



# **FACILITY & FIELD USE POLICIES**

## **WAYLAND RECREATION DEPARTMENT**



Approved on December 5, 2016  
Effective on January 1, 2017

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## MISSION

The mission of the Wayland Recreation Department is to provide programs, facilities, and services designed to enhance individual and community values of physical, social, creative, cultural and intellectual growth and development. Our contributions are measured by community participation. All Wayland Recreation efforts aim to provide a safe, social, and healthy recreational experience for all participants. All are welcome regardless of age, ability, race, color, ethnicity, disability, religion, national origin, gender, sex, and sexual orientation.

## AUTHORITY

The Town of Wayland, acting through its Recreation Department with authority from the Recreation Commission shall permit recreation programs, athletics, leagues and activities on land, facilities or buildings owned, leased or held by the town for park, playground or recreation purposes, and, with the approval of the school committee, for school purposes.

## RECREATION COMMISSION

Asa Foster, Chair	<a href="mailto:asabfoster@gmail.com">asabfoster@gmail.com</a>	Term April 2019
Thruston (Brud) Wright, V. Chair	<a href="mailto:aquaticlss@aol.com">aquaticlss@aol.com</a>	Term April 2018
Anna Meliones	<a href="mailto:melioneskc@comcast.net">melioneskc@comcast.net</a>	Term April 2017
Heidi Seaborg	<a href="mailto:heidiseaborg@gmail.com">heidiseaborg@gmail.com</a>	Term April 2018
Dr. Frank Krasin	<a href="mailto:frankkrasin@hotmail.com">frankkrasin@hotmail.com</a>	Term April 2019

## SCOPE

The Town of Wayland's recreational assets are a limited resource, they require careful and equitable management, maintenance, scheduling, and protection to allow reasonable access and to best support the deep and broad demand for resident usage. The policies and procedures contained herein notwithstanding, the decision for facility allocation, sits at the discretion of the Recreation Director with appeal to the Recreation Commission.

## FACILITY USE ADVISORY GROUP

The Recreation established a "Field Advisory Group" in December 2015 to enlist users to help define the needs of field, facility and recreation users. Annually, one member for each of the following groups in town is appointed to form the Advisory Group. Volunteers will serve one year appointed terms. Meetings are held once per month, and follow all Open Meeting Laws. This group is charged with communicating needs, views on how user fees are spent, areas of improvement, support Town Meeting initiatives, relay needs of participants, user, coaches, officials, parents and players to the Recreation Department.

Groups Represented: **WWRA** (Wayland-Weston Rowing Association), **WAYS** (Wayland Youth Soccer), **WYL** (Wayland Youth Lacrosse), **WBSLL** (Wayland Baseball & Softball Little League), **WCPA** (Wayland Children & Parent's Association), **WYB** (Wayland Youth Basketball), **WWYF** (Wayland-Weston Youth Football), Wayland Dad's Group, Adult User Groups (at large), Boosters, and any Wayland resident at large.

## FACILITY USE

Recreation sites and facilities are in the public domain and a permit is not necessarily required for casual use. Regular meetings at recreation sites by a group or groups of individuals shall constitute organized use and so require the issuance of a Use Permit from the Wayland Recreation Department. Fees may be charged for permits issued as defined in this policy. An issued permit shall take priority over casual use on any site. All users agree to abide and adhere to the policies, procedures and regulations outlined in this Field User Packet; violations may result in forfeiting privileges of use, fines, or suspension at the discretion of the Recreation Commission. *Users of the all fields, parks, playgrounds, sites, and facilities are solely responsible for the fulfillment of the regulations of:*

**State and Local Department of Public Safety**  
**Internal Revenue Admission Laws (when charging a fee)**  
**State and Local Department of Public Health Laws**  
**Board of Health & MDPH MGL 105 CMR 430**

**State and Local Fire Laws**  
**State and Local Police Laws**  
**Recreation Facility Use Policies**  
**American with Disabilities Act**

