

**USE POLICIES FOR ATHLETIC FIELDS AND OTHER RECREATIONAL
FACILITIES
TOWN OF BEDFORD, MA**

The Town of Bedford Massachusetts adopts the following policy concerning the use of the Town's athletic facilities. The purpose of this document is to establish policies and procedures that outline the permitted use of Bedford athletic facilities.

FIELDS

This policy will address allocation, permitting and scheduling of athletic fields. It will identify the maintenance and user responsibilities. The policy will also address field closures for maintenance or protection of the fields.

A. Use of Fields

I. Organized use of athletic fields is by permit only as determined by the Recreation Department. School sponsored athletics are excluded from the permitting process during the competitive seasons; however, out of season events, clinics or practices must be approved by the BHS Athletic Director and permitted by the Recreation Department.

II. Permits may be subject to fees per field fee schedule

III. All athletic fields in Bedford will be available to the Bedford Recreation Department, Bedford School Department, Bedford Babe Ruth Baseball and Softball and Bedford Youth Lacrosse. Use by other groups will be based on availability as dictated by field availability, condition, scheduled renovations and turf control measures to be determined by the Recreation Department, Bedford School Department and Department of Public Works.

IV. Tri annual field scheduling and evaluation meetings will be held to allocate field and facility use. The meetings will be held on a seasonal basis.

Spring - January/February

Summer - April

Fall - June

V. All rosters will be reviewed for adherence to residency requirements.

VI. Applicable permit fees must be submitted prior to the issuance of all permits.

VII. Although many permits will be renewed, all applicants are reminded that permits are not guaranteed. Applicants should not make any plans, advertise programs or purchase equipment until the permit is approved and received.

VIII. Permit holders that have volunteers working with children under the age of 18 must perform CORI checks on all volunteers.

IX. Permit holders are responsible for the actions of their spectators and must play an active role in enforcing field regulations. Violators will lose permits.

X. Groups or permit holder(s) must have permit at the playing field or facility at all times.

XI. Groups must carry liability insurance

XII. Groups must have a Fields Coordinator who is the liaison to the Recreation Department and who is appointed to make weather related decisions in the absence of Recreation guidance (weekends, unanticipated weather event).

B. Permit Allocation Prioritization

Category A

- Bedford Public Schools Interscholastic Athletic Programs
- Bedford Public Schools Physical Education Classes
- Bedford Public School Sponsored Programs
- Bedford Recreation Sponsored Programs
- BBRBS, BYL

Category B

- Bedford Adult Leagues (50% residency requirement)
- Bedford Businesses
- Youth Club Teams (100% residency)

Category C

- Bedford Adult Leagues (less than 50% residency)
- Youth Club Teams (50% residency)
- Camps and Clinics (100% residency requirement)

C. Scheduling Protocol

Athletic Fields on Bedford Public School Property:

SCHOOL YEAR, Monday – Friday (including two weeks prior to start of school):

Davis School, Lane School:

7:00 a.m. – school dismissal: fields are scheduled by the School Department.
From school dismissal – dusk weekdays and dawn to dusk weekends: fields are permitted and scheduled by the Recreation Department.

JGMS, BHS:

7:00 a.m. – 6:00 p.m.*: fields are scheduled by the School Department.
From 6:00 p.m. until dusk weekdays and dawn to dusk weekends**: fields are permitted and scheduled by the Recreation Department.

SUMMER (end of BPS spring interscholastic season through two weeks prior to start of school):

Fields on Bedford Public School property are permitted and scheduled by the Recreation Department.

Athletic Fields on Town-Owned or Town-Licensed Fields Not on Bedford Public School Property:

All organized use of these fields is permitted and scheduled by the Recreation Department.

**BPS games may run beyond 6:00 p.m. on occasion, in which case other scheduled/permitted activity will be delayed.*

***BPS make up games and practices necessary to prepare for tournament play take precedence over other activity. Notice of such must be given to the Recreation Department at least twenty-four hours in advance.*

D. Maintenance

All Groups / Permit holders that use the Town's athletic fields will be required to help maintain the quality and appearance of the Town's facilities by doing the following:

- Protecting backstops/fences by prohibiting soft toss or kicking of the fences
- Protecting backstops by prohibiting batting practice against backstops
- Raking all home plate areas and base paths after games.
- Pulling soccer goals off playing fields during week to help with maintenance
- Removing of trash and debris (carry in/carry out)
- Adhering to field closure signs or notification of field closures
- Adhering to policy that no maintenance, other than that listed above, is performed unless approved by the DPW.

