



**CITY OF MELROSE
GUIDE TO USE AND MAINTENANCE OF CITY
RECREATIONAL FACILITIES**

April 2010 Rev.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION.....	3
KEY CONTACTS.....	4
HOW TO OBTAIN A PERMIT.....	5
Permits for Youth or Adult Athletic Programs.....	5
Policy Regarding Use of Playing Fields and Tennis Courts.....	5
Make-up game policy.....	5
Permits for Carnivals and Other Special Events.....	6
Required Documentation.....	6
Liability Insurance Limits.....	6
Rules and Restrictions.....	7
MAINTENANCE OF FIELDS AND OTHER RECREATIONAL FACILITIES.....	8
General Maintenance.....	8
Emergency Repairs.....	8
Volunteer Labor.....	9
Trash Pick-up.....	9
IMPROVEMENTS.....	10
Monetary and/or In-Kind Contributions.....	10
Improvements near Conservation or Wetlands.....	11
APPENDIX.....	12
List of Playing Fields and other Recreational Facilities.....	12
Guidelines for Use of Permits.....	14

INTRODUCTION

The City of Melrose has over 20 playing fields, tennis courts, playgrounds, and parks available to residents for athletics and use. The Park Commission is the City agency that has overall oversight and responsibility as it pertains to policy, usage, and maintenance of all playing fields, playgrounds, and parks within the City, including the Mount Hood Golf Course and Memorial Park.

The Park Superintendent and the Recreation Department Director report to the Park Commission and are responsible for the day-to-day coordination and oversight of activities related to permitting and maintenance. Day-to-day issues related to the Mt. Hood Golf Course are the responsibility of the management company, hired by the Park Commission. The Park Commission, through the park superintendent and park department staff, works in conjunction with the Public Works Department to oversee and execute daily maintenance operations and the engineering and execution of capital improvement projects as they pertain to parks and playing fields.

The Park Commission, Park Superintendent, and Recreation Department Director work closely with the Mayor's office, the high school athletic director, the Department of PublicWorks, the Conservation Commission, and the various user groups for youth and adult athletic programs to ensure that all recreational space in the City is clean, safe, and available for citizens to enjoy.

*This guide explains the policies and procedures governing use and maintenance of all recreational facilities, as established by the Park Commission, as of April 2005. The guide will be updated as needed to reflect new or amended policies and procedures. The guide also includes a **Key Contacts** chart for easy reference (see page 2).*

KEY CONTACTS

If you want to...	Contact...	Contact Info...
Obtain a permit for a playing field.	Joan Bell, Superintendent of Mt. Hood GC and Public Open Spaces	O: 781.662.0210 jbell@cityofmelrose.org
<p>Find out if a playing field is closed due to inclement weather.*</p> <p>Report a maintenance problem or a safety issue at a playing field, playground or park.</p> <p>Conduct a volunteer clean up or maintenance improvement at a playing field, playground or park.</p> <p>Request a maintenance service due to a special event to be held by your user group. Example: cut grass for league championship game. Note: 72 hour advanced notice required.</p>	Joan Bell , Superintendent of Mt. Hood GC and Public Open Spaces	O: 781.662.0210 M: 781.389.6085 jbell@cityofmelrose.org
<p>Make an improvement to a playing field.</p> <p>Make a donation for a playing field, playground, or park.</p>	The Park Commission	781.662.0210 cbrickley@cityofmelrose.org
Make an improvement to a playing field or facility that is within 100 feet of a wetland.	The Conservation Commission	conservation@cityofmelrose.org
<p>Host a golf outing at Mount Hood.</p> <p>Reserve the club house for a party or reception.</p>	<p>Mike Farrell, Golf Management Company</p> <p>Laura Lane, Golf Management Company</p>	<p>781.662.6656</p> <p>781.662.6656</p>

*Please note field closures will be announced via email and if possible will be posted on the Park Department webpage of the City of Melrose Website, www.cityofmelrose.org.

HOW TO OBTAIN A PERMIT

The Park Superintendent or his designee issues permits.

To obtain a permit, contact Joan Bell at:

Email:	jbell@cityofmelrose.org
Office:	781.662.0210
Mobile:	781.389.6085

The cost of each permit is \$10 per field, per season. **Make-up Games:** If your organization needs to schedule a make-up game due to inclement weather or forfeiture, please contact Joan Bell.

