



Southampton Park Commission

Playing Field and Facility Permit Policy (REVISED)

(Approved by the Parks Commission on February 2, 2023)

The Town of Southampton, through authority granted to its Park Commission, have adopted the following policy concerning the use of the Town's playing fields and related facilities. Fields in Southampton are public and do not necessarily need a permit for use. However, a legally issued permit does take preference over any drop-in groups at any of the playing fields or facilities. Regular meetings of a group of individuals are considered organized and a permit must be issued.

Fields and Facilities Covered By This Policy

- Conant Park Pavilion
- Conant Park Pickleball Court(s)
- Conant Park Tennis Court(s)
- Labrie Field Park Baseball Diamond(s)
- Labrie Field Athletic Field
- Conant Park Field
- Conant Park Baseball Diamond(s)

Permitted Uses of Fields

- Organized or regular use of the Town's playing fields and facilities by groups shall require a permit.
- All efforts will be made to make the permitting process as fair as possible.
- When two or more applicants on equal footing apply for the same space, priority will be given to the traditional in season sport, as defined by the High School sports seasons, outlined as follows:
 - Fall Season – Soccer, Football
 - Spring – Baseball, Lacrosse
 - Winter - Basketball
 - Summer – per request
- Permits will be based on availability, scheduled renovations, or any other factor implemented by the Park Commission and/or the Highway Department.
- In addition to the tier to which a permit holder belongs, consideration will be given to a Southampton Youth Sports League that has been a permit holder in the past. As a general rule, a permit will be renewed provided the permit holders have conducted themselves in accordance with the conditions described in this policy. Items that will weigh in the final decisions will be the past history an organization has developed with the Park Commission, length of time an organization has been part of the community, condition the field is left after users finish for the day (i.e. trash), and the ability of the group to conform to the rules and regulations of the Park Commission.
- Other than Tier 1 or 1a, applicants that wish to use a second field during a season will only be considered based on the availability of playing fields.

- The field/facility permit applicant or the responsible adults (league representative, coach, parent, proper adult supervision) shall be present at all times a field allocated to them is in use.
- Payment is expected prior to receiving the permit (with exception being Southampton youth organizations that pay the per participant rate). **Only Payment by check is accepted.** No future permits will be issued to a group or organization until all outstanding fees are paid.
- Reallocation or subletting of fields or facilities is strictly prohibited. If permitted fields are going unused, the unused dates may not be assigned to non-permitted users and are to be turned back to the Park Commission for allocation to other users.
- Unless specifically requested and approved by all applicable Town Departments and Boards, it is understood that the function/activity to be held is not a fundraiser that no admission is to be charged, that no tickets will be sold or collections taken, and that no items will be sold.
- Any violation of the permit's terms, conditions, and /or limitations shall be grounds for immediate revocation of the permit. No refund of the permit fee will be granted and future applications for permits may be denied.
- The Park Commission requires a certificate of insurance naming The Town of Southampton as additionally insured
- By submitting an application, all applicants agree to conform to all Town policies for playing fields and facilities use.

Checklist for permit application: **Consideration will not be given until the following conditions are met:**

1. Completed application with signed acknowledgement of policy statement.
 2. Associated rosters signed by organization or league authenticating residency requirements for tier 2 and 3 users.
 3. A copy of the organization's insurance certificate.
 4. Any organization or entity that accepts volunteers and provides activities or programs to children 18 or years of age or under must provide the Park Commission with written documentation that the entity or organization performs a CORI check on all volunteers, as required by Massachusetts General Law. This must be on your organization's letterhead and signed by your president.
- Once a field permit/facility has been processed, no refunds will be given. A credit may be issued due to inclement weather contingent upon timely notification of a cancellation and at the discretion of the Park Commission.
 - All revenue generated by users fees are for field/facility supplies, and Park Commission administrative fees.

Permits will be issued in the following priority:

Tier 1 Priority Use:

- Park Commission sponsored programs.
- Hampshire Regional High School (Where Applicable), any Norris School Event or Activity

Tier 1a Priority Use: (Recreational with Open Enrollment / Non-Profit)

- Southampton Youth Sports Organization (i.e. Little League, Babe Ruth baseball, Youth Soccer, Youth Lacrosse, Youth Football) who pay a per participant/per season fee.

