



Town of Hingham

Outdoor Recreational Facilities Permit

Questions? Contact the Rec Department: 781-741-1464 or info@hinghamrec.com

210 Central Street, Hingham MA 02043 • 781-741-1464 • www.hinghamrec.com

TOWN OF HINGHAM FIELD USE POLICY

The Town of Hingham Recreation Department coordinates and schedules the use of outdoor athletic fields, courts and recreational facilities (collectively the "Outdoor Recreational Facilities") under the jurisdiction of the Board of Selectmen, School Committee, and Hingham Recreation Commission. The purpose of this policy is to establish an orderly and fair procedure for the reserving of Town of Hingham Outdoor Recreational Facilities for the purposes of practices, games and other activities. It is the intent of this policy to balance the increase in demand for such organized uses with the maintenance, renovation, and rest necessary to protect the long-term playability of our Outdoor Recreational Facilities and ensure participant safety.

All Outdoor Recreational Facilities participants are expected to adhere to the following guidelines to help keep our Outdoor Recreational Facilities in an acceptable condition for public use. Violation of these guidelines may result in fines, revocation of permits or the loss of future permitting or use privileges: Permit holders are required to see that players and spectators adhere to all following policies.

PERMITTING PROCEDURES

- Submit a completed Outdoor Recreational Facilities Application (page 2) along with payment via check made payable to: "Hingham Recreation", or credit card to the Hingham Recreation office.
- Include a copy of the organization's insurance certificate. It must be for a minimum of \$1,000,000 general liability coverage and the Town of Hingham must be named as an additional insured.
- Any organization that uses employees, volunteers, vendors or contractors and provides activities or programs to children 18 years of age or younger must sign the section of the permit acknowledging that their organization CORI checks all employees, volunteers, vendors or contractors, as required by Massachusetts General Laws (M.G.L. c. 6, § 172H).

PERMITTING PRIORITY

- TIER 1:** Hingham Public Schools, Hingham Recreation Programs
- TIER 2:** Hingham Youth Sport Organizations (501(c)(3))
- TIER 3:** Adult Leagues, Private Individuals, Hingham Private Schools, Hingham based Clubs/AAU teams under \$500 per registration
- TIER 4:** For Profit Organizations, Clubs/AAU Teams over \$500 per registration

POLICIES

General Policies

- The allocation of Outdoor Recreational Facilities will be managed by the Director of Recreation and will be based on priority, field conditions, and scheduled field renovations.
- Any organized activity held at Hingham's Outdoor Recreational Facilities shall require a permit. This includes any type of practice, game, clinic or any other activity clearly being lead by a coach or adult organizer.
- Dogs are NOT permitted on baseball/softball fields that are enclosed by a fence. The Town bylaws regarding dogs will apply to all other Outdoor Recreational Facilities.
- All fields must be vacated by dark.
- No selling of food, beverages or merchandise on Town of Hingham Outdoor Recreational Facilities will be allowed without an approved concession permit.
- The individual/organization who signs the permit application assumes the responsibility for any accidents, injuries or damages that may occur at the Outdoor Recreational Facilities or to equipment. The applicant will be held responsible for the cost of repairs as a result of any damage.
- Accidents, injuries or damages MUST be reported to Hingham Recreation Department Staff.
- The Recreation Department may require applicant to place portable toilets at the Outdoor Recreational Facility. All costs for these portable toilets shall be the sole responsibility of the applicant.
- A permit may not be assigned to a different individual/organization.
- Town equipment and materials are not for public use unless permission was granted by the Director of Recreation.
- The use of tobacco and the possession or use of alcohol, narcotics or controlled substances on Town of Hingham Outdoor Recreational Facilities is prohibited.
- In the event of a conflict in reservations between school activity and a previously scheduled non school activity, the school request will take precedence.
- Police, fire, or supervisory coverage may be required at the discretion of the School Department and/or Recreation Department. It is the permit holder's responsibility to make arrangements to provide any required coverage.
- Fires and Grilling. Only gas or charcoal grills may be used outside on school property for preparing food. Any use must be approved by the Principal and take place in an agreed upon location. All grills must be attended by an authorized adult at all times. Clean up of all grills must be completed after they have cooled completely, ashes disposed of properly and removed from the school property. Open flame fires are permitted only with the approval of the School Principal and with Hingham Fire Department permission. All such fires must be completely extinguished and ashes disposed of properly.

