

Athletic Field Permits

- **Field permits are required for use of any City of Cambridge athletic field.**
- Permit requests can be submitted to the Recreation Division starting February 1.
See page 2 for permit request form.
- Permittees will receive a response to their request within two business days.
- The fee for adult-use is \$120.00 per two hour increment.
- Priority is given to Cambridge youth organizations and City-sponsored programs
- Permittees must abide by the City of Cambridge Parks and Public Area Policy (*see below*).

City of Cambridge Parks and Public Area Policy

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

- Permits grant use of specified field for a 2-hour increment.
- Proof of residency must be provided to the satisfaction of the City of Cambridge.
- Permits are nontransferable.
- Approved Permits shall be used for designated areas only.
- A copy of the permit must be shown to representatives of the City of Cambridge upon request.
- Some events may require approval of other City agencies.
- The City of Cambridge reserves the right to revoke permits or change schedules.
- Use of tents or canopies will require special permission. Permitted tents can be secured with sandbags or concrete blocks only; use of stakes is prohibited.
- An entertainment license from the License Commission is required if any amplified sound devices are being used.
- Cambridge School Department activities and City of Cambridge activities must be allowed to finish their activities before permittees may use the park/field.
- Events must remain open to the General Public. Admission fees cannot be charged on City of Cambridge parks, fields or open space areas.
- The following are prohibited in parks/fields or open space areas: use of alcohol, drugs, firearms, fireworks, littering, undue noise, soliciting or roping off fields.
- Cooking or making fire is prohibited in all parks/ fields or open space areas.
- Smoking is not allowed on City of Cambridge permitted athletic fields or Picnic areas.
- 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.
- Installation of personal equipment or misuse of existing equipment that contributes to any damage of city property is strictly prohibited.
- 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.
- Teams that leave litter/debris on the field or area after their game/event will be fined a minimum fee of \$200.00 for cleaning. The permit will be suspended until the fine is paid.
- If permits cannot be used because of inclement weather, a credit will be given for future use.
- All vehicles must park in designated parking areas.
- The City of Cambridge Recreation Division is not responsible for lost or stolen items.

Contact: Tom Cusick

Recreation Division
Department of Human Service Programs
tcusick@cambridgema.gov
617-349-6238

**City of Cambridge Department of Human Service Programs
Recreation Division**

Athletic Fields Permit Request Form

Please type or print clearly. Complete all form fields. Return the completed permit request form by email to:

Tom Cusick, Recreation Division, tcusick@cambridgema.gov

or, by mail / drop-off to:

Department of Human Service Programs, Attn: Tom Cusick
51 Inman St, 3rd Floor, Cambridge, MA 02139

Activity Requested

If Other, specify:

Field Requested

Dates Requested

Times Requested

Organization/Group Name

Type of Organization/Group (check one box only)

Adult league

College/University team

Corporate team

Neighborhood youth organization

Public school team

Private school team

Other, specify:

Applicant Name

Address

City

State

Zip

Phone Number

Email

Additional Contact Name

Additional Contact Phone Number

I have read and fully understand and agree to abide by all rules and regulations governing the City of Cambridge Parks and Public Area Policy (*see page 1*), as well as any provisions set forth in this agreement and permit.

Signature _____ **Date (MM/DD/YYYY)**