

Salem Parks and Recreation Commission  
Salem Parks and Recreation Department

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FIELD/COURT & FACILITY PERMIT POLICY  
REVISED 1/1/2023

The City of Salem, Ma., through authority granted to its Parks and Recreation Commission and the Parks and Recreation Department, hereby adopts the following policy concerning the use of the City's playing Fields, Courts, Beaches, Parks and related facilities.

Salem 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 a group of individuals using Salem Fields, Courts, Beaches, Parks and related facilities, are considered organized use and require a Permit from the Salem Parks and Recreation Department. Also, fees may be charged and all requirements must be met for permits to be issued as defined in this policy.

All Field Permits issued by the Salem 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.

## PERMITTED USES OF FIELDS, COURTS, BEACHES, AND FACILITIES

Organized use of fields, courts, beaches, and facilities by groups shall require a Permit approved by the Salem Parks and Recreation Department.

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 Rec. Dept., and/or by the Dept. of Public Services. Because a space looks open and available, 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 to have been deemed by the Parks and Rec Dept. and/or the Dept. of Public Services 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 Salem 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 Salem Based Organizations will take priority over Non-Salem 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 should 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.

Unless specifically requested and approved by the Parks and Rec. Dept., it is understood that the function/activity to be held is NOT a fundraiser, that no admission or fee is to be charged, that no tickets will be sold or collections taken, and that no items will be sold.

While every effort is made to maintain field conditions by the Parks and Rec. Dept., and Dept. of Public Services, 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 the Permit fees.

By submitting an application all applicants agree to conform to all City Policies for playing fields, courts, beaches, open spaces, and facilities.

The Parks and Rec. Dept. may require a Certificate of Insurance naming the City of Salem as an "additionally insured" party, for a minimum of \$1,000,000 per incident general liability coverage, and \$2,000,000 aggregate general liability coverage.

The City of Salem Parks and Rec. Dept., and the City of Salem Parks and Rec. Commission reserve the final authority to approve or deny all permit requests.

In addition to this Policy, Park and Playground Rules can be found online at [salem.com](http://salem.com).

Salem schools have priority of field and court use. If a school has an unforeseen change in their schedule, a permitted group that is not a Salem school could be moved from their reserved date to accommodate the schools needs. The Parks and Rec. Dept. will try to accommodate both groups needs, but Salem schools have the priority.

The Salem Parks and Rec. Dept. reserves the right to request verifiable documentation to verify a groups application status.

To be considered for an approval to hold a fundraising event at a Salem field, court, beach, etc., the applicant must submit verifiable fundraising documentation upon request, no later than 30 days after the event.

## PRIORITY TIER DESCRIPTIONS

### TIER 1 PRIORITY USE:

- City of Salem ( School Department, Parks and Recreation Department, etc.)

### TIER 2 PRIORITY USE :

- Salem Based Youth Organizations
- 100% All Volunteer
- 90% or greater of Salem participants

### TIER 3 PRIORITY USE:

- Salem Based Organizations
- 100% All Volunteer

### TIER 4 PRIORITY USE:

- All Other Applicants

“ALL VOLUNTEER DESCRIPTION” – A 100% all volunteer group is an organization that must not have any salaried, compensated, or paid administrators, board members, coaches, field managers, etc.. Game officials, maintenance workers, etc., may be paid. All fees charged to participants, and donations, must be used for equipment, uniforms, maintenance, etc., except for the above exceptions.

## II. PERMIT APPLICATION PROCESS

- Permit applications are available from the Parks and Recreation Department at 401 Bridge street, Salem, or can be found on line at <https://www.salem.com/recreation/pages/permits-and-policies>. Note: The field/court/facility availability depends on weather and field conditions. The Parks and Rec. Dept., in cooperation with the Dept. of Public Services will determine the start and end dates of each field. Failure to adhere to these dates may result in loss of field permit, and denial of future permits. Fields and Courts can be requested by the Season or by the hour.

