



TOWN OF IPSWICH

IPSWICH, MASSACHUSETTS 01938

JEFFREY M. PUTUR
Superintendent

CEMETERY & PARKS DEPARTMENT
PHONE: 978-356-6643
FAX: 978-356-6616

APPLICATION FOR FIELD USAGE

Organization: _____ Date: _____

Contact Person: _____ Email: _____

Address: _____ Phone: _____

Bill to: _____

Field requested: _____

Date(s) requested: _____

Time(s) requested: _____

What sport/activity will be played? _____

Circle an Ipswich approved user number – (1) 100% (2) 50% (3) -50%

SIGNATURE: _____ DATE: _____

Cemetery & Parks use only

Approved

YES

NO

Deposit paid _____

Key issued _____

SIGNATURE: _____ DATE: _____

TOWN OF IPSWICH, MASSACHUSETTS, FIELD USE POLICY

April 5, 2013

The Town of Ipswich, through the authority of the Board of Selectmen and recommendations of the Cemetery & Parks Department, has adopted the following policy concerning the Town's playing fields. Permits are not necessary during daytime hours for incidental use that do not conflict with scheduled school sports activities or any organized athletic programs with approved permits. Any regular meeting of a group of individuals is considered organized use and does require a field use permit. Fields at schools sites and Mile Lane are controlled by the School Dept.

PERMIT PROCEDURE:

- Any organized or regular use of Town fields requires a permit in advance of use from the Cemetery & Parks Department.
- Applications must be completed with required information and submitted to the Cemetery & Parks Department Office.
- Permission must be secured and verified by a signed copy of the application by the Cemetery & Parks Department before a group may begin use of the designated field.

APPROVED USERS:

1. *Youth, Adult or Non-Profit Organizations, 100% Ipswich Residents.
Includes Little League, Babe Ruth and school sports. All members are residents or employees of local businesses. No fee.
2. *Youth, Adult or Non-Profits, 50% Ipswich Residents
\$15 per hour.
3. Youth, Adult or Non-Profit Organization, less than 50% Ipswich residents.
\$20 per hour.

*Residency proof required on rosters of all players and managers with addresses and phone numbers. Categories 1 and 2.

PAYMENTS: 50% of seasonal field use fees are due with applications. Balance is due at end of season with adjustments for dates not used due to schedule changes or weather conditions.

Light Fees: \$20 per night. Additional fees may be applied if usage results are over 3 hours.
Category 1 approved users only.

Fees collected shall serve the following functions:

- Lights fees are used to cover monthly utility costs of operating the lights on the softball field and adjacent open field areas.
- Field use fees will be used to recondition and improve the park areas used for various activities.

RULES AND REGULATIONS

Any organization or user who receives a permit to use Town recreational facilities shall abide by the following rules:

TRASH: Permit holders are responsible for the trash generated by their use, both by participants and spectators, and must take all such trash with them when they leave the site.

WEATHER CONDITIONS: Participants are not allowed to play in unsafe conditions. To prevent damage and for safety reasons, fields are not to be used during rain, existing wet conditions, or lightning.

DAMAGES: Permit holders are responsible to repair any superficial damage or to replace any divots that occur during their use. Any significant damage to the fields, structures, or fences that occur during their use must be restored to the original condition at the expense of the permit holder.

AUXILIARY UNITS: No stakes, poles, banners, or subsurface holders may be erected on or near playing fields at any time.

PROHIBITED SUBSTANCES: Alcohol, tobacco, and controlled substances are prohibited on any Town property, including parks and school sites in Ipswich. It is the responsibility of the permit holder that all persons affiliated with the permitted organization, including spectators, refrain from use of alcohol, tobacco, or controlled substances anywhere on Town property including the parking lots.

MOTOR VEHICLES: Motor vehicles are not permitted on any field areas, and all vehicles must be parked in designated, legal areas.

DOGS: No person owning, harboring, or having custody and/or control of a dog shall permit such dog to trespass on Town playgrounds and fields that are used by children.

LIABILITY: The Town of Ipswich carries no medical insurance for users of its facilities. Users participate in the activities at their own risk. Proof of insurance is required, otherwise a signed liability form is required.

RESPONSIBILITY: The applicant or other person who is designated on the permit form must be present at all times when a field allocated to them is in use.

By submitting an application, all applicants and their organization agree to conform to the policies and regulations as noted above. Violation of any noted conditions, or any other Town, State, or Federal law will be grounds for immediate revocation of the permit, and no refund of submitted fees.



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LIABILITY RELEASE

I the undersigned understand that my/our participation in the below stated meeting or program on Town of Ipswich property involving physical activity does include an inherent risk of possible injury. I assume all risk of any injuries, losses, damages as a condition of being admitted to any program conducted on Town of Ipswich property. For my own safety and health along with other participants, I agree to conduct myself in a manner consistent with Town of Ipswich rules and observe common sense safety. I certify that my physical health is sufficient to participate in the activities of said program.

I the undersigned shall to the maximum extent permitted by law indemnify and save harmless the Town of Ipswich from any and all damages, liability, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the following meeting, activity or program held on Town of Ipswich property.

I the undersigned below certify that I have read the above agreement and I consent to the written provisions for myself and or said child applicant as participant(s).

Name of Program or Meeting _____ Program Date _____

Name of Town Property _____ Name of Participant(s) _____

Print name	Signature
Print name	Signature
Print name	Signature
Print name	Signature
Print name	Signature
Print name	Signature
Print name	Signature
Print name	Signature
Print name	Signature
Print name	Signature
Print name	Signature