PERMITS FOR YOUTH OR ADULT ATHLETIC PROGRAMS

No prior approval is required. Preference will be given to teams consisting of Melrose residents. Apply according to the following schedule:

If your playing season is...	Permits will be issued until...
• Spring (April 1 through June 30)	February 1 st
• Summer (June 1 through Aug. 31)	April 1 st
• Fall (Sept. 1 through Nov. 30)	July 1st

Policy Regarding Use of Playing Fields and Tennis Courts

The Park Commission adopted the following policy regarding the order of priority for use of the playing fields and tennis courts:

Permits will be issued to user groups according to the following priorities:

1. *Melrose High School athletic teams*
2. *Melrose Recreation Department teams*
3. *Melrose youth organization*
4. *Melrose adult organizations*

Once all permits for each season are processed, the schedule will be posted on the Park Department webpage of the City of Melrose Website, www.cityofmelrose.org.

PERMITS FOR CARNIVALS AND OTHER SPECIAL EVENTS

Before obtaining a permit, the sponsoring organization must submit a request, in writing, to the Park Commission at least two months prior to the date of the event. Written requests may be submitted to one of the following addresses:

Email: jbell@cityofmelrose.org
Regular mail: Melrose Park Commission
100 Slayton Road
Melrose, MA 02176

The Park Commission will consider the request at its monthly meeting, which is held on the second Monday of each Month then notify the sponsoring organization in writing.

REQUIRED DOCUMENTATION

The following information must be submitted with your completed permit application:

- Youth and adult athletic programs:**
- A copy of your organization's liability insurance binder
 - Your organization's game schedule
 - The number of teams that will use each field
- Carnivals and other special events:**
- A copy of your organization's liability insurance binder
 - The dates and times of your event

Liability Insurance Limits

Type of coverage	Amount of coverage
1. Commercial general liability including products liability and completed operation liability: <ul style="list-style-type: none">• General aggregate (other than products/completed operations)• Products/completed• Operations aggregate• Personal and advertising injury• Each occurrence	<div>\$2,000,000</div> <div>\$2,000,000</div> <div>\$1,000,000</div> <div>\$1,000,000</div>
2. Automobile Liability for owned, hired, and non-owned vehicles: <ul style="list-style-type: none">• Body injury and property damage (each accident)	<div>\$1,000,000</div>
3. Workers' Compensation	Statutory
4. Employer's liability	\$1,000,000
<i>The insurance certificate should also indicate that in the event of cancellation of any of the policies, 10 days prior written notice of cancellation will be given to us, and that the City of Melrose be added as an "additional insured"</i>	

RULES AND RESTRICTIONS

The following rules and restrictions apply to permit use:

- Permits are issued to the requesting organization only. Your organization may not sub-let your permit to another organization. Organizations who sub-let permits will forfeit all rights to use Melrose parks, playing fields, playgrounds, and tennis courts.
- Permits are valid only under good field conditions. Poor weather conditions need to be evaluated before the start of play by the Park Superintendent or his designee.
- Permits are valid only while the group or organization to which it is issued maintains insurance coverage as specified by the Melrose Park Department.
- A representative of your organization must have a copy of their permit in hand at each permitted event in case any conflicts or questions arise.

In addition to these rules and restrictions, each permit includes a list of guidelines for use. These guidelines are listed in the appendix.

MAINTENANCE OF FIELDS AND OTHER RECREATIONAL FACILITIES

GENERAL MAINTENANCE

The mowing and day-to-day maintenance activities of the playing fields, playgrounds, parks, and tennis courts are coordinated between the Park Commission and the Department of Public Works (DPW) through a mowing and maintenance contract that is awarded to an outside contractor. The contractor's responsibilities include:

- A spring and fall clean-up for all facilities
- Aerating and fertilization of playing fields
- Weekly mowing of grass and general clean up of facilities
- Ongoing maintenance of ball fields (weeding, applications of clay, etc.)
- Lining of playing fields once per season

Other maintenance issues addressed by DPW staff includes repairs of fencing, back stops, park and playground equipment, sand boxes, park benches, picnic tables, irrigation and backflow systems; field lighting; tree trimming; snow removal; trash removal; and storm drain maintenance.

If you have questions concerning the maintenance schedule, the performance of outside contractors, items included in the Mowing and Maintenance Contract, or any other maintenance issue under the oversight of the DPW please contact Joan Bell at:

Email:	jbell@cityofmelrose.org
Office:	781.662.0210
Mobile:	781.389.6085

EMERGENCY REPAIRS

PLEASE REPORT ANY UNSAFTE CONDITIONS TO THE PARKS

DEPARTMENT IMMEDIATELY. Repairs necessary because of broken equipment or weather conditions will be completed A.S.A.P.

Monday – Friday 8:30 AM -4:00 PM	781.662.0210
Before or after hours and weekends	781.389.6085

VOLUNTEER LABOR

Youth and adult athletic organizations may provide volunteer labor to supplement the maintenance activities provided by the City. Activities that do not require coordination with the DPW are:

- Lining fields
- Dragging infields
- Raking and trash pick-up

All other activities must be coordinated in advance through the DPW. An organization that fails to coordinate with the DPW risks forfeiting their permits.