Weather Cancellations

- The Hingham Recreation Director reserves the right to officially close Outdoor Recreational Facilities due to inclement weather. However, regardless of whether a field is officially closed or not, a practice, game or other activity should not commence or continue if: the field has standing water on it, footing is unsafe; lightning is in close proximity; and/or the turf is "squishy" when you step on it.

When in doubt, permit holders and or league officials should choose to cancel practices, games or other activities in inclement weather. Playing on a saturated field can ruin the turf for the rest of the season.

- Since lightning can strike up to 10 miles from a storm, participants should seek safe shelter as soon as they hear thunder or see lightning. The participants should wait 30 minutes without hearing thunder or seeing lightning before returning to the Outdoor Recreational Facility.

Maintenance / Trash Policies

- An Outdoor Recreational Facility with standing water is automatically closed.
- No unauthorized maintenance work may be done on any Town Outdoor Recreational Facility, including removal of standing water.
- No littering. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal. All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal.
- Individuals/Organizations using Outdoor Recreational Facilities are responsible for supervising the participants during use of the Outdoor Recreational Facilities and making sure the area is clean after completion of activities. If clean up must be undertaken by Recreation Department Staff, a custodial charge will be issued to the permit holder. At the completion of each function all Outdoor Recreational Facilities must be left as they were found.
- To protect the playing fields from long-term damage, the following guidelines must be adhered to regardless of weather, a practice, game or other activity should not commence, or continue, on a field if:
 - The field has been closed by the Town for any reason.
 - The field has standing water on it or saturated with water.
 - The field is deemed unsafe.
 - Once a game begins, the league official is responsible for the decision to suspend a game due to the above or other conditions.
- If DPW arrives to cut the grass, permit holders may be required to modify their sporting activity until the completion of DPW's work.

Outdoor Court Policy:

Outdoor Courts (Tennis, Basketball, Volleyball, Hockey, Skate Park) are free and accessible to Hingham residents – first-come-first-served. No scheduling or permit required.

PRIVATE TENNIS LESSONS are permitted under the following conditions:

- Lesson provider must complete an Outdoor Recreational Facilities Application (page 2) to reserve a court through the Hingham Recreation Department and provide a Certificate of Liability Insurance per the specifications above.
- All reservations for private lessons will be charged \$10 per hour. Maximum one court per hour, per lesson provider.
- Lesson providers must produce a permit upon request at all times during court use.
- Lessons are limited to 4 people or less. Each group must meet a 50% Hingham residency requirement.
- If lesson is being taught to one individual, then that individual must be a Hingham resident.

APPLICATION FOR THE USE OF OUTDOOR RECREATIONAL FACILITIES

Please fill out one (1) application for EACH request and send to:

Email: info@hinghamrec.com • Mail: Hingham Recreation Dept, 210 Central Street, Hingham, MA 02043

Questions? Contact the Rec Department: 781-741-1464 or info@hinghamrec.com

CONTACT INFORMATION

Responsible Person

Telephone (Home)

Individual / Organization (Applicant)

Telephone (Cell)

Address

Email

OUTDOOR RECREATIONAL FACILITIES REQUEST INFORMATION

1. Outdoor Recreation Facilities Requested (also check box in gray area): _____

2. Date(s): _____ 3. Time(s): _____

☐ This is a 1-time activity

expected to attend: _____

Will you charge an admission fee?