# RENTER RESPONSIBILITIES | GENERAL FIELD & FACILITY REGULATIONS

NO SUBLETTING TO OTHER USERS NO TRANSFER OR REALLOCATION OF PERMITTED RESERVATIONS  
NO SMOKING, NO DRUGS NO ALCOHOL ALLOWED AT ANY TOWN FACILITY

**INTENDED USE & CONDUCT** Users must state intended use on the Facility Use Form, intent must be followed or permit may be revoked. A representative from the user group must be present and responsible for the duration of all reservations to ensure that intended use, proper adult supervision, and the policies, procedures and regulations outlined in this packet are followed. No open fires, fire pits, or charcoal grills allowed. No loud music unless approved by Recreation Department and, if necessary, the Police Department. Please discourage any climbing on or hanging from equipment such as bleachers, goals, and backstops. Heavy equipment should only be moved by adults.

## **SPECIAL EVENTS/TOURNAMENTS**

Fields may be reserved outside of the normal scheduling hours for special functions that require advanced planning. Rates for these functions will be based on the same fees outlined in this packet. Contact the Recreation Department.

## **FIELD SHARING**

Field Shares may be permitted to certain user groups that intend to share the same time slots at the same facility on a particular day throughout an entire season, i.e. alternating home games. Specify the intent to share on the Request Form. Season schedule must be submitted. Groups Field Sharing do not receive a discount on rental cost.

**DAMAGES** The user will be held responsible for any and all damage to the recreation facility a reservation. A \$100 minimum fee will be charged to a user if cleaning or repairs are needed after use. User is responsible for ensuring the facility they use is left in the same condition it was found and to report any hazards and concerns to the Recreation Department, Athletic Director or DPW.

**WILDLIFE** Feeding of Gulls, Geese, Pigeons, Ducks, water animals or other wildlife is strictly forbidden.

**LITTER** All refuse is to be discarded in containers provided or removed from the facility. NO GLASS containers allowed.

**BANNERS** Any group interested in hanging a sponsorship or event banner on a field or facility must have approval of the Recreation Commission. Banner Restrictions and requirements will be outlined upon request.

**STORAGE CONTAINERS** Any group wishing to keep a storage container for sports equipment at a facility/field must have approval of the Recreation Commission. Size restrictions and location requirements will be outlined upon request.

**DOGS**, pets or other animals are NOT allowed on playing surfaces and/or indoor facilities.  
All dogs must be leashed at all times.

**BICYCLES** must be placed in provided bicycle racks. Bicycles, Scooters, Skateboards, Roller Blades, hee-ies or wheels of any kind are not allowed on the WHS turf or track surfaces.

**PARKING & VEHICLES** Parking in designated spaces is required, failure to do so may result in parking violation tickets or towing at users expense. Vehicles are not allowed to drive or park on playing surfaces.

**RESTROOMS** Most parks, fields and playgrounds do not have restrooms available on site. Some facilities have public access to restrooms, while others have portable toilets. A reservation requiring additional portable toilets requires approval of the Recreation Commission.

## **NO SOLICITING**

No person may conduct any business or commercial calling, trade, sell or otherwise deal commodities or merchandise of any description; or solicit patronage of any sort; or advertise any such business or calling for the sale of such commodities or merchandise; or hold any public meeting. No person may solicit contributions, signatures, or any other means or support for any purpose or cause.

## HOW TO APPLY | SEND A REQUEST FORM

Submit a completed Request Form for each anticipated facility/venue for each season during the appropriate application period. Programs that span multiple seasons, must submit a unique request for each season. Applications can be downloaded from [waylandrec.com](http://waylandrec.com) and submitted via email, or in person or postal mail to the Wayland Recreation Department at 41 Cochituate Road, Wayland, MA 01778. Requests cannot be taken over the phone or without application. Users are welcome to call to check availability of a site after the application period. Requestor will be contacted if conflicting requests need negotiation, if a permit cannot be issued, or if all requests cannot be met.