TRASH PICK-UP

The DPW is responsible for picking up trash barrels at all facilities.

Each organization that receives a permit is responsible making sure their facility is trash-free at the conclusion of each game or other event. An organization that violates this rule risks forfeiting their permits.

Trash is collected curbside from all facilities every Monday, Wednesday, and Friday from April 1st to December 1st. Any questions related to trash pick up can be directed to the DPW City Yard office:

Email:	publicworks@cityofmelrose.org
Office:	781.665.0142

IMPROVEMENTS

Each year, the Park Commission and DPW budget for improvements that need to be made to each facility. Improvements are completed, pending funding. City departments operate on a fiscal year that begins July 1 and ends June 30. Budgets are developed in January, February, and March, and then submitted to the Mayor for his approval. The Mayor submits all City budgets to the Board of Aldermen, by May.

The Board of Alderman can either approve the budget as submitted or cut budget appropriations or approve the reduced amounts. The Board cannot increase budget appropriations.

The Park Commission determines the list of improvements based on:

- Requests from user groups
- Needs identified by the DPW, Commissioners, and Park and Recreation Department staff

Improvements can include:

- Repairs and upgrades to park, playground or playing field surfaces
- Repairs to or installation of permanent or semi-permanent structures

Permanent or semi-permanent structures include: fences, backstops, dugouts, batting cages, benches, bleachers, concession stands, playground equipment, lights, porta-potties, etc.

MONETARY AND/OR IN-KIND CONTRIBUTIONS

User groups or individuals are welcome to make monetary or in-kind contributions of labor or to donate materials or permanent or semi-permanent structures.

Please note: the Park Commission and the Board of Aldermen must approve all contributions and donations. All work to complete the improvements must be coordinated by the DPW. These rules are meant to ensure that all improvements are completed on an efficient, timely basis, and that all work is in compliance with public bid laws, city ordinances, and State conservation laws.

The following three steps are designed to guide you through the process:

1. Notify the Park Commission, in writing, for a request to make a presentation at a monthly meeting:

Email: jbell@cityofmelrose.org
Regular mail: Melrose Park Commission
100 Slayton Road
Melrose, MA 02176

2. If the Commission approves your request:
 - In-kind contributions or donations: The Commission will work with DPW to develop a mutually agreed upon work schedule.
 - Monetary donations: The request will be submitted to the Board of Aldermen for appropriation into the applicable City budget. The Board of Aldermen meets the 1st and 3rd Monday of each Month in City Hall.
3. If the proposed improvement requires the approval of the Conservation Commission, the provisions of the following section apply. All projects requiring Conservation Commission approval will be engineered, analyzed, and coordinated by DPW personnel and/or outside consultants.

Improvements Near Conservation or Wetland Areas

Many of the City's recreational facilities are located within 100 feet of a pond, marsh, wooded swamp, stream, or flood zone. Therefore, according to the provisions of the State's Wetlands Protection Act, any improvements must be reviewed and approved by the Melrose Conservation Commission.

To begin the approval process, you must file a Notice of Intent, for information contact:

Melrose Conservation	conservation@cityofmelrose.org
Commission:	
State Department of	www.ma.dep.gov
Environmental Protection:	

The Conservation Commission will conduct a hearing within 21 days after the date you file the Notice of Intent. If the Commission approves the Notice of Intent, they will issue an Order of Conditions, which outlines requirements necessary for the improvement to comply with the Wetlands Protection Act. If the Commission disapproves the Notice of Intent, an appeal may be filed within 10 days of the disapproval date.

The Conservation Commission meets on the 1st and 3rd Thursdays of each month in City Hall.

