



TOWN OF SCITUATE RECREATION DEPARTMENT  
FIELD/FACILITY PERMIT APPLICATION

2024

Applicant's Name: \_\_\_\_\_ Organization \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's email: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Facility/Field Requested: \_\_\_\_\_ (see list on back)

Second Choice: \_\_\_\_\_

On-site Supervisor: \_\_\_\_\_

The facility/field will be used for what purpose? \_\_\_\_\_

**Outdoor lights, concessions and building access is coordinated by Scituate Public Schools**

**The following documentation must be attached or updated copies must on file in Scituate Recreation department:**

**PROOF OF NON-PROFIT STATUS:**

Please attach copy of non-profit certificate from organization requesting field/facility (no umbrella certificates will be allowed – each organization must have separate status)

Choose one: ☐ Copy attached ☐ Current copy on file at recreation

**INSURANCE CERTIFICATE:**

Required of all Youth & Adult Organizations (\$1,000,000 policy, list Town of Scituate as an additional insured)

Choose one: ☐ Copy attached ☐ Current copy on file at recreation

**CORI PROOF:**

Please attach copy of login page form iCORI website with name of representative obtaining background checks.

Choose one: ☐ Copy attached ☐ Current copy of file at recreation

**Chapter 385 of the Act of 2002 – Sec.172H.** Any organization that provides activities or programs to children 18 years of age or less that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer. Prior to obtaining a field permit in Scituate, any organization or entity that accepts volunteers and provides activities or programs to children 18 years of age or younger must provide the Recreation Department with written documentation that the entity or organization is certified to perform CORI's on all volunteers, as **required by Massachusetts General Law**, prior to acceptance. I, \_\_\_\_\_, certify that our organization, \_\_\_\_\_, is CORI certified and does provide CORI checks on all of our volunteers. I have attached a copy of our proof that our organization is CORI certified. (Contact the Criminal History Safety Board in Chelsea at 800-526-6442 to get your team/league/organization CORI certified to commence these annual checks

# Town of Scituate

RECREATION COMMISSION  
FRIENDS OF SCITUATE RECREATION, INC.

600 CHIEF JUSTICE CUSHING HWY.  
SCITUATE, MASSACHUSETTS 02066  
TEL: (781) 545-8738  
FAX: (781) 545-6990



**Field/Facility Requested:** \_\_\_\_\_

**Date(s) and Time Requested:** \_\_\_\_\_.

**Repeat weekly - requested beginning on:** \_\_\_\_\_ **Ending:** \_\_\_\_\_

DAY	TIME
MONDAY:	
TUESDAY:	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

## **FIELD/FACILITY FEE**

**All permit holders must comply with town fee policy for fields/facilities. The permit holders will receive an invoice from Scituate Recreation after season begins and total number of participants in established**

Permit Holder Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Number of Participants in your program for current season/registration: \_\_\_\_\_

Of this number of participants, how many are Scituate Residents? \_\_\_\_\_

Admission charge per person: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Is a For-Profit organization being paid under this permit? \_\_\_\_\_

(group roster may be requested by Town of Scituate representative)

(See attached Field/Facility Rental Fee Chart)

\_\_\_\_\_  
**Signature of Authorized Representative**

**Do not write below this line—to be completed by Field Coordinator**

Date received in office: \_\_\_\_\_

Approved: ( ) yes ( ) no Notes: \_\_\_\_\_

Reason for denial of application: \_\_\_\_\_



## Town of Scituate Recreation Field/Facility Permit Regulations

### **Field Permit - order of priority policy:**

- (1) Scituate Public Schools has priority on all town fields during the MIAA designated season for specific sport. In addition, the permit status of non-profit organizations status may be impacted by unpredictable changes in the SHS Varsity game schedule or during playoff season (directed by MIAA).
- (2) The Town of Scituate Recreation Department has equal priority during high school off-season time (directed by MIAA).
- (3) Town of Scituate based non-profit organizations with 51% - 99% Scituate residents with proof of appropriate non-profit status, CORI proof and liability insurance (The permit status may be impacted by SHS athletic schedule).
- (4) For-profit organizations (Scituate based has priority over out of town organizations).  
(NOTES: Within a category, priority will be given to organizations with long standing seniority)
- Special Exemption required for rate class change, see Field Coordinator.