Failure to adhere to the practices listed above may result in loss of field permit.

E. Weather Related Field Closures

When, in the judgment of the responsible Town Officials, field conditions are not suitable for play due to weather conditions, some or all field activities will be cancelled. During the week, the Recreation Department will announce when a field is closed due to wet or unfavorable conditions. If the weekend forecast calls for rain, the Recreation Department, in conjunction with the Public Works Grounds Division, may close all athletic fields for part of all of the weekend. If the weekend weather is uncertain, decisions to close fields will be left to appointed league liaisons.

Conditions under which league liaisons must close fields:

Standing water or puddles on the field
One inch or more of rain in a 24 hour period*
Slippery under foot
Ground is water logged and squishy
Footsteps leave imprints
Grass is easily removed with a cleat
Grass is easily pulled from the ground
Heavy rain or downpour

**This is a general rule; however, there may be times that less rainfall could render the fields unplayable and conditions when more rainfall could be tolerated.*

Each league will be required to appoint a contact person, accessible via email, who is to be their designated contact person who is responsible for notifying the rest of the organization of any field closures.

Consequences:

Failure to adhere to this policy may result in a league or team forfeiting their field permit for the remainder of the season, incurring a field repair fee*, and/or loss of permit for the following season.

**determined by DPW*

OUTDOOR BASKETBALL COURTS

Town of Bedford Outdoor Basketball Courts (located on Mudge Way, beside Bedford High School):

- Dawn to 11:00 p.m.
- School physical education classes have first priority use of the courts
- Organized non-school/non-Recreation Dep't play by permit only (permitting agency – Recreation Department)
- Lights available for evening play
- Smoking is prohibited
- Pet owners must clean up after pets
- Additional rules posted onsite

TENNIS COURTS

Town of Bedford Tennis Courts (located at Bedford High School and John Glenn Middle School):

- Dawn to dusk at JGMS (no lights); dawn to 11:00 p.m. at BHS (lights available for evening play)
- School teams have first priority use of the courts
- School physical education classes have first priority use of the courts
- Recreation programs have priority following the schools
- Organized non-school/non-Recreation Dep't use by permit only (this includes private lessons; permitting agency – Recreation Dep't)
- Maximum play time is one hour if others are waiting to play
- Tennis only; no other activity permitted on courts
- Smoking is prohibited
- Pet owners must clean up after pets
- Additional rules posted onsite

PLAYGROUNDS

Town of Bedford Playground (located at Mudge Way):

- Dawn to dusk
- No animals
- Smoking is prohibited

Town of Bedford Playgrounds (located at Job Lane School, Davis School):

Weekdays: 4:00 PM to dusk (Lane School), 4:30 PM to dusk (Davis School)

- Weekends: Dawn to dusk
- No animals
- Smoking is prohibited

Town of Bedford Playground (located at Springs Brook Park):

- Open during the Springs Brook Park season only
- Open during park hours to park patrons only

- No animals
- Smoking is prohibited

Town of Bedford Playground (located at Eliot Street):

- Dawn to dusk
- No animals
- Smoking is prohibited

SKATEPARK

Town of Bedford Skate Park (located behind the Town Center Building on Mudge Way):

- Dawn to dusk
- Helmets required
- Knee pads, elbow pads and wrist guards strongly recommended
- Closed if the ground or equipment is wet
- Smoking is prohibited
- Pet owners must clean up after pets
- Additional rules posted onsite

TRACK

Bedford High School Track

- Dawn to 11:00 p.m.
- No bicycles, scooters, etc.
- Use may be restricted during school or Recreation Dep't athletic events
- Smoking is prohibited
- Pet owners must clean up after pets
- Additional rules posted onsite

ACCEPTANCE of this policy document by the Town of Bedford Selectmen and the Town of Bedford School Committee.

Town of Bedford Selectmen

Date

Town of Bedford School Committee
