



**Town of Saugus, Massachusetts**  
**YOUTH and RECREATION COMMISSION**

**Saugus Youth and Recreation Department**  
**Athletic Field Use Permit Policy**

**POLICY STATEMENT**

The purpose of this policy is to establish an orderly and fair procedure for the reservation of athletic fields in the Town of Saugus, Massachusetts, for the use / purposes of conducting athletic games, practices, tournaments and / or special events.

It is the intent of this policy, to balance the increase in demand for such organized uses with the maintenance, renovation, and rest necessary to protect the long-term playability of our fields and ensure user safety.

Athletic fields may be permitted for league games, practices or various events, with official game use holding priority over practice events.

Permits are required for athletic field use, at all times. On dates and times when no permit has been issued, local park fields may be used on a first-come, first-serve basis, unless otherwise posted, or prohibited in this policy. However, non-permitted users must cede the field to designated permit holders at all times.

Regardless of issued permit, the use of athletic fields is strictly prohibited during field renovations, inclement weather, (especially during lightning storms) when the field contains standing water, and / or or when posted signs prohibit use.

All user groups must adhere to all rules and regulations outlined in this policy and comply with all Saugus Youth and Recreation Rules & Regulations and Park Permit Office Conditions of Use.

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**ATHLETIC FIELDS**

**Available Fields**

The following athletic fields are available to be permitted for use in the Town of Saugus MA;

- **When not needed by the Saugus Public Schools, for use by an athletic team and/or to hold a special event.**
- **Saugus High School**
  - **Field I**
  - **Field II**
  - **Field III**
  - **Grass Field**
- **Waybright Elementary School Field**
- **Lynnhurst Elementary School Field**
- **Bristow Park**
- **Stocker Field**
- **Belmonte Middle School**     *(Soccer Field and Track Only)*
- **Stackpole Field**
  - **Football Field**             *(When not in interference with teams using baseball field)*
  - **Baseball Field**
- **Veterans Elementary School** *(Soccer Field Only)*

**Non Available Fields**

The following fields are permitted separately & therefore not available.

- **Belmonte Middle School**
  - **World Series Park**
  - **Softball Field**
- **Grabowski Field**
- **Elks Field**
- **Oaklandvale Elementary School Field**
- **Parcher Field at Kasabuski Rink**
- **Anna Parker Playground Fields**

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**APPLICATION PROCESS & PROCEDURE**

**How to Apply for Use of a Saugus Field / Fields**

To apply for the use of a Saugus field, you must obtain, complete & submit the following documents;

**I. Saugus Field Permit - Application Form**

- When applying for the use of multiple fields, please complete a separate application for each field

**II. A Copy of your organization's - Insurance Binder**

*- When requested for use by an athletic team;*

**III. A separate, detailed team schedule which includes the dates and exact times of all the scheduled practices and games**

- *Don't forget to add the required time as necessary for arrival / warmup, and cleanup / departure, as you will be expected to depart the field no later than the "end time" listed on your permit, on occasions when the field is needed / permitted to another group.*

**IV. Your Program's Roster(s)\* which includes ALL of your participants Names and Addresses**

- **\* When / If Requested**

- ❖ In some instances, you may be required to provide proof of residency for some or all of the participants

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**How to Apply for Use of a Saugus Field / Fields**

The Saugus Field Permit - Application form may be obtained through the Saugus & Youth & Recreation Department, by one of the following methods;

- By downloading one off of the Saugus Youth & Recreation web site;
  - <http://saugusyouthandrec.org/contact.html>
  
- Request one be mailed or sent electronically to you by contacting the Saugus & Youth & Recreation Department, or the Saugus Field Permit Administrator;
  - Phone: **781-231-4022**
  - Email: [youthrec@saugus-ma.gov](mailto:youthrec@saugus-ma.gov)
  
- In person, by visiting the Youth & Recreation Center located at;
  - **400 Central Street, Saugus MA.**

It is vital that you complete every section of the application, providing all of the information requested.

*Incomplete applications with missing information may not be considered.*

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**Application Submittal**

Once you have completed the application, forward **ALL** of the following documents;

- ✓ **Saugus Field Permit – Application Form - Completed & Signed**
- ✓ **Copy of your organizations – Insurance Binder**

**- When requested for use by an athletic team;**

- ✓ **Separate Detailed Schedule (*If multiple dates are requested*)**
- ✓ **Program Roster(s) with All Participants Names & Addresses (*If / When Requested*)**

To the: **Saugus Youth & Recreation Department –**




**MAIL: Town of Saugus Massachusetts**  
**Youth & Recreation Center**  
**400 Central Street**  
**Saugus, MA 01906**

**FAX: 781-231-4100**

**EMAIL: [youthrec@saugus-ma.gov](mailto:youthrec@saugus-ma.gov) (*If Scanned with Signature*)**

Once we have received all of the required information, it will be reviewed for approval.