☐ This is a recurring activity

Type of Event: _____

☐ Yes ☐ No

PERMIT FEE SCHEDULE

CHOOSE YOUR ORGANIZATION'S CATEGORY

☐ TIER 1: No Fee

Hingham Public Schools, Hingham Recreation Programs

☐ TIER 2: \$10 / participant / season*

Hingham Youth Sport Organizations (501(c)(3))
*Baseball/Softball organizations incur an additional \$5 Infield Fee per participant, per season.

☐ TIER 3: \$30 / hour*

Adult Leagues, Private Individuals, Hingham Private Schools, Hingham-based Clubs, AAU Teams under \$500 per registration, \$50/hour for artificial turf field
*Baseball/Softball organizations incur an additional \$5 Infield Fee per participant, per season.

☐ TIER 4: \$50 / hour*

For-Profit Organizations, AAU Teams over \$500 per registration, \$100/hour for artificial turf field
*Baseball/Softball organizations incur an additional \$5 Infield Fee per participant, per season.

*THE RECREATION COMMISSION RESERVES THE RIGHT TO ADJUST FEES AT ITS DISCRETION.

PRIVATE LESSON TENNIS COURTS RENTALS \$10 / HOUR.

RELEASE / INDEMNITY AGREEMENT – MANDATORY (Please Initial)

_____ I have read and agree to comply with Outdoor Recreational Facilities use policies of the Town of Hingham Recreation Department listed on page 1 of this permit. I will assume responsibility for the payment of any fees associated with this permit. The Hingham Recreation Department may revoke this permit for failure to comply with the policies governing Town of Hingham Outdoor Recreational Facilities.

CERTIFICATE OF INSURANCE

_____ I have attached a certificate of insurance showing general liability coverage and naming the Town of Hingham as an "additional insured".

FOR ALL YOUTH ORGANIZATIONS

_____ I certify that our organization is C.O.R.I. certified and that all employees, volunteers, vendors or contractors have been CORI checked as required by MA state laws (M.G.L. c. 6, § 172H).

FOR ALL APPLICANTS

_____ I certify that the permit holder shall comply with all laws applicable to the use of the Outdoor Recreational Facilities (including, but not limited to, the Massachusetts Anti-Hazing Law (MGL 269, Sections 17-19) and the Massachusetts Anti-Bullying Law (MGL Chapter 71, Section 370) to the extent applicable).

The Recreation Commission, Board of Selectmen, School Committee and Town of Hingham shall not be responsible for any personal injuries or property damage. The permit holder does hereby release, indemnify and hold harmless the Town of Hingham and its employees, officers, boards, commissions, departments, agents and/or volunteers from and against any and all claims, actions, rights of action and causes of action, damages, costs, expenses, and attorney's fees arising from the organization's use of the Town of Hingham Outdoor Recreational Facilities hereunder.

AUTHORIZED SIGNATURE OF APPLICANT

DATE

PRINT NAME AND TITLE HERE

— PAYMENTS FOR PERMITS MUST BE MADE AT THE TIME OF APPROVAL —

FOR OFFICE USE ONLY

☐ FEE PAID Date: _____

☐ Credit Card

☐ Check # _____

Payable to: Hingham Recreation

MARK THORELL, DIRECTOR OF HINGHAM RECREATION
OR HIS DESIGNEE

DATE REC'D

DATE APPROVED

OUTDOOR FIELD / COURTS

Check the box of the chosen field.
*TYPICALLY NOT AVAILABLE TO PERMIT; CALL
THE REC OFFICE TO INQUIRE 781-741-1464.

