



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

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RECREATION DIVISION: (781) 942-9075

FIELD PERMIT PROCEDURE

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

1. Fees collected is used to recondition and improve existing Recreation Facilities during the Capital Improvements process.
2. Fees collected is used to cover the administrative cost of field scheduling by the Reading Recreation Division.

Procedures:

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.

Reading Residents

Reading Residents are defined as any person(s) with either residence or employment in the Town of Reading.

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.

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.

2. Fee Payment

There is a \$10 administrative fee for any field permitted per 4-hour block by a Reading Resident.

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

Non-Residents

Non-Residents are defined as any person(s) with residence or employment outside the Town of Reading.

1. Apply for 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.

2. Fee Payment

There is a \$20 fee per hour per field use for any field permitted by a Non-Reading Resident. Time is distributed in 1 hour increments.

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

****Once a Non-Resident has received a field permit, that permit can not be removed to meet a Reading Residents request.*

Organized Town Leagues

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.

1. Apply for Field Permits

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

<u>Season</u>		<u>Deadline</u>	<u>Midseason</u>
Spring	(April 1 - June 20)	February 28	May 15th
Summer	(June 21 – August 31)	May 21	July 15th
Fall	(September 1 – November 30)	August 15	October 15th

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.

2. 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.

3. 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:

1. All scheduled home and away games for the season

All possible play-off dates. **Only if the league or coach wants these dates reserved. If the league or coach does not want to reserve playoff dates, they may request any dates needed at the end of the season. Permits will be granted on a first come, first serve basis. Playoff game fees are encompassed within league roster payments.

4. 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.

5. 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.*

6. 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.

Fee is \$10.00 per person per season

At the Midseason Organization shall submit a final roster with the remaining 25% of the Balance.

7. 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.

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.

1. Apply for 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

2. Fee Payment

Non-Reading Recreation Camps 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 or Clinic. A final roster shall accompany the outstanding balance on the final day of the Camp or Clinic. Camp or Clinic must submit proof of insurance no later than one week before the initial date requested. All clinics and Camps are subject to spot checks by the Recreation Administrator. Camps must be approved by a representative of the Board of Health.

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.

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.

Revised May 26, 1999
Updated Feb. 6, 2004
Revised March 9, 2004
Amended July 14, 2004