At the conclusion of that process, you will be notified as to the outcome of your application request;

-  **Approved \***
-  **Approved w/ Modifications \*\***
-  **Denied / Rejected**

\* If Approved: **The total Amount Due / Permit Fee**

\*\* Approved applications may be modified as necessary to allow for another groups use

All fees must be paid in full by check before the permit will be issued.

Checks are to be made payable to: **Town of Saugus**

And submitted to the: **Saugus Youth & Recreation Center**  
**400 Central Street**  
**Saugus MA 01906**

If you have any questions at all, you may contact the Saugus Youth & Recreation Department at: **781-231-4022**  
or **[youthrec@saugus-ma.gov](mailto:youthrec@saugus-ma.gov)**

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**PRIORITY STRUCTURE**

The allocation of field use permits, to programs who submit their application / request form no later than the date required, (as indicated on the following page in the “Application Due Dates” section) will be issued, with priority given to groups as follows;

- A. Saugus - Youth Leagues**
- B. Saugus - Single Date Special Events**
- C. Saugus - Youth Programs / Teams**
- D. Saugus - Adult Leagues / Teams**
- E. Teams or events which include partial Saugus residents**
- F. Non-Saugus Programs / Events**

**Prior Season Use**

When more than one group applies within the same classification (As listed above) priority will be given based upon the previous seasons use. However, every effort will be made to share, or find an alternative field.

**Non Prior Season Use**

When more than one group applies within the same classification (As listed above) who are new and / or did not use the field during the previous season, a meeting will be scheduled with representatives from each of the interested groups, to attempt to work out a schedule in which both / all programs share the field. The permit issuer will mediate this meeting. If a resolution cannot be reached, the permit issuer will make the final decision.

**Sharing of Fields**

In instances where it is necessary to share a field, priority to the field on a particular date and time will be given for use to a group’s scheduled game, over the other group’s scheduled practice(s)

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**PERMIT SEASONS / APPLICATION DUE DATES**

- ❖ **Spring Season:**            April 1<sup>st</sup> – June 30<sup>th</sup>                            Applications Due by March 1<sup>st</sup>
  - ❖ **Summer Season:**        July 1<sup>st</sup> – August 31<sup>st</sup>                            Applications Due by June 1<sup>st</sup>
  - ❖ **Fall Season:**                September 1<sup>st</sup> – November 30<sup>th</sup>            Applications Due by August 1<sup>st</sup>
- Groups failing to submit their application by the due date, run the risk of forfeiting their priority and/or their returning priority status.

**RELEASE / RETURN OF UN-NEEDED / UNUSED FIELD SPACE**

In order to ensure that the field(s) is / are available to as many groups as possible, we ask that you inform the Youth & Recreation Department in writing or by email as soon as possible, if and when you no longer need the use of the field on a date you originally applied for and was granted.

**PERMITTED TIMES**

It is required that comply with any applicable start and end times as listed on the issued permit.

**Saugus School Teams have priority on all fields, for school games.**

Please keep in mind that it is common for school games to run “over” or past their scheduled end time, and into your scheduled permit time. In these instances, your permit is invalid until such time the school game ends.

In instances when your game runs “over” your permitted time, and into a separate groups scheduled / permitted game time, you may continue your game until the end of the inning, or half inning \*, you are currently in.

*\* End of half inning when the home team is leading*

**RESTRICTION**

The sub-leasing of fields / permits to other organizations is strictly prohibited. All permits are issued to, and to be used by only the group listed on the permit itself.

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**PERMIT FEE CHART**

All applicable permit fees must be paid in full, prior to the start of your season and / or event.

The following Permit Fees have been approved by the Town of Saugus – Youth and Recreation Commission, and set forth for the year 2015

➤ <b>Saugus based Youth team with more than 75% Saugus participants</b>	<b>\$25 per Field per Season</b>
➤ <b>Saugus based Youth team with less than 75% Saugus participants</b>	<b>\$100 per Day</b>
➤ <b>Saugus based Adult team with more than 50% Saugus participants</b>	<b>\$500 per Field per Season</b>
➤ <b>Saugus based Adult team with less than 50% Saugus participants</b>	<b>\$1000 per Field per Season</b>
➤ <b>Saugus based Youth “club”* team(s)/organization(s):</b>	<b>\$5 /hour per Field**</b>
➤ <b>Saugus based, Single Date “Special Event”:</b>	<b>\$ To be Determined</b>
➤ <b>Non-Saugus based, Single Date “Special Event”:</b>	<b>\$ To be Determined</b>
➤ <b>Saugus based, Multi Date “Special Event”:</b>	<b>\$ To be Determined</b>
➤ <b>Non-Saugus based, Multi Date “Special Event”:</b>	<b>\$ To be Determined</b>
➤ <b>Camps</b>	<b>15% Total Gross intake of camp</b>

\* A “club” team(s) is defined as a program outside of the normally recognized youth programs offered in town. These teams /programs usually hold tryouts and charge a substantially higher fee while providing more Instruction / training from professionals. “Club” teams may also fall under other names or classifications such as Travel, AAU, Elite, and / or Select.