### **COMMUNITY TURF POLICY**

The Town of Scituate Community Turf Fields are designated community fields. They will be used primarily by SHS athletes Monday through Friday as needed. Town based youth organizations are given preference for turf use on weekends unless SHS requires use for Varsity games/playoff games.

### **FIELD AND FACILITY RULES & POLICIES**

1. Any Scituate resident can use a field within posted hours and following regulations. However, groups must step aside and relinquish field for permitted groups.
2. You must have a copy of the permit to use the field, and have it with you at time of use.
3. All non-profit groups using fields must hold their own non-profit status. You cannot be sponsored by another non-profit.
4. Scituate High School Athletics have priority use of all town fields. If the permit your group is issued states a starting time and a high school team is finishing a game, the high school game has priority until the game they are playing is completed. Field permits may be adjusted due to SHS Varsity games and playoff games with short notice due to schedule changes and the MIAA
5. Field permits will be restricted during Town Meeting, Special Town Meeting, certain Scituate High School events including but not limited to Spring for the Arts, graduation, and homecoming.
6. Fields must be reserved for league play. League's permits include practice time. Individual coaches must request additional practice time through their league officials. Recreation Department will only permit to one designated official per organization. Blanket permitting not allowed
7. **Reallocation or subletting of fields by permit holder is strictly prohibited.** If permitted fields are going unused, the unused dates and times may not be assigned to non-permitted users. These times are to be turned back to the Scituate Recreation Department for allocation to other users.
8. **If you rent a portable bathroom to place on town/school property it must be wheelchair accessible, ADA compliant and located in an accessible location.**
9. The use of Town Fields during inclement weather is dangerous practice for players, but also it is extremely damaging to the field. If the field conditions are questionable, we are asking for your full cooperation and common sense in decisions concerning playing the game or holding a practice.
10. Fireworks, fires, and cooking are not allowed
11. Use of weapons, drugs, alcohol and tobacco are prohibited on Scituate public grounds. MA General Law ch.71, sec.37H.
12. Vehicles are not permitted on the fields including players, coaches and spectators.
13. All maintenance requests must be submitted in writing to the Field Coordinator, Kevin Devin (kdevin@scituatema.gov) Leagues should not perform any maintenance on any fields without having a signed Town of Scituate's approval.
14. If you are not using a field for weather or other reasons please inform Field Coordinator. The Turf Field is in high demand and if you cancel another group may want to use the field. Please contact Field Coordinator via text at 617-939-3044 as soon as possible including last minute changes.
15. All litter created by users must be picked up and put in proper receptacles. You must leave the field clean and in the same condition, except normal wear, as it was when you arrived. Permit status will be impacted if field is left with trash. If you arrive at a field that is covered with trash please report incident to Field Coordinator.



## Weather Policy and Field Usage Restrictions

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**League Officials must use their best judgment when allowing practice or playing of games. Play should be suspended if:**

- There is standing water on the field and footing is unsure or slippery and/or ground is water logged or squishy (applies to all activity including football)
- Lightening or severe weather storms (cancels practice AND games)
- League officials make evening and weekend decisions.
- The Town of Scituate restricts field usage due to any reason including D.P.W maintenance program and mosquito borne diseases.