*Bradley Woods Field

Carlson Fields

- ☐ Field A
☐ Field B
☐ Softball Field
☐ Baseball Field

*Basketball Courts (2), Skate Park (1)

Cronin Fields

- ☐ Soccer Field
☐ Baseball Field
☐ Tennis Courts
☐ Running Track

*Basketball Court (1), Volleyball Court (1),
Outdoor Hockey (1)

East School

- ☐ Upper Field
☐ Lower Field

Foster School

- ☐ Soccer Field
☐ Baseball/Softball Field
☐ Tennis Courts

*Basketball Courts (3)

☐ Haley Baseball Field

☐ Hersey Baseball Field

High School

- ☐ Softball Field (A)
☐ Softball Field (L)
☐ Turf Field (B)
☐ Track Field (C)
☐ Shot Put Area (D)
☐ Baseball Field (E)
☐ Baseball Field (O)
☐ Freshman Lacrosse (H)
☐ JV Lacrosse (I)
☐ Varsity Field Hockey (F)
☐ Practice Field (J)
☐ Practice Field (K)
☐ Soccer Field (G)
☐ Soccer Field (N)
☐ Soccer Field (Q)
☐ Small Soccer Field (M)
☐ Small Soccer Field (P)
☐ Running Track
☐ Tennis Courts
*Driving Range

*Hull Street Field

Kress Field

- ☐ Baseball/Softball
*Basketball Court (1)

Lynch Field

- ☐ Field #1 - Little league Field
☐ Field #2 - Little league Field
☐ Field A
☐ Field B

Middle School

- ☐ Field #1 (nearest to driveway)
☐ Field #2 (behind Field #1)
☐ Baseball Field
☐ Tennis Courts

Margett's Field

- ☐ Field #1 (Front)
☐ Field #2 (Back)

☐ Powers Softball Field

Plymouth River School

- ☐ Softball Field
☐ Tennis Courts
☐ Small Field behind School
*Basketball Court (1)

☐ South School Softball Field

*Basketball Court (1)

Hingham Public Schools

School Department Equipment and Ancillary Services

This application is for services and fees that are ***in addition to*** the Outdoor Recreational Facilities fees (listed on page 2).

FEES LISTED ON THIS APPLICATION SHOULD BE PAID DIRECTLY TO THE HINGHAM PUBLIC SCHOOLS.

Estimate of Charges and Personnel Required

	SCHOOL ORGANIZATIONS / CLUBS	SCHOOL-RELATED ORGANIZATIONS (PTO/BOOSTERS)	COMMUNITY-BASED ORGANIZATIONS	COMPANIES / BUSINESSES AAU / 501C-3 / CAMPS
Custodians	\$46/hour (Min 4 hours)	\$46/hour (Min 4 hours)	\$46/hour (Min 4 hours)	\$47/hour (Min 4 hours)
Press Box <i>(Adults only, requires Press Box Support)</i>	NC	\$25/hour	\$25/Rental	\$100/Rental (8 hours) \$50/Rental (4 hours) \$25/Rental (hourly)
Press Box Support Tech	NC	\$15/hour	\$15/rental	\$15/rental
Sound	NC	Included	Included/Press Box	\$10/hour
Scoreboard	NC	Included	Included/Press Box	\$10/hour

Calculation of Fees

<input type="checkbox"/> Custodians	# of Hours: _____	=	_____ .00
<input type="checkbox"/> Press Box	# of Hours: _____	=	_____ .00
<input type="checkbox"/> Press Box Support Tech	# of Hours: _____	=	_____ .00
<input type="checkbox"/> Sound	# of Hours: _____	=	_____ .00
<input type="checkbox"/> Scoreboard	# of Hours: _____	=	_____ .00
TOTAL FEE:		\$	_____ .00

*Direct questions regarding school/field use fees to Hingham Public Schools
at 781-741-1511 x1*

— PAYMENTS FOR PERMITS MUST BE MADE AT THE TIME OF APPROVAL —
FOR OFFICE USE ONLY

SUPERVISOR OF BUILDING AND GROUNDS

DATE REC'D

DATE APPROVED

ATHLETIC DIRECTOR (ONLY FOR USE OF HIGH SCHOOL ATHLETIC FACILITIES)