1. **Facility Use Request Form** application, signed & dated
2. **Certificate of Insurance** (COI) listing the 'Town of Wayland' as additionally insured.
3. **Roster** of your group that includes residency information (to verify rates and/or youth fees)
4. **Game schedule**, if applicable so Town can mow/line/chalk/unlock facility for you
5. **Payment** amount (Checks can be made to 'Town of Wayland') due at time of application
6. **Light Usage Fee Acknowledgement** – Light Fees charged at end of reservation, based on usage for reservations that span sunset times on Cochituate fields and WHS Turf field.

## WHEN TO APPLY | APPLICATION PERIOD

Priority for assignments is outlined on Page 5. Wayland Residents have priority over non-resident groups. Late applications will still be accepted, but have lowest priority and will not be evaluated until all other requests that were submitted on time have been finalized. Your priority applies to initial assignment during the reservation process; it does not allow a group to take lower priority groups reservations once assigned. Reservations are accepted on business days for the following seasons:

**IF YOUR SEASON SPANS MORE THAN ONE OF OUR SEASONS, SUBMIT SEPARATE REQUESTS, FEES APPLY TO ALL SEASONS**

SEASON	SPRING	SUMMER	FALL	WINTER *No Grass
<b>Applications Accepted:</b>	February 1-14	April 1-14	July 1-14	September 1-14
<b>Season Start Date:</b>	March 21	June 25	August 15	November 28
<b>Season End Date:</b>	June 24	August 14	November 27	March 20

## ISSUED PERMITS

The Recreation Department will issue permits in the 15 business days following the close of the application period.

- Users **MUST** carry permits to all reservations.
- Permits are invalid without active insurance/liability coverage and payment.
- It is the responsibility of the Renter/Requestor/Scheduling Liaison to review and ensure accuracy of permits.
- It is the responsibility of the Renter/Requestor/Scheduling Liaison to notify the Recreation Department if a session will be cancelled, unused, or not in need of lighting to avoid fees/charges.

## ROSTERS / RESIDENCY REQUIREMENTS

Rosters that demonstrate names, address, and ages of users are required to attest to the priority level.

Youth Organizations require a minimum 80% residency, Adults require 60% residency, and Seniors require 20% residency to classify as in-town Wayland groups. All other groups are classified as non-resident groups.

## CERTIFICATE OF INSURANCE (COI)

Users are required to provide, at the users own expense, an active Certificate of Insurance (COI) that meets the coverage minimums listed below. COI must list the "Town of Wayland" as additionally insured.

TYPE OF LIABILITY COVERAGE	AMOUNT OF COVERAGE
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Commercial General Liability - including Products Liability and completed Operation Liability:

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Automobile Liability for owned, hired, and non-owned vehicles:	
Bodily injury and property damage (each accident)	\$1,000,000
Workers Compensation	Statutory
Employer's Liability	\$1,000,000

## RELEASE OF LIABILITY

By submitting a Field & Facility Use Request Application Form, the responsible representative of the sponsoring group is requesting the use of a town facility for the purposes listed. The Sponsoring Group, and all participants further agree to release, hold harmless and indemnify the Town of Wayland, the Recreation Department, their agents and employees from any liability or responsibility associated with the group's requested use of a facility. Any damage / vandalism done as a result of the use will be the users responsibility, who agree to pay any reasonable costs associated with the damage.

## MANDATORY CORI POLICY MGL Chapter 385 of the Act of 2002 – Sec.172H

Any organizations serving youth in the Town of Wayland must be certified prior to application to perform CORI's checks on all volunteers and perform said background checks on all volunteers as required by Massachusetts General Law.

## SPECIAL EVENTS

For special events, parades, festivals, tournaments, derby's, road races, etc., please attach a letter of intent which includes all details of event; include sample flyers, registrations forms, etc. This letter should be an overview of the needs for the facility, including any equipment that you will need and the number of people attending, and set-up and break-down times. The Recreation Department reserves the right to require police details. Submit a Special Event Application from waylandrec.com.