Tier 2 Priority Use: (Must have a minimum of 60% Southampton Residents)

- Southampton Based Youth Sports Organizations (teams that participate in regional leagues, not in-town organizations)
- Southampton based Adult Sports Leagues – League membership must have 60% residency.

Tier 3 Priority Use:

- Any team or league that does not meet 60% residency.

Tier 4 Priority Use:

- Private clinics, camps, tournaments or other special uses of the town's fields or related facilities.

If requested by the Park Commission, organizations or leagues must submit rosters which shall include the following:

- Name of participant
- Home address of participant

Application Process:

- Permit applications for fields/facilities for the calendar year will be accepted by the Park Commission beginning the first Monday in January. Starting and ending dates are approximate and depend upon weather/field conditions. The Park Commission and the Highway Department will set the start dates.
- Sessions: 1. Spring – approximately April 1 – June 30
2. Summer – approximately July 1 – August 14
3. Fall – approximately August 15 – November 21
4. Winter – approximately November 22 – March 31
- A schedule of permit fees is listed at the end of this document. The Park Commission will issue a permit/invoice based upon the Tier Category the organization falls under.

- All completed permit applications should be received by the Park Commission in a timely manner. Following is an approximate timetable for submission of playing field and related facility applications.
- *Any Tier 1A organization that gives scholarships to any of its participants will be eligible for up to five (5) scholarships from the SYAA permit fee of \$10 per player per season. Organizations must provide the Park Commission with written documentation that their league has provided scholarships to players during that particular season.*

	Spring Season	Summer Season	Fall Season	Winter Season
Application Period Opens	January	January	January	July
Application Due By	February 15	April 30	July 1	September 30
Permits Issued By	February 28	June 1	July 15	November 15

It is the responsibility of each permit holder to submit the requests in writing to the Park Commission.

- Once a permit is issued, use of the playing fields and facilities covered by such permit is strictly limited to the terms and conditions, and limitations contained in the permit.
- Field and Facility Permits may be revoked for
 - Use of alcohol, tobacco, and other controlled substances at field sites
 - Use of wet and/or unplayable fields
 - Excessive litter
 - Use of foul and/or abusive language
 - Damage to fields or facilities
- Field Permit Holders are not allowed to practice or play games on any fields under the following conditions:
 1. When there is standing water on the field
 2. When the ground is water-logged and “squishy”
 3. When the footing is unsure and slippery
 4. During any thunderstorm, lightning event, or heavy rain
- **Any user group or town resident that wants to make a modification to any of the Town Parks needs to submit that modification for approval from the Park Commission.**

Field Permit holders will be held responsible for the repair of any field on which they play in wet or unfavorable conditions and caused damage to the field, regardless of whether or not the field was closed by the Park Commission or Highway Department. If field damage occurs, the Highway Department will determine what and how the field needs to be repaired and the permit holder will be responsible for paying all field damage.

If there is any pre-existing damage to a field or facility upon arrival by a permitted group, please contact the **Highway Department or Park Commission immediately** to report the damage.

- There is no guarantee that the field permitted will be lined. Field lining is not included in the administrative fee and is the responsibility of the permit holder.
- Field permit Holders are not allowed to practice or play games on any snow-covered field and are not allowed to remove snow from any field.
- In submitting an application for a permit under this policy, the applicant:
 - i. Agrees that he/she will abide by the rules of the Town, the Park Commission and their representatives and designees;
 - ii. Recognizes the possibility of physical injury associated with use of playing fields and related facilities, and in consideration for the Town and Park Commission accepting his/her/its application for a playing field and related facility use permit, shall indemnify, defend, and hold the Town, its departments, employees and officials, harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the use of the playing fields and facilities by the applicant, its members and players.
- The Park Commission reserves the right:
 - i. To require a police detail, where deemed necessary by the Park Commission as a condition to any permit issued. The cost of such a police detail shall be borne by the permit holder.
 - ii. To revoke permits issued for violation of Policy, Town Ordinance or Park Commission Rules and Regulations.