### SEASONS

- 1) SPRING - APPROXIMATELY APRIL 15 – JUNE 15
- 2) SUMMER – APPROXIMATELY JUNE 16 – AUGUST 17
- 3) FALL – APPROXIMATELY AUGUST 18 – NOVEMBER 15

\* All completed permit requests received by the Parks and Rec. department on or before the seasonal deadline will be considered shortly following the seasonal deadline. Permits received after the seasonal deadline will be considered only if any playing fields/courts are available.

|                           | SPRING    | SUMMER  | FALL     |
|---------------------------|-----------|---------|----------|
| APPLICATION PERIOD OPENS: | JANUARY 1 | MARCH 1 | MAY 1    |
| APPLICATIONS DUE BY:      | MARCH 1   | MAY 1   | JULY 1   |
| PERMITS ISSUED BY:        | APRIL 1   | JUNE 1  | AUGUST 1 |

- Single use field/court requests will be issued if field space is available. Requests will be considered on a first-come, first-serve basis. All TIER Categories and fees apply to single use requests. No refunds will be issued, but a rain date will be awarded to an available date in the event of cancellation due to the weather. The permit holder must notify by email the Salem Parks and Recreation Department no later than the 24 hours after the rain out to be considered for an available rain date.

NO PERMIT will be considered unless the following conditions are met at the time of application.

- a. An application is completed and signed by a team or league representative.
- b. The required documentation is attached, including:
  - Team rosters (with names addresses and telephone numbers) demonstrating compliance with the residency requirements of the TIERS
  - Certificate of Insurance
  - League schedules
  - CORI documentation (youth organizations, under 18 only), a letter from the organization stating that ALL volunteers, and/or compensated participants, have been CORI checked and approved by the organization.
  - In addition, ALL youth groups are required to submit a copy of the letter from the Commonwealth of Massachusetts stating that their CORI Administrator has been approved.
  - A list of all coaches and volunteers in the organization
  - Non-profit documentation submitted for all non-profit groups.
- c. Other evidence demonstrating such compliance satisfactory to the Parks and Rec. Dept.

A schedule of permit fees is listed at the end of this document. The Parks and Rec. Dept. will issue a permit/invoice based upon the TIER Category that the organization falls under. Once the permit request has been approved, and the administrative fees have been received, the approved permit will be sent to the applicant. No future permits will be considered from a group/organization until all outstanding fees are paid.

Once issued a permit, use of the playing field/court and related facilities covered by such permit is strictly limited to the terms, conditions and limitations contained in the permit. These shall include, without limitation, all applicable City ordinances and such further rules and regulations as may be promulgated and in effect from time to time by the City and/or the Parks and Rec. Dept.

## FIELD PERMIT REVOCATION

### FIELD PERMITS MAY BE REVOKED FOR:

- Use of wet fields (defined below)
  - Use of alcohol or other controlled substances at fields ●
  - Failure to remove trash
  - Cars parked on fields/courts/unauthorized areas
  - Use of foul and abusive language
  - Failure to adhere to City ordinances
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- Any exceptions to any regulations and City ordinances related to the use of fields/courts in Salem must be approved in writing by the Salem Parks and Rec. Dept. and/or the Salem school Dept. for fields/courts on school property.
  - Any violations of such terms, conditions, and/or limitations shall be grounds for immediate revocation of such permit and denial of future applications for permits submitted by such team, group, or organization.
  - If a permit is revoked for failure to abide strictly by its terms, conditions, and/or limitations, there shall be no refund of the administrative fee.
  - The permit holder must be in possession of the permit at the playing field, court, beach, open space, or related facility, and be prepared to produce the permit upon proper request by representatives of the Salem Parks and Rec. Dept., or any City official, including the police. Failure to produce a valid permit when requested is grounds for expulsion from the site, and such further actions as the Parks and Rec. Dept. may determine to be appropriate under the circumstances.
  - Appropriate notices will be posted and maintained by the Parks and Rec. Dept. and the Dept. of Public Services at all playing fields/courts and related facilities that may be under renovation.
  - The Parks and Rec. Dept. will communicate by means of email when a field, court or facility is closed due to unfavorable conditions. Please make sure that the contact information for your group is up to date.
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- IT SHALL ALWAYS BE THE RESPONSIBILITY OF THE PERMIT HOLDER to determine if an activity can be held due to wet, muddy, or unfavorable conditions by checking their email and by using COMMON SENSE.  
Teams are not allowed to use any field that has standing water, muddy surfaces, unfavorable conditions, or during thunderstorm/ lightning activity.
  - Teams will be held responsible for any field damage caused by misuse. Misuse of a field, court, or related facility and failure to pay for repairs will be cause to revoke all future permit use.
  - Goals and other equipment ancillary to the City playing fields, courts, or related facilities may be made available. If made available, the permit holder may use such goals or other equipment but shall do so at its own risk.