## PAYMENTS

All fees are transferable and/or refundable, with a minimum of two weeks written notice prior to the reservation date. Every effort will be made to accommodate rescheduling of reservations and weather related make-ups. Payments are due at the time of application. Payments that require final enrollment numbers can be delayed to start of season. Turf Reservations must submit a separate check from other reservations, if applicable. Failure to notify the Recreation Office of non-usage will result in a \$25 fine. Remit Payments to: Checks payable to "Town of Wayland" sent to Town of Wayland Recreation Department 41 Cochituate Road, Wayland MA 01778.

## SCHEDULING HIERARCHY, PRIORITY, & RATES

Applications are given priority according to the following criteria:

1. Completed Applications received during the seasons application period (Page 3)
2. Group Priority Level
3. Activity/ Intended Use for which the site, facility, and/or venue is designed (Page 6)
4. Typical Activity Season
5. Further negotiation on a case by case basis, if needed, at the discretion of the Rec Dept.

### GROUP PRIORITY LEVEL

	PRIORITY	FEES PER SEASON or PER HOUR	WHS TURF
<b>1</b>	<b>Wayland Public Schools</b>	WPS Athletics reserves all school properties, fields, courts, from 8:00am – 6:00pm on all school days. See school calendar here: <a href="#">Calendar</a>	
<b>2</b>	<b>Wayland Youth Organizations</b> (min 80% Wayland residents under 18 years) Must provide Roster with Age/DOB and residency	\$40 per player, per season or \$30 per hour	\$40 per player, per season or \$60 per hour
<b>3</b>	<b>Wayland Seniors</b> (min 20% Wayland residents over 60 years) Must provide Roster with Age/DOB and residency	\$300 per field, per season or \$30 per hour	\$450 per season or \$60 per hour
<b>4</b>	<b>Wayland Adults</b> (min 60% Wayland residents over 18 years) Must provide Roster with Age/DOB and residency	\$300 per field, per season or \$30 per hour	\$450 per season or \$60 per hour
<b>5</b>	<b>Non-Wayland Youth Organizations</b> Must provide Roster with Age/DOB and residency	\$60 per player, per season or \$60 per hour	\$60 per player, per season or \$120 per hour
<b>6</b>	<b>Non-Wayland Seniors</b>	\$600 per field per season or \$60 per hour	\$900 per season or \$120 per hour
<b>7</b>	<b>Non-Wayland Adult</b>	\$600 per field per season or \$60 per hour	\$900 per season or \$120 per hour
*Elections, Recreation Programs, and Town Meetings have first priority.			

### TYPICAL ACTIVITY SEASON PRIORITY LEVEL

**FALL**

– Soccer, Football, Field Hockey, XC, Rowing, Volleyball, LAX

**WINTER**

– Basketball, Volleyball, Badminton

**SPRING**

– Baseball, Softball, LAX, Soccer, Ultimate, Rowing, Track & Field, Tennis

**SUMMER**

– Baseball, Softball, Ultimate, Football

## SITE PRIORITY - FACILITIES FOR PERMITTED RECREATIONAL USE

SOCCER	BASEBALL/SOFTBALL	LACROSSE	COURTS
Alpine 11v11, 8v8 Claypit Soccer 8v8, 6v6 Middle School Town Building WHS Bennett Field WHS Wetlands WHS Turf	Alpine Tee Ball Art King Baseball 60' Claypit 1 Claypit 2 Cochituate 1* Cochituate 2* Middle School 90'	Alpine Field Middle School Back WHS Bennett Field WHS Turf*	Cochituate Outdoor Basketball Sand Beach Volleyball Town Building Gym WHS Tennis Courts WHS Basketball Court
FOOTBALL	Middle School Softball	FIELD HOCKEY	OTHER AREAS
WHS Turf* WHS JV Field Cochituate 1* Cochituate 2*	Riverview Baseball WHS Varsity Baseball 90' WHS JV Baseball WHS Softball	Middle School Front WHS Field Hockey WHS Turf*	Art Center Town Beach Stadium Track Single Events^

\*Light fees apply for evening reservations. \*\* See Facility Pages at [waylandrec.com](http://waylandrec.com) for more details about each site.

