



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6640
Fax (978) 929-6333
www.actonrec.com

Melissa Rier
Recreation Director

Revised Date: December 2022

Acton Recreation Field Use Permit and Weather Policy

Town of Acton's Field Use Mission Statement

- To offer safety for all field users.
- To maximize usage of fields with seasonal field designations.
- To collect appropriate user fees to offset routine maintenance of playing surface.
- To protect the playing fields in Acton from long term damage.
- To maintain fields (community pride).

FIELD PERMIT POLICY: Regardless of the season, each sport team/league must apply for a field permit through the Recreation Department and provide a copy of insurance for the Town to keep on file for each season. A field permit is not in force until all information has been provided, fees paid, and signed.

Subletting of field permit is not allowed. Permit is for league or permit holder use only. Violators will be subject to permit revocation. Don't jeopardize your permit; refer inquiries for field use to the Recreation Department.

Subletting is defined as:

1. Permit user granting access to Town fields under their permitted time to conduct camps, clinics, and tournaments with an outside agency where fees are collected. Permit holder is required to apply for a separate permit in these circumstances.
2. Permit user granting any individual, sporting organizations, camps and businesses, use of Town fields under their permitted time, with or without compensation.

- Each sport team must submit a written copy of their field needs at least two weeks prior to the scheduled seasonal meeting. Please inquire with Recreation Department for more details on date and time.
- All field and facility permit requests are a first come, first serve basis. No permit requests will be accepted before September 1st for the following calendar year.
- By applying for a permit, each league/sport team also agrees to present a current Certificate of Liability of Insurance with "Town of Acton" added as the additional insured, covering all field use for the organization.
- All permits must be approved by the Town of Acton Recreation Department, which will forward copies to other departments as needed: police, fire, etc.
- Please note that the Town of Acton reserves the right to cancel any permission, whenever in its discretion, such cancellation seems advisable.
- Cancellation Policy: If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. (Effective January 1, 2007)
- Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.
- Field lighting should be turned off when not in use.

INCLEMENT WEATHER FIELD USE POLICY: Field closings are the responsibility of the Acton Recreation Department during weekdays, and group users on weekends. Regardless of whether the field is officially closed or not, a practice or a game should not commence or continue on a field if:

- The field has standing water on it (i.e. puddles).

- By playing on the field, the players are or would be damaging the field beyond normal wear and tear (i.e. tearing up the turf, creating muddy areas, etc.).
- Lightning is present. There is no exception to this rule.
- The field is saturated with water. Saturation is when you step on the field and water seeps up to footprint, like a sponge.

FIELD POLICY:

- Each league will be required to appoint a designated contact person for all Recreation Department communications. This person will assist the Recreation Department in determining field playability on weekends.
- Each league will be responsible for communicating special field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.
- No team, league, or group may use closed fields.
- Once a game begins, the referee or umpire is responsible for the decision to suspend a game due to the above or other conditions.
- No team, league or group may use a field without a current permit issued by the Town of Acton.
- If a team or league has to be repeatedly spoken to about something happening at the Town's Field they play on, their permit may be revoked without a refund.
- The Town of Acton is dedicated to a policy of non-discrimination on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability.

Failure to adhere to the above regulations may result in revocation of permit for the remainder of the season and/or future consideration for field permits.

By signing below, each Organization Coordinator and their group agree to abide by the policies stated above.

Representative's Name & Organization

Representative's Signature & Date