

Sharon Recreation Department
"Recreation for All"
121 Lakeview Street • Sharon, MA 02067
781-784-1530

Field Permit Application
for Leagues & Ongoing Programs

Program Name _____	Application Date _____
Applicant _____	Email _____
Address _____	City/Town _____
Home Phone _____	Cell Phone _____
Onsite Contact Person _____	Cell Phone _____
Field/Park Requested _____ (one permit per facility)	Specific Area _____

Date(s) and Time(s) Requested:

Please Include the Following with This Application:

- A copy of commercial general liability insurance certificate naming the Town of Sharon as an "additional insured". The combined single limit for Body Injury and Property Damage is \$1,000,000 for each occurrence with a \$1,000,000 annual aggregate.
- Team rosters indicating residential addresses.

If Your Program Serves Individuals Under 18 Years of Age, Also Include:

- A copy of proof that the organization is authorized to conduct CORI checks.
- A notarized letter stating the organization conducts criminal history, CORI checks on all staff and volunteers.

It is expressly understood and agreed that the regulations of the Sharon Recreation Department are to be strictly complied with, and that the undersigned assumes full responsibility for any damage to, or loss of Town property in consequence of such use of the facilities as described above, and engages to make the same good without expense to the Town. In the event of insurance cancellation, 30 days prior written notice of cancellation must be given to the Town.

It is further understood that failure to use the permit for time and date granted without informing the Recreation Department at least 24 hours in advance (except in cases of inclement weather) could result in loss of future permits. Permits may be revoked with no refund of fees for failure to comply with Recreation Department regulations.

I have read and understand all of the rules and regulations listed in the Town of Sharon Recreation Department's "Outdoor Facility Group Use Policy" and understand the consequences of not complying with these regulations:

Signature: _____ Date: _____

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Outdoor Facility
Group Use Policy

General:

- 1.1 All groups wishing to use Town of Sharon Recreation Department’s outdoor facilities shall apply for a permit.
- 1.2 Allocations shall be based on availability, appropriateness of use, and current or impending maintenance issues.
- 1.3 Dogs, alcohol, and smoking are prohibited on Town of Sharon park land.

Priority for Use:

- 2.1 Priority for use shall be in this order: Recreation Department, Other Town Departments, School Department, Sharon 501(c)(3) Nonprofits Serving Sharon Children (80% or more residents), Other Sharon Not-for-Profits Groups (80% or more Sharon residents), Out of Town Nonprofit Groups, Sharon for Profit Groups, Out of Town for Profit Groups

Care of Facilities:

- 3.1 If the Recreation Department has not closed the field due to unfavorable conditions, it is still the responsibility of the permit holder to determine if an activity can be held due to wet or unfavorable conditions.
- 3.2 Fields are not to be used if they contain standing water, muddy surfaces, or other potentially damaging conditions.
- 3.3 There is no guarantee that the field permitted will be lined. It is the responsibility of the permit holder to make such arrangements with the Department of Public Works.
- 3.4 Users are not allowed to perform any type of field maintenance without the consent of the Recreation Department and Department of Public Works.
- 3.5 The Recreation Department may require the permit holder to hire a police detail during the event.

Communication:

- 4.1 All permit holders are responsible for ensuring all coaches, volunteers, parents/guardians, and participants are aware of all rules regarding use and conduct on the fields.
- 4.2 Coaches, volunteers, parents/guardians and participants should not contact the Recreation Department concerning field usage. They are asked to communicate to the department via their league officials.
- 4.3 All accidents shall be reported to the Recreation Department using its approved accident form. Likewise, all incidents shall be reported using a similar form.
- 4.4 All concerns, especially those regarding safe use of the facilities, should be reported to the Recreation Department immediately.
- 4.5 Permit holders should be prepared to present their permit to the Recreation Department, Police Department, and/or DPW as proof of authorization to use the facility.