youth leagues comprised primarily of Medford resident players under the age of 19 shall pay \$100 per league (\$200 for lighted fields/courts). Includes league all-star games, playoffs, sponsored select teams, tournaments and fundraising events.(eg. Little League, Babe Ruth, Youth Soccer, Pop Warner Football, WMBL etc)

B) Medford Select Youth Teams - \$100 per team (\$200 for lighted fields/court) for up to 10 home games

Non-open registration youth teams comprised primarily of Medford resident players under the age of 19 shall pay \$100 per team (\$200 for lighted fields/court) for up to 10 home games played on Medford fields/courts and \$25 per game or 3 hour period (\$50 for lighted fields/courts) for each home game over 10 and each visitor game played on Medford fields. (eg. Legion, AAU, RISC etc)

C) Medford Young Adult Leagues/teams - \$25 per game or 3 hour period (\$50 for lighted fields/court)

Leagues/teams comprised partly of Medford resident players under the age of 25 shall pay \$25 per game or 3 hour period (\$50 for lighted fields/court) (eg. Yawkey Maddogs, Intercity Americans, Medford Men's Softball etc.)

D) All others - Non-lighted field/court: \$75 per game/3 hours; Lighted field/court: \$100 per game/ 3 hours

(eg. Fun Sports, Medford Kickbacks, over 30 league baseball teams, Boston Ski & Sports, etc)

E) 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.