



**TOWN OF ACTON**  
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## **Acton Recreation Field Permit, Field Use, and Weather Policies**

**FIELD-PERMIT POLICY:** Each individual or organization (“applicant”) seeking permitted use of a field must obtain an approved permit through the Town of Acton Recreation Department. The applicant must provide all required information, including a copy of appropriate insurance coverage, and pay all fees with the application. A permit may be issued for more than a one-time use of a field with the approved dates and times clearly stated on the permit. A field permit is not in force until the applicant receives the approved permit signed by Acton Recreation.

1. All field-permit requests are processed in the order received, with the following caveats:
  - a. Acton Recreation will not accept permit requests for field use that begins in a given calendar year until September 1 of the preceding year.
  - b. Permit requests received within three (3) business days of each other (e.g., permit requests received on a Thursday or Friday will be processed on the first business day of the following week) be processed as having been received at the same time. If the requests conflict in any way, resolution of the conflict will be guided by principles\* stated.
  - c. If a field request is received for a field that has been used for the previous two years by another party, Acton Rec will notify the other party in a timely manner.
  - d. Acton Recreation reserves the right to grant priority at its discretion to Town and annual Town-focused events. These events may not be announced until the season commences, and Acton Rec will inform permit holders at least two weeks in advance that their field use is suspended during that time.
2. Each field-permit application must:
  - a. include a current Certificate of Liability of Insurance with “Town of Acton” added as the additional insured, covering all field use for the applicant.\
  - b. be approved by Acton Recreation, which will forward copies to other Town departments as appropriate (e.g., Police and Fire Departments).
3. Carry in-carry out! Each permit holder is responsible to assure that a permitted field is thoroughly cleaned and policed after each use (including, but not limited to, no trash left on or near the field, and field lighting turned off). Acton Recreation reserves the right to revoke and cancel any permit at any time, without refund, for failure to maintain the permitted field following this policy.
4. Parking: Applicant agrees that all vehicles that are part of its organization or those belonging to spectators/attendees at its games or events, will be parked in a safe manner respectful to the community and not in any way impeding, or obstructing, public or private property in the surrounding neighborhood. Vehicles not parked as directed are subject to towing and not the responsibility of the Recreation Department or Town of Acton.
5. Cancellation Policy:
  - a. If a permit-holder cancels a field reservation at least 30 days in advance of the permitted start date, it is eligible for a 50% refund of fees paid with the application. No refund will be issued to a cancellation notice received fewer than 30 days in advance of the start date.
  - b. The Town of Acton reserves the right to cancel any permission whenever, in its discretion, such cancellation seems advisable.

**\* Principles for field schedule-conflict resolution.**

- a. At least one Acton resident is involved with each requesting party.
- b. The parties meet and resolve the conflict themselves. This would include setting different times for same-day use with an appropriate amount of transition time (e.g., 30 minutes to clear the field and leave in their vehicles).

- c. If another available site meets the needs of either applicant, the applicant will be permitted for the alternate site. If it meets the needs of both applicants, the site will be assigned by a) applicants' agreement, or b) Rec Department decision, which will be final.
- d. Acton Recreation may determine that both parties can use the field at different times the same day. The times will be assigned by a) applicants' agreement, or b) Rec Department decision, which will be final.
- e. In the event a schedule resolution is not resolved as noted above, Acton Recreation will propose a schedule resolution. After one final attempt to reach an agreed-upon adjustment, Acton Recreation will publish the schedule and the affected parties must accept and adhere to the final schedule.

Subletting of a field permit is not allowed. Permit is for permit-holder use only. Violators will be subject to permit revocation without refund. Inquiries for field use must be sent directly to Acton Recreation.

***Subletting definition as it pertains to this policy:***

Permit holder granting access to its permitted field during its permitted time to an outside agency (e.g., any individual, sporting organization, camp, business) for that agency to conduct activities (e.g., camps, clinics, tournaments) with or without compensation. The permit holder must apply for a separate permit in such a circumstance.

**FIELD-USE POLICY:** Field closings are the responsibility of Acton Recreation during weekdays. Permit holders manage field closings on weekends.

- No organization may use:
  - a field without a current permit issued by Acton Recreation.
  - a closed field.
- Each permit-holder must name a designated contact person for all Acton Recreation communications. The contact person and Acton Recreation will work together in determining field playability on weekends. If a permit includes more than one organization, there must be a contact person for each organization.
- Each permit-holder handles communicating any field closings to all field users (e.g., players, coaches, officials, parents) in a timely manner to avoid unnecessary inconvenience or improper use of closed fields.
- Once a field activity begins, an organization official (e.g., referee, umpire, club president) handles the decision to suspend activity.
- If an organization violates this Field-Use Policy, its permit may be revoked without refund.
- The Town of Acton is dedicated to a policy of non-discrimination on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability.

**INCLEMENT-WEATHER POLICY:** Regardless of whether a field is officially closed or not, a field activity must not begin or continue if:

- Lightning is present. There is no exception to this rule.
- The field is saturated with water (i.e., when you step on the field, water fills your footprint).
- The field has standing water (e.g., puddles).
- By playing on the field, the players are, or would be, damaging the field beyond normal wear and tear (e.g., tearing up the turf, creating muddy areas).

Failure to adhere to the Policy described above may result in revocation of the field-use permit without refund, and/or affect consideration of future field-permit applications.

By signing below, each applicant agrees to abide by the policies above.

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Representative's Name & Organization

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Representative's Signature & Date