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LYNN PARKS AND RECREATION PERMIT APPLICATION PROCESS

- Permit applications are available from the Parks and Recreation Department at 250 Commercial St.
- All requests must go before the Board of Park Commissioners for approval.
- Permit requests received after the seasonal deadline will be considered only if any playing fields/courts are available.
- Fields and courts can be requested by the hour or the season. A season is considered a 4-hour block, one day per week. The season application requirements are as follows:

SPRING:

APPROXIMATE SEASON – **APRIL 1 – JUNE 1**

APPLICATION PERIOD OPENS – **JANUARY 1**

APPLICATIONS DUE BY – **FEBRUARY 23**

PERMITS ISSUED BY – **APRIL 1**

SUMMER:

APPROXIMATE SEASON– **JUNE 2 – AUGUST 1**

APPLICATION PERIOD OPENS – **FEBRUARY 24**

APPLICATIONS DUE BY – **APRIL 27**

PERMITS ISSUED BY – **JUNE 1**

FALL:

APPROXIMATE SEASON – **AUGUST 2 – NOVEMBER 15**

APPLICATION PERIOD OPENS – **APRIL 28**

APPLICATIONS DUE BY – **JUNE 29**

PERMITS ISSUED BY – **AUGUST 1**

PRIORITY TIER DESCRIPTIONS AND NONWAIVABLE ADMINISTRATIVE FEES FOR FIELD OR COURT USE (ALL FEES ARE PER FIELD)

TIER 1 PRIORITY USE AND FEES:

- City of Lynn (School Department, Parks and Rec. Department, etc.)

FEES: NO CHARGE

TIER 2 PRIORITY USE AND FEES:

- Lynn based youth organizations (Youth programs that lease fields from the City)
- 100% volunteer
- 90% or greater Lynn participants

FEES: NO CHARGE

TIER 3 PRIORITY USE AND FEES:

- Lynn based organizations with a majority of Lynn participants
- 100% volunteer*

YOUTH HOURLY - \$15

YOUTH SEASONAL - \$150

ADULT HOURLY - \$20

ADULT SEASONAL - \$300

TIER 4 PRIORITY USE AND FEES:

- All other applicants

YOUTH HOURLY - \$35

YOUTH SEASONAL - \$450

ADULT HOURLY - \$40

ADULT SEASONAL - \$550

SEASONAL RATE: UP TO 4 HOUR BLOCK, ONCE A WEEK, FOR THE SEASON

LIGHT USE FEE: \$35 PER NIGHT OR \$200 PER SEASON PER FIELD

*** 100% volunteer means no salaried, compensated, or paid administrators, board members, coaches etc.**

PERMIT CHECKLIST

NO PERMIT WILL BE ISSUED UNTIL ALL OF THE FOLLOWING HAVE BEEN SUBMITTED

_____ **ROSTER – NAMES/ADDRESSES/PHONE NUMBERS**

_____ **LIST OF COACHES WITH CONTACT NUMBERS**

_____ **MYREC REQUEST – LYNNMA.MYREC.COM**

_____ **PORTABLE RESTROOM RENTAL AGREEMENT (IF APPLICABLE)**

_____ **PAYMENT IN FULL**

_____ **SIGNED POLICY ACKNOWLEDGEMENT (PAGE 8)**

_____ **INSURANCE CERTIFICATE**

The Parks and Rec. Dept. requires a Certificate of Insurance for a minimum of \$1,000,000 per incident general liability coverage and \$2,000,000 aggregate general liability coverage

*****THE CITY OF LYNN MUST NAMED AS AN ADDITIONAL INSURED UNDER THE DESCRIPTION OF OPERATIONS/LOCATION/VEHICLES BOX. *****

***LISTING THE CITY OF LYNN UNDER CERTIFICATE HOLDER DOES NOT COVER THE CITY. THERE IS NO ADDITIONAL CHARGE FOR YOUR INSURANCE TO ADD THIS TO THE POLICY.**



Lynn Board of Park Commissioners Lynn Parks and Recreation Department

The City of Lynn, Ma., through authority granted to its Board of Park Commissioners and the Parks and Recreation Department, hereby adopts the following policy concerning the use of the City's playing fields, courts, parks and related facilities.

Lynn fields, courts and facilities are in the public domain and do not necessarily need a permit for random or impromptu use. However, all legally issued permits take preference over drop-in use at any site or on any playing surfaces.