The Saugus Y&R Commission will determine a team/organization “club” status by a majority vote.

\*\* Time, field locations, and fees will be calculated before the season and mutually agreed upon by requestor And permit assignor. As is the case with all field permits, fees must be paid prior to the upcoming season.

Additional fees may be charged for any change made to a permit once payment has been made, such as a change of date or location.

A \$25 charge will be assessed for returned checks. These fees are subject to change without notice.

**CANCELLATIONS AND REFUNDS**

Refunds for field time will be provided only when field use is cancelled by Saugus Y& R staff. Field users are responsible for tracking these cancellations and must submit a list of all refund requests to the permit office for consideration. These lists will be compared against our staff cancellation lists and refunded accordingly. Refund requests can be submitted at any time but will be processed for payment or credits at the end of each season only. Users can choose to receive a monetary refund (for amounts over \$10) or opt for future use credits to apply against future field time. Amounts under \$10 will receive use credits only.



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**GENERAL NOTES / GUIDELINES FOR FIELD USE**

All field users are expected to adhere to the following guidelines to help keep our fields in an acceptable & safe condition for public use. Violation of these guidelines may result in fines or the loss of future permitting or use privileges:

- ❖ All athletic fields come “**As-Is**”
  - The Saugus DPW will do their best to maintain the fields
    - Cut grass, Empty trash barrels, etc.
- ❖ The lining of a field(s) (if / when necessary) is the responsibility of the permit holder
- ❖ Loud music, bands, or excessive noise which disturbs the peace are prohibited.
- ❖ Bathroom facilities are **NOT** included with the issuance of a field permit
- ❖ No littering. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal.  
All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal
- ❖ Carpooling is encouraged
- ❖ Parking is allowed in designated parking areas only.
- ❖ The permit is for the sole use of the team named on the permit contract and is not transferable.
- ❖ The selling of food, beverages, or merchandise on park property is not allowed without an approved concession permit. (Obtained Separately through the Saugus Health Department)
- ❖ Use of an athletic field is prohibited when:
  - It is closed for renovation or repair
  - There is standing water on the field
  - The Grass and / or Soil is frozen
  - The Grass and / or Soil is wet and "spongy"
  - The field is deemed unplayable by a hired umpire / referee or a member of the Saugus Youth and Recreation Staff, or Saugus Youth Commission member
  - A steady rain is falling
  - During a lightning / electrical storm **and** not for twenty (20) minutes following the last lightning strike

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**RESPONSIBILITIES OF PERMIT HOLDER**

It is the full responsibility of the permit holder to ensure that all of the following responsibilities are assumed and that all players, participants and spectators adhere to all park regulations, including, but not limited to;

- ❖ No beer or alcohol beverages are allowed on public property
- ❖ No urinating or changing clothes in public
- ❖ Loud and / or Excessive noise is prohibited
- ❖ Fire Works are prohibited
- ❖ Any type of open flame is prohibited, unless prior written authorization has been obtained from the Saugus Fire Department
- ❖ No swearing or use of vulgar language
- ❖ The removal of field equipment belonging to the Town of Saugus is prohibited
- ❖ Repositioned field equipment belonging to the Town of Saugus must be returned to its original position at the conclusion of your event.
- ❖ The use of tobacco products is not permitted in the confines of any field to include the vicinity of the benches, field of play, and / or spectator areas.  
This includes, but is not limited to cigarettes, cigars, chewing tobacco, and / or snuff
- ❖ No littering is allowed. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal. All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal;  
It is the responsibility of the permit holder group to ensure the area is cleaned after each use
  - Removal of beverage containers, food wrappers, gum, clothing, equipment, etc.
- ❖ All fields must be vacated by dusk / dark.
- ❖ The permit (or photocopy of) must be on site in the possession of the permitted group or individual during the permitted time, and produced for verification at the request of the following individuals;
  - Any member of the Saugus Youth & Recreation Department
  - Any board member of the Saugus Youth Commission
  - The Saugus Police Department
  - The designated leader of a separate group, who claims to have a permit for the same field at the same time. *They must produce a copy of theirs as well.*

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**PERMIT DENIAL / REVOCATION**

Any users found to be in violation of the policies, procedures and/or guidelines, as outlined in this policy, will be subject to any and all applicable costs, fees and/or penalties, to include but not be limited to, the reimbursement to the Town of Saugus should damage occur, as well as the revoking of your current field permit and/or denial of future field permitting and use privileges.

