

# Ashland Fields Rental Policy

## Town of Ashland, Massachusetts

### Fields Management Policy & Procedures



Ashland, Massachusetts

#### 1. Purpose

This policy is intended to provide the framework for managing and prioritizing the usage of the recreational fields in the Town of Ashland, MA and has been approved by the Board of Selectmen and the School Committee. This policy will be administered by the Town's DPW and will be reviewed on an annual basis.

The DPW will make every reasonable effort to treat all organizations, teams, and individuals using Fields in a fair and equitable manner when establishing priorities for use, subject to the exception set forth below. Further, all players, coaches and spectators are required to abide by generally accepted standards of good sportsmanship and Ashland Public Schools core values. The DPW will decide scheduling priorities based on the User Groups/Priority Usage Schedule.

The town and schools believe that these fields, when properly used and maintained provide town pride, increase confidence and reinforce safety for the people who use the fields. They also encourage fitness and the development of physical skills and coordination. Most of all, Ashland fields can be very enjoyable for both the participants and their families.

#### 2. Management Definitions

In 2011, the need for an Ashland Fields Management Group (AFMG) was established in the Town of Ashland, MA following a Field Master Plan Study. AFMG turned over all operational activities to the DPW on July 1, 2014. The purpose of the AFMG was to manage all school and town owned recreational fields including scheduling, permitting, maintenance and inclement weather policy.

Field Management – DPW will make all decision regarding scheduling, permitting and maintenance. In the event of any conflicts, the DPW will refer the matter to the Board of Selectmen and/or the School Committee for their guidance. Rulings on cancellations at fields on school property made as a result of inclement weather will be made by the Ashland Schools Athletic Director. The Ashland Schools Athletic Director will inform the DPW. Rulings on cancellations at all other fields made as a result of inclement weather will be made by a DPW designee.

Field Maintenance - Field maintenance consists of regular and proper mowing, weeding, irrigation, fertilization, aeration, seeding and field lining (where applicable). It also includes the maintenance of baseball infields, sports facilities at existing fields and sports complexes. This also includes the decision to shut down a field for maintenance or resting. A field maintenance plan for each field and site specific policies has been made available to the public and is held by the DPW.

Field Improvements - Field improvements are comprised of any improvements to fields and/or, sports facilities at fields and field complexes. This will include restoring a field, new fencing, dugouts etc.

Field Oversight - Each permitted group will be responsible for its self governance against all applicable policies relating to the use of the field and facilities. The named person in the permit is ultimately held responsible for the actions of their group. Members of the public may raise concerns or issues via Town Hall. Ashland School Department has the ultimate authority governing the breach of any rules relating to the use of fields on school property.

#### 3. Fields

All Town and School Fields listed below shall have their scheduling, permitting and maintenance managed by the DPW. Fields may be added or removed at any time as deemed necessary.

Venue	Field	Description
Mindess School	Front	Ball Field Area

	Back	Multi-Purpose Field
Warren School	Softball 1 (SB1-MP)	Ball Field Area near Snack Shack
	Softball 2 (SB2-MP)	Ball Field Area near School
	Front	Multi-Purpose Field at front right of school
Community Center	Baseball (BB)	Lower Ball Field
	Multi-Purpose (MP)	Upper Multi-Purpose Field
Stone Park	Baseball (BB-MP)	Large Ball Field Area
	Softball (SB-MP)	Small Ball Field Area
Gryncel Park	Baseball 1 (BB1)	Ball Field near Parking Lot
	Baseball 2 (BB2)	Ball Field away from Parking Lot
High School	Baseball (BB)	Ball Field at back left of High School
	Multi-Purpose (Turf)	Multi-Purpose Turf Stadium Field
	Track	Track Area around Stadium Field
	Practice Field 1 (PF1)	Multi-Purpose Field near Stadium Field
	Practice Field 2 (PF2)	Multi-Purpose Field away from Stadium Field
	Softball (SB)	Softball Field at back right of High School
Middle School	Softball & Multi Purpose (SB-MP)	Softball Field and Multi-Purpose Field near wetlands
	Baseball & Multi Purpose (BB-MP)	Baseball Field and Multi-Purpose Field
	"D" Area Field	Open area field
	Multi-Purpose (Turf)	Multi-Purpose Turf Field
	Tennis Courts	4 Tennis Courts
Pittaway School	Multi-Purpose	Small Multi-Purpose Field behind school

#### 4. Information & Organization Registration

The Town of Ashland will maintain and update a web site listing important information regarding a field's status and other pertinent information including organization registration and field permits.