NOTE: Regular meetings of groups of individuals using Lynn fields, courts, parks and related facilities, are considered organized use and require a permit from the Lynn Parks and Recreation Department. Fees may be charged and all requirements must be met for permits to be issued as defined in this policy.

All permits issued by the Lynn Parks and Recreation Department are offered without regard to age, ancestry, color, disability, family status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation, or other characteristics protected by law.

USE OF LYNN SPORTS FIELDS AND COURTS

All sports, events, ceremonies or performances must be approved by the Board of Park Commissioners and a permit applied for through the Lynn Parks and Recreation Department.

Lynn schools have priority of field and court use. If a school has an unforeseen change in their schedule, a permitted group could be moved from their reserved date to accommodate the school. All groups will try to be accommodated but Lynn schools have priority.

When there are two or more applicants that are on equal footing and are applying for the same space and time, priority will be given to the traditional in season sport, or the space and time will be split equally based on the available space.

Allocations will be based on availability, scheduled renovations and playing surface control measures, implemented by the Parks and Recreation Department and or Inspectional Services. A space may look open and available but that does not mean that it will be permitted for use. The space may be scheduled for renovations or may have been renovated with controls that are not readily visible, or have been deemed by the Parks and Recreation Department to be at its maximum use level, in light of its condition.

In addition to the TIER to which a permit holder belongs, consideration will be given to a Lynn based sports organization that has been a permit holder in the past. As a general rule a permit will be renewed provided that the permit holder has conducted itself in accordance with the conditions described in this policy. Items that will weigh on final decisions will be the past history that an organization has developed with the Parks and Rec. Dept., the length of time that a group has been at a particular site, how good a neighbor the group has been to the surrounding neighborhood (parking, profanity, prohibited substances, noise, etc.) condition of the space after ones use (trash, field damage), and the ability of the group to conform to the rules and regulations of this policy and the Parks and Rec Dept..

Other than TIER 1 and TIER 2, applicants that request a field during a season will only be considered for a site based on availability after the TIER 1 and TIER 2 permits have been issued. All Lynn based organizations will take priority over non-Lynn based organizations.

The field permit applicant, or the responsible adults (league rep, coach, proper adult supervisor) shall be present at all times that a field allocated to them is in use. No group activities occur without the proper adult supervision.

Reallocating or subletting of a permitted site by a permit holder is strictly prohibited unless approved by the Parks and Recreation Department in advance. If a permitted field is going unused, the unused dates and times may not be assigned to non-permitted users and are to be turned back to the Parks and Rec. Dept. for allocation to other users.

While every effort is made to maintain field conditions by the Parks and Rec. Dept fields are permitted in “as is” conditions.

Any violation of the permit terms, conditions, or limitations shall be grounds for immediate revocation of the permit and denial of future applications for permits by such teams, groups or individuals.

If a permit is revoked for failure to abide strictly by the policy terms, conditions or limitations there shall be NO refund of permit fees.

FIELD PERMIT REVOCATION

FIELD PERMITS MAY BE REVOKED FOR:

- Use of wet fields
- Use of alcohol or other controlled substances at fields
- Failing to notify Lynn Police of any substance abuse or other park violations committed by spectators
- Failure to remove trash
- Cars parked on the fields
- Use of foul and abusive language
- Use of microphones or bull horns
- Failure to adhere to City ordinances

Any violations of such terms, conditions, and/or limitations shall be grounds for immediate revocation of such permit with no refund of fees and denial of future applications for permits.

By submitting this application all applicants agree to conform to all City policies for playing fields, courts, open spaces and facilities.

The City of Lynn Parks and Rec. Dept., and the City of Lynn Board of Park Commissioners reserve the final authority to approve or deny all permit requests.

DISCLAIMER

I agree to remove any litter generated during the time permitted. I further agree that I will be legally responsible for the repair, including, but not limited to paying the cost thereof, in a manner determined by the City of Lynn Law Department, for any damage to City property, real or personal, which may occur during the utilization of, or exercise of the privileges conferred by this permit. Violation of the terms and conditions of this permit can result in its revocation. Intentionally providing false information on this permit application will result in a rejection of the application, revocation of any permit issued thereunder, and said misrepresentations may be considered in assessing applications I may submit in the future.

I have read, fully understand and agree to abide by all rules and regulations governing the City of Lynn Parks and Rec. Dept. as well as any provisions set forth on this agreement or attachment.

*My signature below indicates that I have read and agree to the above disclaimer and rules and regulations, and the information listed on the application and understand and willfully abide by the terms, conditions, and provisions contained or referred to therein.

X _____

Applicant Signature

Date

Print Name