



Medford Park Commission 2024 Field Permit Application

Permits are issued for each season. Please submit your application during the appropriate review dates below.
If you are requesting a park dedication, please fill out a separate form located on the Recreation website.

Spring Season	
Park Commission Review Dates: February & March	Permit Dates: April 1-June 30
Summer Season	
Park Commission Review Dates: April, May & June	Permit Dates: July1-August 31
Fall Season	
Park Commission Review Dates: July, August & September	Permit Dates: September 1 – Nov 30

Fees

Fees must be submitted before permits will be approved by the board. You may come to the Park Commission meeting with a check and submit payment after the permit is reviewed. Please make the check out to "The City of Medford".

RATE CATEGORIES Effective February 2024.

5ŁMedford Open Youth Leagues

\$200 per league (\$400 for lighted fields/courts): Open registration of Medford youth leagues under the age of 19 shall pay per season \$200 per league (\$400 for lighted fields/courts). Includes league all-stars, playoffs, sponsored select teams, tournaments and fundraising events. (Little League, Babe Ruth, Youth Soccer, Medford Mustangs Football, MYGS, WMBL etc.)

BŁAll others

Non-lighted per field/court: \$50 per hour (minimum of 2 hours); Lighted per field/court:\$100 per hour (minimum of 2 hours).

CŁOne Day, Non-Profit Event

Most events will have a minimum fee of \$25 but will be determined by the Parks Commission.

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All final artwork, monuments and dedications, must be seen and approved by the commission before displayed at a city park. Any alterations after final review are subject to removal.

EŁThe Board of Park Commissioners shall set special permit fees for other types of park uses not listed, including one-time special events, tournaments or for profit operations, as it deems necessary. Special requirements might be needed to receive approval from the Parks Commission.

Application for Use of Parks

Applications can be obtained online at www.medfordma.org (click on 'Parks Division' under 'Departments'). Applications can also be obtained in person at the Department of Public Works office at Medford City Hall.

Park Commission meetings happen on the 3rd Tuesday of the month in Room 201. Zoom Meetings can be provided if requested in advanced. For an application to be reviewed in that meeting, the application must be received at least **7 days prior** to the meeting date – otherwise it will be reviewed at the following meeting.

Return completed applications, fees, and other required/supporting documentation to Kevin Bailey, Park Board Secretary, in the Recreation Center, located on 30 Forest Street. Documents can be emailed to Kevin at kbailey@medford-ma.gov.or be dropped off at the Recreation Center Monday-Saturday between 9am-12pm.

Supporting Documents:

- Roster/List of Participants: Applicants shall submit a roster or list of participants. Prior year is acceptable at time of application; current year will be required at the time of permit issuance.
- Schedule: Prior year schedule will be acceptable for application purposes. Current year schedule must be submitted prior to permit issuance so the Park Department can schedule field maintenance. Permits cannot be created without a schedule.
- Financial Report: Each organization shall submit its financial report for its most recent fiscal year as evidence of financial responsibility. Applicant may use its own report as long as it shows the beginning and ending fund balances and the sources and amounts of all income and expenses. Any permit applicant that does not collect, raise or disburse funds may indicate that on its application.
- Fee: Full payment of permit fee is required. Make checks payable to City of Medford.
- Proof of Insurance: If application is approved, prior to issuance of the permit, the applicant must submit proof of property damage and bodily injury insurance shall be in the form of a Certificate of Insurance issued by your insurance agent naming the City of Medford as an additional insured. For permits issued to individuals or families, proof of Homeowners Insurance or Special Event Insurance may be sufficient. Permits issued to Medford Public School or the City of Medford do not require proof of insurance. If a policy has an expiration date during the permit period, the permit will expire automatically on that date unless proof of insurance is provided showing coverage beyond that date.