Use of a closed field or one with standing water, jeopardizes the safety of all, especially children. Future league permit approval will be impacted

**In addition the inappropriate use may require additional maintenance to restore the field to safe conditions, said cost will be charged to anyone under any permit using the Town of Scituate Public Fields.**

## Safety & Accidents

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1. Coaches must walk the field and surrounding area prior to use. Any potential hazards must be reported to players and opposing team players. Report hazards immediately to Field Coordinator [kdevin@scituatema.gov](mailto:kdevin@scituatema.gov)
2. In the event that an accident occurs, league rules must be followed. All coaches should carry basic first aid equipment. An accident report should be completed and sent to the Scituate Recreation Department within 24 hours (See attached accident report)

The youth and adult sports organizations in Scituate provide a valuable service to the residents. Scheduling, managing and maintaining the fields are a complicated process, but is successful when everyone works cooperatively.

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I agree that after the use of the field, it shall be in the same condition, less reasonable wear and tear. I have read and will comply with the requests of the Town of Scituate Recreation Commission.

**Should anyone under any permit using the Town of Scituate Public Fields not abide by the regulations, you could be subject, at the sole discretion of the Recreation Commission, to possible fines, suspension or loss of permit.**

I agree to hold harmless the Town of Scituate and/or its employees from claims for liability related to any accident that may occur to any participants and/or groups while using the Town Scituate Athletic Fields/Facilities

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Group

Date

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Signature (group representative)

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Title

**COMMUNITY TURF FIELDS and VETERAN'S MEMORIAL GYM FEES:** For rates and rentals fees, please see Field/Facility Rental Fee Chart (Contact Field Coordinator, **Kevin Devin** at [kdevin@scituatema.gov](mailto:kdevin@scituatema.gov) for more information).



## **LIST OF PERMITTED FIELDS AND FACILITIES**

### **Multi-Purpose**

Back Field (Scituate High School w/ lights, behind Community Turf Softball Field )  
Central Fields  
Community Turf Fields (3, multi-purpose w/ lights)  
Cudworth Fields  
Cushing School Field  
Flannery Field (at Hatherly School)  
Recreation Multi-Purpose Field  
Hatherly School Back Field  
Jenkins School Field  
Purple Dinosaur Field  
Wampatuck School Field

### **Football**

Practice Football Field at Scituate High School  
Community Turf Field

### **Baseball/Softball**

Cudworth Baseball Fields  
Recreation Baseball Field  
Greenbush Baseball Field (w/ lights)  
Central Softball North Field  
Central Softball South Field  
Central Baseball  
Purple Dinosaur Field  
Roach Baseball Field  
Community Turf Baseball Field  
Community Turf Softball Field

### **Basketball**

Humarock Basketball Court (beach parking lot)  
Kazlousky Basketball Park at Scituate High School  
Wampatuck Basketball Courts  
Veteran's Memorial Gymnasium

### **Tennis**

Recreation Tennis Courts  
SHS Tennis Courts

### **Misc**

Morrill Bandstand  
PJ Steverman In-Line Skating Rink



## **ADDITIONAL USAGE CONTACTS/INFO**

Use of outdoor lights and building access is coordinated through the Scituate Public Schools. There is a charge for the lights and in some cases there will be a custodial fee for access to the building. Should you require use of a **school building, concession booth or turf lights**, you must take the approved field permit to Scituate Public School's Business Office and fill out required paperwork.

OUTDOOR FIELD LIGHTS	Need to contact Recreation Department Field Coordinator at 781-545-8738 or email <a href="mailto:kdevin@scituatema.gov">kdevin@scituatema.gov</a> (all groups other than Scituate Public Schools). For SPS, contact <a href="mailto:spaine@scit.org">spaine@scit.org</a> (approved facility/field permit required). Emergency contact Kevin Devin 617 939 3044 or Scott Paine 781 424 2323 (Schools only)
CONCESSIONS	Need to contact <b>SPS Business Office</b> at 781-545-8750 X300 for availability and then <b>Scituate Board of Health</b> 781-545-8725 for required food permits, policy and application. (approved facility/field permit required)
BUILDING/RESTROOM ACCESS	Need to contact <b>SPS Business Office</b> to reserve building space and use at 781-545-8750 X300 (approved facility/field permit required)

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