



**Town of Reading**  
**16 Lowell Street**  
**Reading, MA 01867-2685**

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RECREATION DIVISION: (781) 942-9075

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## **FIELD PERMIT PROCEDURE**

The field fees collected by the Reading Recreation Division serve three functions:

1. Fees collected are used to pay for a seasonal worker for the DPW Parks Department to help with the maintenance of fields.
2. Fees collected are used to cover the administrative cost of field scheduling by the Reading Recreation Division.

Procedures and Definitions:

*Casual User: Defined as an individual or organization not associated with a team or league that has field use for not more than 1 day per season. (Ex. one time events such as birthday parties)*

**Regular User:** Defined as an individual or organization that uses the field more than 1 time per season but is not considered a resident league. (Ex. multiple bookings for single purpose –i.e. Men’s Soccer League)

*Reading Residents: Reading Residents are defined as any person(s) with either **town** residence, employment **with in the Town**, goes to school in Town, or graduated from a Reading School System. All others will be considered non-residents.*

### *Reading Organizations*

Reading Organizations are defined as any group that is Reading based and encompasses a membership of no less than 50% of Reading Residents.

**Non-Town Organizations** – Are defined as any casual or regular user that is not classified as a Reading Organization or Reading Resident.

### **1. Reading Organizations Applying for Field Permits**

The Recreation Administrator will make his or her best effort to accommodate each leagues request. If two or more organizations request conflict, the Recreation Committee or designee will handle and resolve the situation as fairly and equitably as possible.

The league president or coach shall apply for the field necessary for all home games and practices throughout the season, by the designated deadline. Rain dates should not be requested at this time.

## 2. **Fee Payment**

Organizations must pay 75% of their field fees to the Recreation Division at the time the primary roster is turned in. Permits will not be issued to an organization for their next season if there is an outstanding field fee balance.

At the Midseason organizations shall submit a final roster with the remaining 25% of the balance.

<u>Season</u>	<u>Deadline</u>	<u>Midseason</u>
Spring	(April 1 - June 20)	October 17
Summer	(June 21 – August 31)	May 15
Fall	(September 1 – November 30)	August 7

The Recreation Division will issue permits for all time requested for both practice and games. Organizations should work with in the time frame requested for practice and game times.

### **High School Synthetic Fields (During off-season)**

HS Synthetic fields are rentable during the time of December 1<sup>st</sup> and February 28<sup>th</sup> by contacting the Reading School Department Facilities office and it's on a first come, first serve basis. For rentals during the month of March organizations may make requests by February 19<sup>th</sup>. The Recreation Administrator will then make a March Schedule. The full per hour rental rate will be applied as it is considered off-season. Please refer to Facilities Department for fee schedule.

\* High School Synthetic Fields are charged at rate published by the Reading School Department.

### **Collins Field at Parker Middle School**

Collins Field is rentable during the time of December 1<sup>st</sup> and February 28<sup>th</sup> by contacting the Reading Recreation Division and it's on a first come, first serve basis. For rentals during the month of March organizations may make requests by February 19<sup>th</sup>. The Recreation Administrator will then make a March Schedule. The full per hour rental rate will be applied as it is considered off-season. Please refer to Facilities Department for fee schedule.

## 3. **Preliminary Schedule**

The league president or coach shall submit some form of preliminary schedule. This preliminary schedule may be a copy of last year's final schedule. This schedule will act as an estimator of all games and practice times needed for the specified season. The preliminary schedule will be handed in at the time of the initial field application.

## 4. **Final Schedule**

The league president or coach must then finalize his/ her schedule. A final schedule must be handed into the Recreation Administrator no later than one week prior to the first date requested by that organization. This schedule will show the following:

- All scheduled home games for the season.
- All possible play-off dates.
- Playoff game fees are encompassed within league roster payments.

**5. Coaches mailing List**

The league President must submit an updated copy of his/her organizations coaches mailing list including names phone numbers and email addresses if possible. The Recreation Committee will dispense pertinent information directly to the coaches.