A permit may be denied or revoked and all applicable fees / costs must be paid, if the permit holder or any member of the permitted user group / organization:

- Violates any of the policies, procedures and/ or guidelines contained in this policy
- Causes damage to a Saugus Field, or any Property and/or Facility on that field
- Uses the permitted field for any reason or event other than specifically indicated on the application and / or the permit itself
- Removes any posted signs, markers, or field equipment installed and / or belonging to the Town of Saugus.
- Fails to return any repositioned field equipment installed and / or belonging to the Town of Saugus, such as, but not limited to: athletic equipment (Goals - Nets / Flags etc.) and/or town property (Benches / Spectator Stands / Barrels, etc.) to its original spot, as you found it upon your arrival.
- Uses a field or a portion of a field that is closed or should be closed, due to;
  - Darkness
  - Poor and/or potentially dangerous Weather Conditions
    - Heavy Rain or Downpours
    - Severe (including the threat of severe) Weather
      - Thunderstorms / Lightning Strikes
      - During a Tornado / Hurricane Warning
  - Poor Field Conditions
    - Standing Water
    - Ice / Snow
  - Undergoing Renovations and/or Repairs
- Fails to “clean up after themselves” by picking up all trash and removing it, or placing it in a designated trash and / or recyclable receptacle
- Fails to pay the Town of Saugus for the applicable Permit Fee, as listed in the Athletic Field Use Permit Policy, or determined by the permitting administrator or the Youth and Recreation Commission
- Does not comply with application procedures

**The Saugus Permit Administrator, the Saugus Youth and Recreation Department, and / or Saugus Youth and Recreation Commission, reserves the right to deny or revoke a permit as necessary**

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**RIGHT OF APPEAL**

In order to ensure the fair & balanced allocation of town fields, as well as the maintenance of due process, a League, Group, Organization or Individual, that has been denied a field permit for part or all of their requested use, or had their permit revoked for any reason, may appeal that decision.

All appeal requests must be made in writing, and submitted to the Permit Administrator or Saugus Youth & Recreation Department, within seven (7) businesses day upon learning of your request denial, or permit revocation.

**When submitting your letter, please ensure that you include the following information;**

- ✓ Your name & contact information
- ✓ Your organization's name, as well as the position you hold within the organization (if applicable)
- ✓ The dates & times you would be available to meet (Must be evening hours – after 5:00PM)

**If Appealing due to a Permit Denial;**

- ✓ The Field(s) you requested
- ✓ The Date(s) and Times of your request
- ✓ The nature of your event (Activity / Sport – Games / Practices)
- ✓ A narrative including the reason why you believe the decision should be partially or completely overturned

**If Appealing due to a Permit Revocation and / or assessed fine;**

- ✓ The Field(s) you had been previously using
- ✓ The Date(s) and Times of your use
- ✓ The nature of your event (Activity / Sport – Games / Practices)
- ✓ The reason you were given for the revocation and / or fine
- ✓ A narrative including the reason why you believe the revocation and / or fine should be partially or completely overturned

Upon receipt of your request, the Youth & Recreation Director will schedule an appeal hearing before a quorum of the Saugus Youth and Recreation Commission.

At the conclusion of the hearing, the commission will privately discuss and vote to determine the outcome.

You will be made aware of the commission's decision as soon as possible.

If the request denial is partially or completely overturned, the commission will determine the new or modified schedule of the field.

**The decision of the Saugus Youth and Recreation Commission is final.**



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**Saugus Youth and Recreation Department**  
**Athletic Field Use Permit Policy Receipt**

By Signing below, I / my organization acknowledges the following;

- ✓ I, as the representative of my organization for which the Saugus Field Permit has been issued, has read and fully understand the contents of the Athletic Field Use – Permit Policy, and will make the members of my organization aware of such policies.
- ✓ I / my organization, agree/s to abide by the policies and procedures contained within the Saugus Field – Permit Policy
- ✓ I / my organization, understand/s that our failure to abide by the policies and procedures as described / written in the Saugus Field Use – Permit Policy, may result in any or all of the following;
  - ❖ When damage is caused due to our negligent disregard of a Saugus Field Permit policy:  
To reimburse the Town of Saugus an amount equal to the cost to correct the damage my group / organization has caused, as a result of the violation
  - ❖ Revocation of my current permit
  - ❖ Denial of future permits
- ✓ I also understand, that the policies / procedures may be updated, modified, or deleted at any time in the future, BUT that I will be advised of any such changes in writing

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Title / Position

\_\_\_\_\_  
Organization

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date