### Alpine

16 Alpine Road

### Art Center

14 East Plain Street

### Claypit

40 Adams Lane

### Cochituate

51 West Plain Street

### Middle School

201 Main Street

### Riverview

42 Riverview Avenue

### Town Beach

25 Parkland Drive

### Town Building

41 Cochituate Road

### Wayland High School

264 Old Connecticut Path

## OTHER FEES & RESERVATION OPTIONS

★★ These options all require Request Form and COI and/or Waiver ★★

OTHER PAYMENT OPTIONS	WAYLAND RESIDENT	NON-RESIDENT
Grass Field	\$30 per hour	\$60 per hour
Turf Field	\$60 per hour	\$120 per hour
Town Building Gym	\$30 per hour	\$60 per hour
Light Usage ( <i>applies to all who use lights</i> )	\$35 per hour	\$45 per hour
Drop In Programs (Volleyball & Badminton)	\$5 per session	\$6 per session
Outdoor Basketball Courts	\$10 per hour	\$20 per hour
Tennis Courts	\$7 per hour	\$14 per hour
Licensed Camp/ Clinic /Tournament	\$200 per day (8 hours)	\$400 per day (8 hours)
Licensed Camp/ Clinic /Tournament Turf	\$400 per day (8 hours)	\$800 per day (8 hours)
Town Beach / Sand Volleyball	\$5 per day	\$10 per day



## CONTACT US

TOWN OF WAYLAND

### Recreation Department

Town Building (Second Floor)

41 Cochituate Road

Wayland, MA 01778

### OFFICE HOURS

Monday 8:00am – 7:00pm

Tuesday – Thursday 8:00am – 4:00pm

Friday 8:00am – 12:30pm

(508)358-3660

[waylandrec.com](http://waylandrec.com)

### PRIMARY FACILITY CONTACT

Katherine Brenna, Assistant Director

(508) 358-6864

[kbrenna@wayland.ma.us](mailto:kbrenna@wayland.ma.us)

### SECONDARY CONTACT

Jessica Brodie, Director

(508) 358-3660

[jbrodie@wayland.ma.us](mailto:jbrodie@wayland.ma.us)

## TURF RULES

NO Vehicles, Bicycles, Scooters, Skateboards, Rollerblades, or wheels of any kind are allowed on the WHS turf and track surfaces.

NO Glass containers

NO Gum

NO Colored sports drinks or food – Water Only

NO Stakes

NO Chairs, tables or anything that would penetrate turf surface

NO Pulling the grass fibers or infill

## LIGHTNING

If lightning, cease and postpone all activity promptly. Don't wait for rain. Recommendation is only to resume activity after a minimum of 30 minutes without lightning.

## HOURS

All facilities are regularly permitted only between the hours of 8:00am and 10:00pm. Outdoor facilities are closed for use between dusk and dawn. Renters can arrive and must leave the permitted facility/field within 30 minutes of permitted times.

## DAYLIGHT

Due to poor visibility and safety concerns all activities without lights should cease 15 min after sunset.

## FIELD LIGHTS

All Light Usage fees will be charged based on actual field reservation times and light usage with consideration for sunset times at end of season. Lights at Cochituate Ball fields are often set to auto ON/OFF 30 minutes prior to sunset, or 15 minutes prior to reservation start time and 15 minutes after the reserved end time; whichever is needed. Failure to notify the Recreation Office of non-usage will result in a one hour fine. WHS Turf Lights require manual ON/OFF by the user.

## EVERY GROUP SHOULD DESIGNATE A SCHEDULING LIAISON

All user groups should identify **ONE** member of the group as the Scheduling Liaison on the request form.

This individual will be the primary contact for scheduling requests and reservation changes each season.

Individual coaches, parents or other representatives cannot reserve or change a reservation.

