



# City of Medford Parks Permit FAQ

- 1. How do I obtain a Park Permit?** First, fill out a park permit application located [here](#) and return the completed application to [medfordrecreation@medford-ma.gov](mailto:medfordrecreation@medford-ma.gov). You will need to attend the next Parks Commission Meeting which meets the third Tuesday of each month at 6:00pm. Applications must be submitted one week prior to commission meeting.
- 2. How Do I request a Park Dedication?** If you would like to install a plaque, park bench, or picnic table in someone's memory at a city park, please fill out the dedication request located [here](#).
- 3. What requires a Park Permit?** Permits are required for organized activities in the park that is used exclusively for the organization or when individuals are using park space for money (ex: private lessons or business).
- 4. Do I need a Park Permit for a Birthday Party in the Park?** Due to this frequent request, the City does not reserve park space for birthday parties. You may have a small birthday party in the park but the space must remain open to the public. After the party, please clean up the picnic area and discard trash in the nearest barrel.
- 5. How do I receive a permit for Hormel Stadium?** Hormel Stadium, Hormel Street Hockey Rink, Drane Fields, and the soccer fields behind the Andrews School is permitted by the Hormel Commission. For more information, you can view the Hormel Commission webpage [here](#).
- 6. How do I receive a permit for the Condon Shell?** The Condon Shell is permitted through the Recreation Department. Requests forms can be found [here](#).
- 7. How do I know if someone has a permit for a City Field?** The Recreation Department schedules field permits on their reservation software and has it viewable on their public calendar. You can view all permits on the calendar [here](#). You can sort the calendar by the specific park at the top of the screen.
- 8. Can I put up a tent for my event?** You can use up to 10x12 pop up tents for your event but large tents will require a building permit and approval from the Parks Department. Tents can only be erected on a grass field for no more than 24 hours.
- 9. Can I serve food at my event?** You may serve prepackaged food at your event. All home cooked food or food that is required to remain at a certain temperature (hot or cold) will need to be approved by the Board of Health.