**6. Rain Dates**

Request for rain dates should be made at the time the final schedule is turned in. A league may request as many rain dates as needed. Dates will be awarded based on field availability. Organizations should look internally before request rain dates from the Recreation Division.

*\*\*There will be no fee for Rain Dates.*

**FEE STRUCTURE**

**CASUAL USER**

Resident \$10 / 4-hr block per field  
Non-Resident \$20 / hour

**REGULAR USER**

Resident \$10 / 4-hr block –50% or more Residents  
Non-Resident \$20 / hour

**READING ORGANIZATONS**

Resident \$10 per player per season  
Non-Resident \$100 per player per season  
*\*Turf play will have a 20% surcharge to all users.*

**TOURNAMENTS**

Reading Organizations \$125 per field –Flat Rate  
Non-Reading Organizations \$20/hour/per field

**COLLINS FIELD**

Reading Organizations \$12/ player in Season (April – Nov)  
Reading Resident \$37.50/ hour out of Season (Dec – March)  
Non-Resident \$75.00 per hour (2 hr Min.)

*\*Refer to School Department fee schedule for current rates for Turf 2 and Stadium Field*

**Casual and Regular Users Applying for Field Permits**

1. Apply for the Field Permits

- A. The fields should be permitted at least 48 hours in advance of the date requested.
- B. If requested by phone, fields will be reserved for up to 24 hours. A written request and payment must be received in that 24-hour time period, before a permit can be issued.
- C. Only single use programs. Camps and clinics shall follow guidelines below.

**\*\* If a Resident and Non-resident submit a field request simultaneously, Reading Residents will receive preference.**

## 2. **Emergency Permits**

Because some things can not be controlled and urgent matters may arise throughout the season, field may be permitted after the final schedule has been submitted. If an emergency matter arises and a rain date can not be used, the league president or coach shall contact the Recreation Administrator. The Recreation Administrator will work with the league President or coach to try to meet the desired need, everything that can be done, will be done to help the teams involved. Emergency field permits must be paid for at the time of the organization's request.

\*\*Emergency permits should not be used on a regular basis. If a pattern seems to form with an individual organization, such organization may lose their emergency permit right.

### *Basketball Court / Tennis Court*

The Reading Recreation Division for Recreation programs can only permit these areas. None of these facilities shall be used for private lessons unless under the direction of the Reading Recreation Division. \*\*Public use of the tennis courts and basketball courts is handled on a first come first serve basis.

### **Tournaments**

Tournaments will be defined as a one week or weekend entity separate from an organizations regular schedule.

### **Tournament Fees**

Resident organizations that play extra-league tournaments will be charged at a flat rate of \$125 per field needed for the Tournament. Non-resident Tournaments will be charged the out of Town hourly rate per field as stated in the current fee schedule adopted by the Recreation Committee.

### **Non-Reading Recreation Camp Field Fee**

Non-Reading Recreation Camps are defined as any camp or clinic that is offered within the Town of Reading, but not sponsored by the Reading Recreation Division.

Non-Reading Recreation Camps, Leagues or Clinics will be assessed according to the following fee schedule:

Please Note: 75% of the estimated monies shall be paid up front with a primary roster one week prior to the Camp, Leagues or Clinic. A final roster shall accompany the outstanding balance on the final day of the Camp, Leagues or Clinic. Camp, League or Clinic must submit proof of insurance no later than one week before the initial date requested. All clinics, leagues and camps are subject to spot checks by the Recreation Administrator. Camps must be approved by a representative of the Board of Health.

Schedule on following Page.

Camp/Clinic Fee # of Participants	\$0 - \$100	\$101 - \$200	\$201 +
0 - 20	\$300	\$400	\$750
21- 40	\$400	\$1200	\$1500
41- 60	\$600	\$1800	\$2250
61- 80	\$1200	\$2400	\$3000
81-100	\$1500	\$3000	\$3750
101- 150	\$2250	\$4500	\$5625
151- 200	\$3000	\$6000	\$7500
201 +	\$3750	\$7500	\$9375

Non-Reading Recreation Camps or Clinics will be responsible for submitting a completed list and payment to the Recreation Division on or before the first permitted field date.

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