This individual is assigned the following responsibilities:

- Authority to make reservation requests by submitting a completed application that includes –

- 1. Facility Use Request Form** application, signed & dated
- 2. Certificate of Insurance** (COI) listing the 'Town of Wayland' as additionally insured.
- 3. Roster** of your group that includes residency information (to verify rates and/or youth fees)
- 4. Game schedule**, if applicable so Town can mow/line/chalk/unlock facility for you
- 5. Payment** amount (Checks can be made to 'Town of Wayland') due at time of application
- 6. Light Usage Fee Acknowledgement** – Light Fees charged at end of reservation, based on usage for reservations that span sunset times on Cochituate fields and WHS Turf field.

- Provide an initial detailed outline of field lining needs and/or equipment needs for each season, especially if it may differ from previous seasons, enrollment has changed, etc.
- Submit the above forms during the application period (one for EACH season)
- Review the field scheduling confirmation / permit sent to group from the Recreation Office regularly
- Communicate any begin and end dates; scheduling changes, additions, or errors to the Rec Office
- Ensure that payments are sent and received by the Recreation Department
- Collect feedback from user group regarding field conditions or needs and relay those to the Rec Office
- Relays to the users the field locations, restroom & lighting codes, and rules outlined this packet.
- Communicate any field closures, hazards, or reschedules to players, coaches, and officials.
- Contact the Recreation Office if there is any question of field/facility playability.
- Enforce trash, refuse and/or litter clean up among its users, coaches and players at all facilities.
- Ensure responsible use of and return of any issued keys, passwords, and codes to conduct facility usage.

## DPW REGULATIONS FOR FIELD USE

The following Field Use Policies and Guidelines are set forth to protect the playing fields in Wayland, ensure future use of fields, prevent long-term damage and extended field closures, and avoid subjecting users to possible injury. Failure to adhere to this policy can result in users forfeiting a permit for the remainder of the season, incurring a field repair fee, and/or loss of future permits.

**Field Conditions and Closure concerns should be directed to the DPW**

**(508) 358-3672**

**Scheduling and Reservations contact the Recreation Department**

**(508) 358-3660**

### FIELD CLOSURES

Some facilities may be designated as CLOSED for weather, resting, repairs, or other DPW maintenance. All users must comply with posted signs and other communications of a field's status. It is the responsibility of the user to determine if play is safe for use during High Temperatures, Flash Flood and other Weather Warnings and Watches and Hazardous Air Quality Warnings. Every effort will be made to notify field users of any field closing in advance of a reservation through their Scheduling Liaison.

### DATES / SEASONAL CLOSURE

All outdoor facilities are closed from late November to late March / mid-April; exact dates to be determined seasonally by Department of Public Works. Fields decisions will be made on a field-by-field basis and listed as OPEN or CLOSED on waylandrec.com.

### GOAL MOUTHS

It is the responsibility of all users to avoid high-use areas near the regular goal mouth whenever possible, but especially when using fields for practices.

### FIELD PLAYABILITY

While the DPW has exclusive rights and authority in determining whether fields are open or closed ALL USERS have a responsibility of discerning if a field is playable regardless of a current weather condition by the guidelines below:

**Any and all use should not commence, or continue on a field if any of the following are true:**

- If the field has been closed by the DPW; DPW maintains authority to close a field at any time for any reason.
- If the field has standing water on it
- If the field is saturated with water (will not dry or de-puddle by game time)  
If more than 0.5 inches of rain/snow is/has fallen in the last 24 hours
- If by playing on the field, the players are, or would be, damaging the field beyond normal wear and tear  
i.e. Footing in insecure or slippery, footsteps leave an impression on the turf or tear up turf, creating muddy areas, ground clings or cakes to shoes & cleats etc.
- If, once a game begins, the referee, umpire, or league official is responsible for the decision to suspend a game due to the above or other conditions
- Lightning
- If surfaces are icy or frozen
- Unsafe facility conditions- dry surfaces, glass, exposed stones and rocks, etc.
- Softball and Baseball fields are often playable even with standing water on the infield. Do not sweep or rake puddles. As long as a field does not pose a hazard to the players it can be used. See criteria for grass above.