

**Town of Swampscott**  
**Field Use**  
**200 Essex St**  
**SWAMPSCOTT, MASSACHUSETTS 01907**

Kelly Farley  
Athletic Fields Coordinator

Linda O'Keefe  
Administrative Assistant

Phone: 781-596-8875  
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**TOWN OF SWAMPSCOTT FIELD, COURT, AND RECREATION PARK PERMITS**

**A. No Facilities Charge except \$20.00 (turf field) per hour fee for lights if used**

1. ALL Town Departments (i.e. Recreation, Police, Fire, DPW)
2. ALL School connected groups and organizations
3. Athletic teams
4. School Intramurals
5. P.T.A.
6. ALL Swampscott Booster Clubs

**B. Facilities Charge of \$20.00 per Participant plus \$20.00 (turf) per hour fee for lights  
ALL Swampscott Resident Youth Organizations and Teams  
AND non-profit Resident Groups**

Youth Football  
Flag Football  
Youth Soccer  
Little League Baseball & Softball  
Youth Lacrosse  
Adult Groups for Recreation Purposes Only

**C. Facilities Charge of \$30.00 per Participant/per week plus \$20.00 (turf) per hour fee for lights  
When Facilities are Used for Profit or Fundraising Purposes**

Athletic Camps and Clinics  
YMCA/JCC

**D. Facilities Charge of \$600.00 per Team plus \$15.00 per hour fee for lights  
For Summer and Fall Adult Resident and Non-Resident Teams**

Baseball League  
Legion Baseball

**E. Facilities Charge for "profit" groups to be determined**

Club Teams  
AAU Teams

**F. Facilities Charge of \$75 for Linscott Park or other public areas for events.**

# Permit For Facility Usage

## RULES AND REGULATIONS FOR FACILITIES

1. All groups must receive a written permit from the Athletic Fields Coordinator, for the reserved use of a facility under the Town of Swampscott jurisdiction. These facilities include the Tennis Courts, Basketball Courts, Parks, Fields, and Track.
2. **The Town of Swampscott requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a Cori is performed on all staff, including volunteers, in accordance with Massachusetts General Law.**
3. **A certificate of insurance is required from all user groups naming the Town of Swampscott as additionally insured. This certificate should be updated for each season with the Athletic Fields Coordinator.**
4. All groups who receive such a permit must pay the applicable fee as adopted in the current fee schedule **before their first day of use.**
5. Use of any facility before noon on Sunday is prohibited, except by special permit.
6. Alcoholic Beverages are not permitted at Recreation Division Facilities. If found in violation:
  - a. Permits may be revoked
  - b. Violators may be subject to arrest and prosecution.
7. All groups must dispose of own trash
8. If necessary, these regulations shall be enforced by the Swampscott Police Department, who shall cause the immediate termination of any activity that violated these rules and regulations.
  - **Please do not over-book!** Only book for what you will be using. For example: If you are practicing from 3-4:30 pm, Monday-Friday, do not book Mon-Fri from 3-6 to cover yourself.

**Application should be made AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT to ensure proper processing of this application. The event may not be advertised prior to receiving the approved permit.**

Today's Date:

Applicant Name:

Home Address:

Home Phone:

Request field use for:

Field (s) Requested:

\*Date (s) Requested:

\*Time (s) Requested:

Number of People:

**I have read and understand the Town of Swampscott Field Fee and Permitting Policy. To the best of my knowledge, the information contained in this application is true and accurate. I certify that I and participants in this event will abide by all the Laws of the Commonwealth of Massachusetts, Bylaws, Rules and Regulations of the Town of Swampscott, and all conditions of this permit.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY:

FEE PAID: \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

SIGNATURE (ADMINISTRATOR) \_\_\_\_\_