APPENDIX

LIST OF PLAYING FIELDS AND OTHER RECREATIONAL FACILITIES

Name of Field or Facility	Usage	Location
Fred Green Memorial Field	High School Football and Field Hockey; Pop Warner Football, High School LAX	Tremont Street
Track	Recreational use only; the Middlesex League has classified this track as non-regulation and unsafe for use. As a result, Melrose High School does not host home track meets.	Tremont Street
Morelli Field	High School Baseball, Babe Ruth Baseball, Gately Rams Baseball	Tremont Street
High School Practice Field	High School Football and Pop Warner practice field	Lynnfields Parkway
Cabbage Patch	High School Field Hockey, LAX, MY Soccer, practice; Little League T-ball	Lynnfields Parkway
Common Park	Youth Softball, Adult Recreation Softball, Youth Soccer	Larabee, East Foster, Laurel and Sixth
Conant Park	Little League Baseball	Conant Street
Franklin Field	Youth Soccer	Off of Franklin Street
Gooch Park	Recreational Basketball	Foster Street
Hesseltine Park	Freshman Softball, Youth Softball, Little League Baseball, Youth Soccer	Hesseltine Street
Knoll Varsity and Small Sided	High School Soccer, Youth Soccer, Adult Recreational Soccer	Lynnfields Parkway
Knoll Field East	Junior Varsity and Freshman Soccer, Youth Soccer	Lynnfields Parkway
Lewis Monk	Little League Baseball	Tremont Street
Lebanon Street Park	Youth Softball	Lebanon Street
Lincoln Park	Recreation	Pleasant Street

Messangers Field	Little League, MY LAX	Brunswick Way
Washington Park	T-ball	Lynde Street
Crystal Street Tennis Courts	High School Tennis, Recreation	Crystal Street
Tremont Street Skateboard Park	Recreation	Tremont Street
Tremont Street Tennis Courts	High School Tennis, Recreation	Tremont @ Lynn Fells
Colby Park	Recreation	Lynn Fells Parkway

GUIDELINES FOR USE OF PERMITS

A VIOLATION OF ANY OF THESE ELEVEN GUIDELINES WILL RESULT IN THE TERMINATION OF YOUR ORGANIZATION'S PERMIT.

1. A completed listing (including names, addresses, and home phone numbers) of all organizations directors and coaches, as well as schedules must be submitted to the Park Department upon receipt of permit.
2. The Park Superintendent or his designee will issue "Field use Permits" to qualified groups, organizations, and individuals. All field permit holders will be required to have their field use permit(s) in hand when using the fields.
3. The City of Melrose assumes no liability for injury to persons using City owned school grounds, parks and/or playfield properties. Use is at the risk of user.
4. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON ANY CITY PROPERTY INCLUDING ALL PARKS AND FIELDS.** If found in violation, permits may be revoked and violators may be subject to arrest and prosecution. If necessary, these regulations shall be enforced by the Melrose Police Department who shall cause the immediate termination of any activity that violated these rules and regulations. If you observe any broken equipment or dangerous situations at the parks or fields, please call the Melrose Park Department at 781-662-0210.
5. Any use deemed inappropriate by the Melrose Park Department and/or the City of Melrose, including, but not limited to, non-compliance of any Park and Public area Policy, may result in the revocation of the Field Use Permit.
6. All permits are conditional upon weather and field conditions. User will be expected to use good judgment in terms of using a field during periods of inclement weather, when field conditions are such that play would cause extensive damage to the field or when fields are under repair. In addition to having the use permit revoked, users may be held financially responsible for damages that are done to the park, play fields, or school grounds as a result of inappropriate or unauthorized use. The Park Superintendent or her designee can deem field unplayable at anytime.
7. Organizations, groups, and/or individuals using the City facilities are responsible for the proper use of them, supervision of activities, payment of damages, payment for police or fire protection where required, in accordance with established City guidelines, regulations and bylaws.

8. **Users are responsible for policing the area for debris and litter following each usage. All litter and garbage must be placed in receptacles provided when users leave each day.**
9. The parks and fields are located in residential areas and as such please respect the neighborhood (noise level, loitering, and parking). No parking on fields or blocking of intersections and driveways or emergency accesses entrances.
10. Barbecues, cookouts and open fires are not permitted on the parks, playfields, and/or school grounds.
11. Fields will be monitored for appropriate usage and compliance with the stated rules and regulations of the City. By the designated deadline, the League president or coach shall apply for a permit to use the fields. The Park Department reserves the right to consider all applications, rejects, and/or makes necessary changes when the need arises.
12. **Portable Restroom Policy:** To install a temporary portable restroom at a recreational facility a permitted user group must supply the Park Commission with a formal request in writing. The Park Commission will review and vote on each individual request. User groups must obtain permission for each permitted season. Any user group that obtains permission to install a temporary unit must understand and adhere to the following guidelines: In the interest of public health and safety the Parks Department reserves the right to terminate the use of a said unit at any time. Before installing a unit the company responsible for weekly service must contact the City of Melrose Board of Health to obtain a permit. This permit will cover the company for an unlimited number of sites within the City. The cost of this annual permit is \$200. When not in use by the permitted user group, the unit must be secured under lock and key. Under no circumstances is a unit to be left open over night or for extended periods of time. Permitted user groups will use any such unit at their own risk. This policy is subject to revision.
13. The Park Commission is currently developing policies related to the operation of concession stands on playing fields and other recreational facilities within the City of Melrose.