

## PEABODY SCHOOL COMMITTEE

### TURF FIELD USE POLICY

#### STATEMENT OF PURPOSE

The City of Peabody School Committee hereby adopts the following policy concerning the use of the Peabody High School Turf Field.

It is the policy of the Peabody School Committee to encourage the use of the public parks in Peabody by community groups for worthwhile purposes when such programs and activities do not conflict or interfere with programs of the Peabody School and Athletic Departments or activities of other agencies of departments of the City of Peabody.

Use of the turf field shall be limited to groups whose purpose is to provide recreational, educational, philanthropic, civil, musical, or social programs that promote the general welfare of the community.

Unless specifically requested and approved by all applicable City Departments and Boards, it is understood that the function/activity to be held is not for commercial gain or personal benefits.

The School Committee and the Parks Department are the final authority and judge as to whether the activity promotes the general welfare, is harmful to property, or is for private gain. The Park Commission reserves the right to reject any or all requests for the use of the turf field.

Individuals and groups using the turf field must adhere to the rules and regulations set forth in The City of Peabody Code of Ordinances; Section 21. Reference is also made, where applicable, to School Committee Policy KF-R, Community Use of School Facilities.

#### PERMITTING POLICIES

Any use of the turf field by individuals and/or groups shall require a permit obtained through the Parks Department.

Organizations must submit requests for permits in writing or digitally by completing the appropriate application. Additional information may be requested.

PVMHS MIAA sanctioned athletic teams re-scheduled or tournament games will take priority over any previously approved permits for field use.

Reallocation or subletting of fields by a permit holder is prohibited. In the event that permitted fields are going unused, the unused dates and times will be turned back to the Peabody School Athletic Department.

If it is determined by the Department that a permitted group or organization is not using the fields for which they have permitted use, the permit may be rescinded by the Department. Any violation of the terms of the permit or ordinances of the City of Peabody shall be grounds for immediate revocation of the permit and denial of future applications of permits submitted by the team or organization.

All Tier 3 and 4 applications must be presented to Peabody School Committee for approval.

The Peabody School Committee or Parks Department reserves the final authority to approve or disapprove field permit requests.

All policies will be reviewed on an annual basis.

#### FIELD CONDITIONS

The Department reserves the right to close a field due to the following conditions:

- Unplayable or at risk for damage due to inclement weather conditions
- Severe damage that has resulted in dangerous or unsafe playing conditions.
- Field reconstruction or renovation
- A need to close a field to “rest” the turf and allow for turf repair.

#### CANCELLATIONS

In general, it is the responsibility of each group, league, or organization to determine if a field is unplayable on a given day. Groups, leagues, and organizations who chose (or choose) to use a field during inclement and cause damage to the field will be held responsible for the damage and risk revocation of their permit.

Conditions to consider for cancellations: standing puddles of water on the field, footing is unsure and slippery, ground is water logged and “squishy,” lightening, and severe weather storm.

## FEES:

Certain fees are applied to each level in the tier system. See chart for fee structure.

- Application Fee: \$100 per application
- Field Rental Fee: Payment per hour with a 2 hour minimum; See Tier Structure
- Light Use Fees: Please refer to Tier Structure

A portion of Field Use Fees collected will be placed in a field maintenance account.

## DOCUMENTATION:

Organizations are required to provide certain documentation in order to obtain their field/facility use permit.

1. All league organizations requesting a permit are required to provide the City of Peabody with a Certificate of Insurance naming the city as an additional insured party for a minimum of \$1,000,000 Public Liability insurance for injuries, including wrongful death to any one person and subject to the same limit for each person in an amount of not less than \$3,000,000 damages on account of all accidents.
2. Any organization claiming they are “non-profit” must show proof of current status by providing a copy of current Form PC.
3. The City of Peabody School Department requires a written letter on organization letterhead from a permit applicant verifying all paid staff or volunteers are CORI certified. (MA Chapter 385 of the Acts of 2002, M.G.L. c. 71, § 38.)

**PRIORITY USE:** A Tiered Priority Use System will be followed when issuing permits.

When two or more groups request the use of facilities that will result in one use conflicting with the other, priority will be given to the traditional in-season sport, defined as follows:

- Fall (September 1 through November 30)—Football, Field Hockey, Soccer
- Spring (April 1 through June 30)—Lacrosse, Track & Field