All organizations must first register with the DPW before requesting field permit. Point of Contact, Proof of Insurance should be included.

**TO CREATE AN ACCOUNT:** <https://www.communityuse.com/default.asp?acctnum=281448512>

**\*\*\* IMPORTANT \*\*\***

**After you create an account, you can access the FIELDS calendar using the pull down to filter the VIEW ALL LOCATIONS field by selecting "FIELDS - TOWN AND SCHOOL" and then click FILTER.**

This link will allow new and existing field rental organizations to create an account on the new system and then request field rental space. Once an organization SUBMITS a request, it must then be Approved by the DPW (pending Insurance or Deposit if necessary) and then ACTIVATED to confirm your reservation.

#### 5. Use of Fields

Use of all fields requires a permit, which will be issued by the DPW. Town wide special events also require permission from the Town Manager. The Ashland School Department will be granted permits automatically as school sports, activities and events scheduling will be accommodated by the DPW. Ashland School Department sports teams shall have first priority for all school fields for games and practices provided that it notifies the DPW in advance of the scheduled games and/or practices.

#### 6. User Groups/Priority Usage

Permits will be issued and fees charged based on the following priorities –

- Town wide special events – This includes events such as Ashland Day, memorial services and fairs. DPW will issue permits for these events providing they have been cleared by the Town Manager and meet all regulatory requirements.
- School use – Ashland schools have the next priority use of school fields over any other group, including youth sports. The use of school fields by non-school groups will not be permitted before 5.30 p.m. on any day when

school is in session. Ashland school use includes, but is not limited to, athletic games, practices (including captain's practices), activities and other special events.

- Coach's Clinics – Ashland School Department coaches who wish to run clinics must present a letter of support from the Athletics Director. Coaches understand that clinics may be cancelled due to field conditions. (Clinics are special events that are run out with a normal schedule e.g. goalkeeping clinic).
- Tournaments – including MIAA events
- Ashland Resident Youth Sports – Ashland Youth Sports (AYS, AYBS, AYL, Pop Warner, Legion) will be granted permits as field space is available. It is expected that these groups will work together to share field use. Ashland Youth Sports may also run in-house clinics for their members. Clinic times are limited to the days and times listed on their permit.
- Ashland Recreation Department Programs – Use of fields for camps, clinics and programs, which are run by the Ashland Recreation Department.
- Ashland Adult Groups – Adult groups must be organized with the primary intention of supporting Town residents. Leagues may play teams from other Towns, but one Ashland team must be involved in the game. Leagues must give priority to Town residents when filling team rosters. Ashland teams must be able to prove that 75% of the memberships are Ashland residents or Town of Ashland employees. Team rosters must be handed into the DPW prior to the start of the season.
- Charitable Groups – If field space is available, as determined by the DPW, groups who are hosting an event to raise funds for charity will be given a field permit. Proof of charity and Non-Profit Org documents required.
- Non Resident Groups/Camps – A non-resident group is defined as one whose membership is less than 75% Ashland residents or Town of Ashland employees. Use of fields by non-resident groups will be dependent on field conditions and availability. The Recreation Department may arrange for field use by outside camps during the summer months through the DPW as a permit is still required.
- Other Events – Any other events not categorized above

All groups who have been using Ashland fields in the past will be grandfathered into this new process in 2012 by having access to their traditional field usage as their first choice, provided that Ashland School Department sports teams shall retain first priority for all games and/or practices as set forth above on school fields. As always, all groups will work together to insure fields are shared and maintained. All groups will continue to have grandfathered access to fields provided they follow the permit guidelines and pay the applicable fees.

### Field Usage Rating Multiple

Different field activities represent various wear on our fields. The Field Usage Rating Multiple was developed to address different field usage types. These "Multiples" will be multiplied into the cost formula to arrive at appropriate fees per group. Any group missing from the chart below will be designated at 1.00.

Multiple	Activity
2.00	<b>Football:</b> Varsity, JV, Freshman
1.50	<b>Soccer:</b> Men's O40/O50, Boys Varsity, Boys JV <b>Lacrosse:</b> Boys Varsity, Boys JV, Youth <b>Football:</b> Pop Warner
1.00	<b>Soccer:</b> Women's, Girls Varsity, Girls JV, Middle School <b>Field Hockey:</b> Varsity, JV, Middle School <b>Lacrosse:</b> Girls Varsity, JV Girls <b>Baseball:</b> Men's, Legion, Varsity, JV, Middle School, Nokona <b>Softball:</b> Women's, Varsity, JV, Middle School <b>Track:</b> All
0.75	<b>Baseball:</b> Youth <b>Softball:</b> Youth <b>Lacrosse:</b> Youth <b>Soccer:</b> Youth <b>Recreation Department:</b> Sports Camps <b>Special Events:</b> Ashland Day, Stone Park Concerts

### 7. Fees

Field usage fees will be deposited into a single enterprise account that can only be used by the DPW for field maintenance and improvements and cannot, in any way, be used for non-field maintenance or improvement expenses.

