

**DEPARTMENT OF PUBLIC WORKS
147 HAMPSHIRE STREET
CAMBRIDGE, MA 02139**

PERMIT APPLICATION FOR PARKS & PUBLIC AREAS

FOR NON-ATHLETIC EVENTS ONLY

Athletic events require approval from the Recreation Department. Contact Kevin Clark at 617.349.6238

NOTE: Please contact the DPW at 617.349.4846 or arodibaugh@cambridgema.gov to check on the availability of the space you are requesting before you submit application & payment.

EVENT INFORMATION

Name of Person/Organization _____

Location Requested _____

Date Permit to Take Effect _____ Times Requested: From _____ To _____

Rain Date _____ Times Requested: From _____ To _____

Description of Event and/or Special Requests _____

How many people expected to attend? _____

Person(s) responsible for cleanup _____

FEE INFORMATION

The Permit Fee of \$25.00 must be paid at time of application. The City will accept cash, checks made payable to City of Cambridge, or credit card payments from Visa, MasterCard, and/or Discover.

Form of Payment: Check ☐ Credit Card ☐ Cash ☐

DPW will process your permit and forward it to you by e-mail (if provided) or U.S. Mail.

Please provide your e-mail address: _____

CONTACT INFORMATION

Signature of Applicant _____

Address _____

Home/Cell Phone _____ Work Phone _____

Applicant has reviewed a copy of the DPW Park & Public Area Policy ☐

A public gathering of 200 or more people could potentially require a Police Detail and/or DPW personnel in attendance at the applicant's expense. Please call 617.349.3352 for further information. Note: All scheduled and reserved City of Cambridge sponsored public events have priority over non City events. Failure to comply with any of the procedures (see attached sheet) may result in immediate cancellation of Permit and possible penalty fees. Applications must be submitted two (2) weeks prior to requested date. Questions concerning park use should be directed to the Operations Manager at 617.349.4846.

PARK & PUBLIC AREA POLICY

The City of Cambridge is instituting a policy governing permits for use of fields and/or parks.

- **Proof of residency will be provided to the satisfaction of the City of Cambridge.**
- **Residency requirement that at least 50% of the participants must be residents of Cambridge.**
- **Cambridge based companies sponsoring requests for permits, must certify that all participants are employed by and on the payroll of the company/industry.**
- **Fields and/or parks cannot be reserved by telephone.**
- **Sunday restriction, Cambridge Common athletic field can be reserved after 12PM.**
- **Permits are not transferable.**
- **Approved permits shall be used for designated areas only.**
- **All vehicles should be in assigned parking areas only.**
- **Events must remain open to the general public.**
- **Some events may require approval of other City Agencies.**
- **Use of tents, canopies, and/or amplification of music will require special permission. Permitted tents can be secured with sandbags or concrete blocks only, use of stakes is prohibited.**

The following is prohibited in parks, fields, and open areas:

Use of alcohol, drugs, firearms, fireworks, explosives, littering, animals, making fires (cooking), undue noise, public nuisances, disturbing the peace, soliciting, loitering, and destruction of property.

Cambridge School Department and other City agency activities must be allowed to finish their activities before permittee may use the park/play field. The City of Cambridge reserves the right to revoke permits or change schedules. If permits cannot be used because of inclement weather, a credit will be given for future use.

Person(s) or Organization(s) permitted to use facilities shall protect the property from abuse and shall be responsible for any damage occurred in connection with or in consequence with such use. Such person(s) and/or organization(s) shall be responsible for the behavior of person(s) attending and shall furnish if necessary, at their own expense, fire, police detail or other protection as the City of Cambridge may direct.