- The permit holder shall be responsible for all damages or loss of such goals or other equipment resulting from its use.
- The permit holder is responsible to ensure that all ancillary equipment that is used is returned to its original location on the site after each use.
- There is no guarantee that the permitted field will be lined. Field lining is not included in the permit fee. If the permitted group requires field lining, it is the responsibility of the permit holder to make arrangements to have the field lined. The field lining arrangements must be approved by the Parks and Rec. Dept. and/or by the Dept. of Public Services.
- Users are not permitted to perform any type of maintenance, or to make changes to any Salem Fields/Courts without the approval of the Parks and Rec. Dept., and/or Dept. of Public Services.
- By submitting an application for a permit under this policy, the applicant agrees to abide by the rules of the City, the Parks and Recreation Department, the Department of Public Services and their representatives and designees.
- Any group, team, or individual that wants to place a portable toilet in any park/beach/venue in Salem, must get the approval from the Parks and Rec. Dept. All portable toilets must be removed from the park property within 24 hours from the end of the permitted time. Liability for any damage that may occur to these portable toilets, is the sole responsibility of the permit holder, the City of Salem will not accept liability for ANY damage that may occur to these portable toilets.

The Salem Parks and Recreation Department reserves the right:

- 1) To require a Certificate of Insurance for a minimum of \$1,000,000 per incident (\$2M general aggregate) liability coverage as a condition to the issuance of any playing field and/or related facility use request.
- 2) To have such insurance name the parties indemnified in this paragraph named as an additional insured and loss payees: City of Salem, 93 Washington street, Salem, MA. 01970.
- 3) A police detail, where deemed necessary by the Parks and Recreation Department, the Salem police, or the Department of Public Services. The cost of such police detail shall be borne by the permit holder, at the current rate, established by the Salem Police Chief.
- 4) To revoke permits issued for violation of Policy, City Ordinance or Parks and Rec. Dept. Rules and Regulations.

#### VIOLATIONS OF PARKS AND RECREATION DEPT. RULES AND REGULATIONS

- It is the responsibility of the individuals, league, team, or group representative to inform every participant in their group about the rules and regulations specified in this Policy, and to inform them of the Salem Parks and Recreation Departments rules and regulations for parks and playgrounds.
- NO excuses will be tolerated for not knowing the rules for usage of any field, court, beach, or venue.
- Failure of individuals, leagues, or groups to follow the Salem Parks and Recreation Department policies may result in the loss of the approved Permit, without a refund of any fees.



**SALEM PARKS AND RECREATION  
NONWAIVABLE ADMINISTRATIVE FEES  
BALL FIELDS AND BASKETBALL COURTS**

| TIER | YOUTH<br>HOURLY | YOUTH<br>SEASONAL | ADULT<br>HOURLY | ADULT<br>SEASONAL | GROUP   |
|------|-----------------|-------------------|-----------------|-------------------|---|
| 1    | N/C             | N/C               | N/A             | N/A               | CITY OF SALEM ( SCHOOL, PARK AND RECREATION DEPARTMENTS, ETC.)  |
| 2    | N/C             | N/C               | N/A             | N/A               | SALEM BASED YOUTH ORGANIZATIONS<br>100% ALL VOLUNTEER, GREATER THAN<br>90% SALEM RESIDENTS<br>( SALEM LITTLE LEAGUE, SALEM YOUTH<br>SOCCER, ETC.) |
| 3    | \$15            | \$150             | \$20<br>A       | \$300<br>B        | SALEM BASED ORGANIZATIONS<br>100% ALL VOLUNTEER   |
| 4    | \$35<br>A       | \$450<br>B        | \$40<br>A       | \$ 550<br>B       | ALL OTHERS  |

LIGHT USE FEE: A - \$25 A NIGHT                      B - \$200 A SEASON  
SEASONAL RATE: 2 HOUR BLOCK, ONCE A WEEK, FOR THE SEASON  
VENDOR FEE -- \$25.00 PER VENDOR