Fees for Grass will be the stated rate below multiplied by the Field Usage Rating Multiple value appropriate for that sport. Turf Field will use the stated rate only. Track usage will follow Grass pricing.

User Groups	Grass (+ Multiple)	Turf
Ashland Resident Youth Sports	\$40/hour	\$80/hour
Ashland Adult Groups	\$50/hour	\$100/hour
Charitable Groups	\$40/hour	\$80/hour
Non-Resident Groups/Camps	\$60/hour	\$120/hour
<b>Additional Fees</b>		
- Lights Use	\$50/hour	\$50/hour
- Field Usage Rating Multiple	See Section 7	N/A
<b>Optional Fee Structure **</b>		
- Full Use Charge "Adoption"	Depends on Actual Costs	N/A

Town Wide events and School Usage carry no fees and these groups have priority over all fields.

\*\* Fees may be restructured to ensure costs are fully covered to properly maintain fields. For Organizations to "Adopt" a field, a maintenance plan must accompany permit request and the plan must be approved by DPW.

## 8. Other Sources of Revenues

### Fundraisers and Sponsorships

- o All activities will be approved by either the Town or School (depending on venue)
- o Public & Private fundraising will be coordinated with the DPW to align the overall ongoing improvements plan with funds needed as well as for reserve accounts. Outreach will include private sector individuals and companies and others to raise capital through donations using a well developed and planned approach.

## 9. Improvements

The DPW will also be responsible for managing field and site improvements. They will collect requests and note needed improvements and seek groups to raise funds to pay for these improvements and/or allocate/request resources. Improvements to facilities on school properties will require the approval of the DPW and the school committee or school administration before any work is carried out. Improvements to fields and facilities on all town-owned properties, including school properties, shall require review and approval of the Board of Selectmen. The DPW will also work with the town to organize efforts to complete improvement projects. Any group interested in improvements must get approval from the DPW or School Committee and any other required body, before any work is done.

## 10. General Field Rules

- School Fields – Any groups using fields on school property must be cognizant of and abide by the school rules. Non-School groups cannot use TURF fields Monday through Thursday until after 7:00pm when school is in session and/or when school teams have a game and/or practice. Non-School groups cannot use GRASS fields Monday through Thursday until after 6:00pm when school is in session and/or when school teams have a game and/or practice.
- Hours of Operation – There is no limit to field usage and rental.
- Prohibited activities – Consumption/possession of drugs, alcoholic beverages and/or tobacco; use of fields beyond permitted dates and/or times; use of fields during inclement weather or before they are declared ready; any activity that may cause field damage, Additionally, only water is allowed on turf fields. Drinks with colors cause staining and are prohibited.
- Field Care and Maintenance – Groups are expected to use trash and recycling receptacles and to police themselves during and following an event. They should also be responsible for ensuring that trash from visiting teams have been picked up and deposited in the trash or recycling receptacles. If the group expects to generate excess trash, they must provide a means for removing trash themselves. The Town of Ashland

encourages groups to provide their own receptacles for recyclable materials such as water bottles and to carry out these items from the field area.

- Infields - Baseball/Softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is responsibility of group and coaches are responsible for knowing the storage box combinations.
- Permit Holder – It is the responsibility of the named person on the permit to ensure that all rules are followed by their group.
- Dogs – Dogs are not allowed on any Town field or School property.

## **11. Inclement Weather**

Field use decisions will be delivered via Town Web Site

- Fields must not be used if there is standing water.
- Fields must not be used until at least 30 minutes after the last occurrence of thunder or lightning. (Note: everyone should leave the fields and find shelter or leave the area)
- Closed fields must not be used.
- If it rains over the weekend and no decision on field use is posted it will be up to each group or game official to decide if the field is playable.
- Groups using the synthetic turf field will make their own decision on the field.
- Groups are expected to use good judgment regarding potential field damage or player injury should the weather deteriorate prior to or during play.

## **12. Policy Breaches**

- Failure to adhere to the Fields Policy may result in the removal of the permit to use the field. The DPW will remove a permit if necessary. Appeals may be made to the Board of Selectmen.
- Any group who causes damage to any field will be expected to pay the repair costs.