**Southampton Park Commission
2023 Permit/Usage Fees per Season**

Spring – approximately April 1 – June 30
Summer – approximately July 1 – August 15
Fall – approximately August 15 – November 21
Winter – approximately November 22 – March 31

Tier 1 Priority Use:

- Park Commission sponsored programs.
- Hampshire Regional High School (Where Applicable), any Norris School Event or Activity

Fee: No Charge

Tier 1a Priority Use: (Recreational with Open Enrollment / Non-Profit)

- Southampton Youth Sports Organization (i.e. Little League, Babe Ruth baseball, Youth Soccer, Youth Lacrosse, Youth Football) who pay a per participant/per season fee.

Tier 2 Priority Use: (Must have a minimum of 60% Southampton Residents)

- Southampton Based Youth Sports Organizations (teams that participate in regional leagues, not in-town organizations)
- Southampton based Adult Sports Leagues – League membership must have 60% residency.

Fee:	Birth – 8	\$13.00 per participant
	9 – 12	\$20.00 per participant
	13+	\$25.00 per participant

Tier 3 Priority Use:

- Any team or league that does not meet 60% residency.

Tier 4 Priority Use:

- Private clinics, camps, tournaments or other special uses of the town’s fields or related facilities including but not limited to baseball, football, lacrosse, pickleball and soccer.

Fee:	Birth – 8	\$25.00 per participant
	9 – 12	\$30.00 per participant
	13+	\$35.00 per participant

Field Usage for Games: \$100.00 fee

Permit holders are responsible for providing porta potties at Conant Park and Labrie Field during field use. They shall be supplied and maintained by the permit holders at all times.

User Fees shall be paid in full prior to use of any playing field or facility. A request to the Park Commission may be made to waive this requirement.

Check made payable to the Town of Southampton - Park Commission.
Please note in the memo of the check the season or play date.

Thank you for your cooperation.

Please note that all fees are subject to change by the Park Commission.

Thank you,
Southampton Park Commission.

Southampton Park Commission

Conant Park Pavilion Rental

(Approved by the Parks Commission on December 6, 2022)

Please make your payment with TWO checks:

	Resident	Non-Resident
1. Park Use Fee:	\$200.00	\$250.00
2. Security Deposit:	\$ 50.00	\$ 50.00

Both checks are to be made payable to the Town of Southampton - Park Commission. Please date the security check with the date of your event, as I must hold onto it until then. The current date should be used on the fee check.

Thank you for your cooperation.

Send check to: Paula Maak
14 Madison Ave.,
Southampton, MA 01073

Note: If alcohol is to be served at your event, a special permit must be obtained from the Select Board at the Southampton Town Hall. Please have that permit in your possession on the day of your event. For more information about the alcohol permit contact the town hall at (413) 529-0106.

Please complete the permit and return it to me with the checks within 3 weeks upon receiving it in order to reserve your date. I will sign and return your permit to you with an acknowledgment of the fee payment and security deposit and a letter with instructions.

Thank you,
Southampton Park Commission.

Southampton Park Commission

This letter is to acknowledge your remittance in the amount of _____ for your reservation of the pavilion at Conant Park on _____ and _____ for the security fee.

Listed below are the rules and regulations regarding the use of the facilities:

1. If alcohol is to be served, a permit is required from the Select Board, which can be obtained at the Southampton Town Hall. Responsibility for the use of liquor must be assumed by the applicant.
2. In consideration of the park's neighbors, no loud music.
3. The park must be vacated by dusk/dark.
4. The maximum number of people allowed at a private function is 150.
5. The security deposit check will be destroyed if it is not needed for clean-up or repair.
6. All trash must be bagged and removed from the premises by applicant.

In your use of the park, we ask that you be respectful of park property and its neighbors. Keep in mind the park is open to the public and that the areas other than the pavilion are for everyone's use.

We hope that your function at the pavilion will be an enjoyable and safe one. If you have any questions, please feel free to call_____.

Due to a lack of funds for extra duties of town employees, it is necessary to amend our procedures and have you open and close the restrooms. Please pick up the key at the police department (**they may ask for the copy of the application so it's best to bring it with you to prove you are the applicant**). At the end of your event, please lock the rest room doors. The middle door is to be locked at all times, and the keys then returned that evening to the police department.

Sincerely,
Southampton Park Commission