DATE REC'D

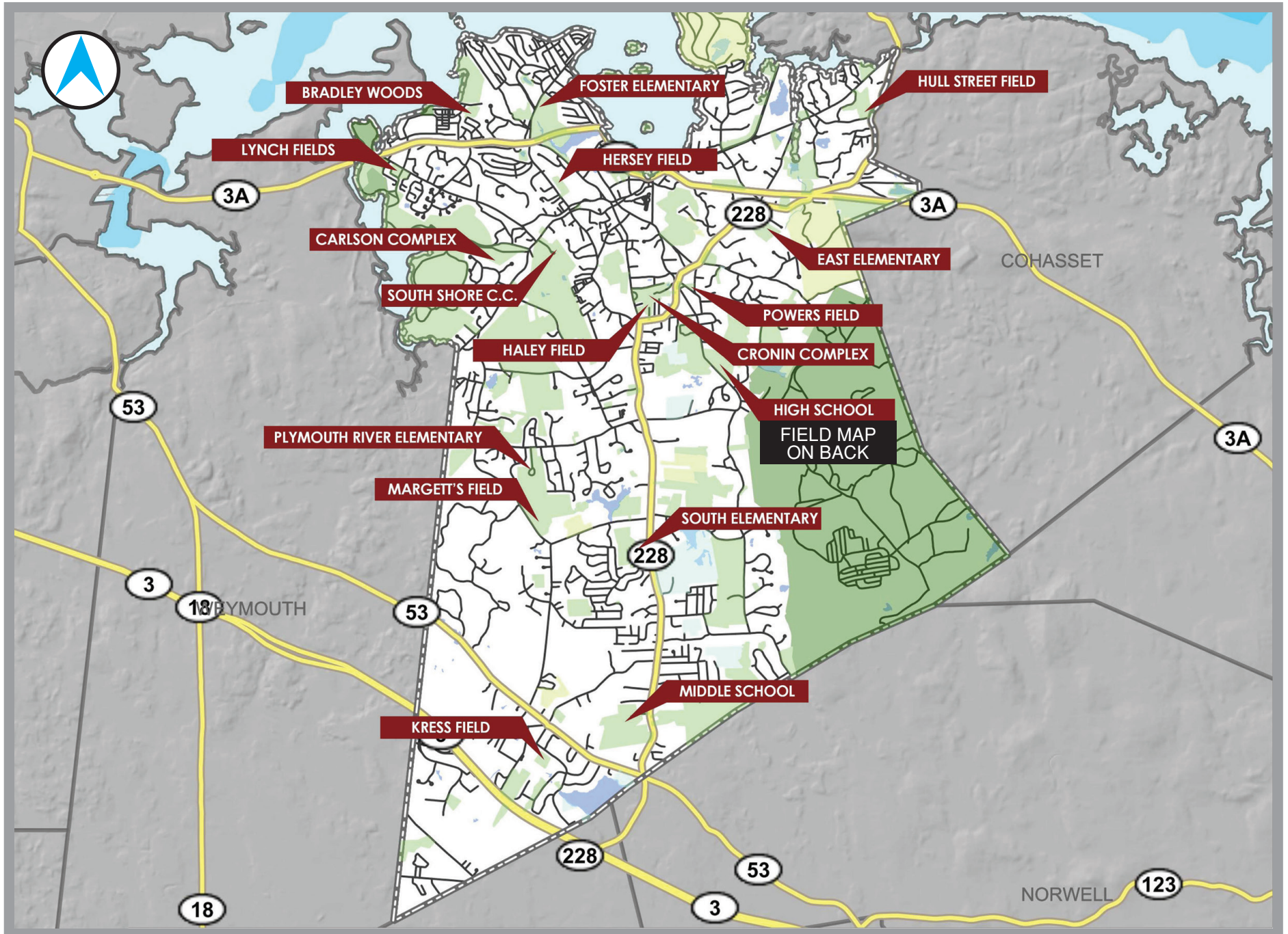
DATE APPROVED

☐ FEE PAID Date: _____

☐ Check # _____

Payable to:
HINGHAM PUBLIC SCHOOLS

Town of Hingham Athletic Fields & Outdoor Courts



Town of Hingham - Hingham High School Fields & Courts