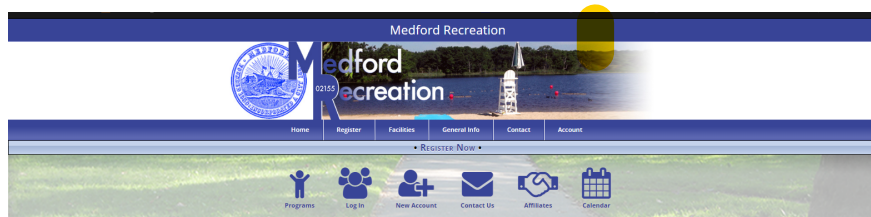
Receiving Permits:

Current schedules must be submitted in order to have permits emailed to you. Once the schedule is put into the computer, the permit will be automatically sent to the email address submitted on your permit application. The email from the computer will be from noreply@receipts.myrecdepartment.com. If you do not receive your permit within a week of submitting your schedule, please check your SPAM box. If you need to make changes to your schedule, please email Kevin Bailey. Please give at least 48 hours' notice for changes to be made. You can view your organizations' permits and other field permits at medfordrecreation.org and click on the calendar icon.

If your organization is not on the calendar, you do not have an official permit to use the field. Using the fields without approval can result in loss of future and/or current permits.

Cancellation / Refunds:

Once a schedule is submitted and permits issued, refunds will not be given. In the event fields are closed by the City due to inclement weather, you must email Kevin Bailey within 48 with a make up date. If a make up date cannot be scheduled, a credit will be applied to your organization for a future rental. Field closures will be posted as an alert at the top of the Recreation website (www.medfordrecreation.com)





Medford Park Commission Application for Use of Parks

(Please fill out one application for each field/court requested per season)

CONTACT INFORMATION

Name of Organization: _____ Web Address: _____
 Contact Name: _____ Contact Title: _____
 Address: _____
 Phone: _____ Cell: _____ Email: _____

PARK/COURT REQUESTED

Name of Park *(please select from the list provided)*: _____

Other: _____ Sport, Activity, or Event: _____

Dates: From: _____ To: _____

Days:	Time:
Monday:	_____ to _____
Tuesday:	_____ to _____
Wednesday:	_____ to _____
Thursday:	_____ to _____
Friday:	_____ to _____
Saturday:	_____ to _____
Sunday:	_____ to _____

For teams, leagues, or other sports organizations, please submit the following with application:

- Roster/List of Participants: (Submit prior year names and addresses if current year is not finalized)
- Schedule: Submit prior year schedule if current year is not finalized (list of home or visitor)
- Financial Report: For most recent fiscal year (or budget for new entities)
- Permit Fee: Checks payable to City of Medford

Return completed applications, fees, and other required documentation to Kevin Bailey, Park Commission Secretary at kbailey@medford-ma.gov.

Park Commission meetings happen on the 3rd Tuesday of the month in Room 201 at City Hall. For an application to be reviewed in that meeting, applications **must be received at least 7 days prior to the meeting date** – otherwise it will be reviewed at the following meeting. Contact Kevin Bailey at kbailey@medford-ma.gov if you would like to be included on the agenda. Once application is approved, applicant will need to provide proof of insurance, current year list of roster, and schedule of games and practices. Schedules must be submitted to create a permit and have it viewed on the public calendar.

COMMISSION USE ONLY	APPROVED	DENIED	FEE PERMIT:
RECEIVED: Roster	Schedule Financial Report	Insurance	Payment Check#: _____

EVENT INFORMATION



In addition to the standard permit application, if you are hosting an event including music festivals, tournaments, ceremonies, etc. please fill out this form to help the Recreation Department and Commission better understand your request.

CONTACT INFORMATION

First Name: _____ Last Name: _____
Organization: _____ Phone: _____

EVENT INFORMATION

Date: _____ Time: _____ Number of People: _____
Event Name: _____ Website: _____

QUESTIONS

Will you need use of electricity for this event?	Yes	No
Will you need lighting?	Yes	No
Will there be amplified sound including music of P.A system?	Yes	No
Will you set up staging or podiums for the event?	Yes	No
Will you be serving food?	Yes	No
Do you plan to have food trucks?	Yes	No
Will you be serving alcohol?	Yes	No
Will the event require streets to be closed?	Yes	No
Do you need access to bathrooms?	Yes	No
Will you need DPW or the City to set up for the event?	Yes	No
Do you need additional time to set up or break down for the event?	Yes	No
Will you be charging an entrance fee for the event	Yes	No

PLEASE PROVIDE ANY ADDITIONAL NEEDS OR INFORMATION ABOUT THE EVENT

*****Office Use Only*****

Department Approval

Board of Health: _____

Date: _____

Police Department: _____

Date: _____

Department of Public Works: _____

Date: _____

Fire Department: _____

Date: _____