



## Medford Park Commission 2025 Field Permit Application

Permits are issued for each season. Please submit your application during the appropriate review dates below.  
If you are requesting a park dedication, please fill out a separate form located on the Recreation website.

Spring Season	
Park Commission Review Dates: February & March	Permit Dates: April 1-June 30
Summer Season	
Park Commission Review Dates: April, May & June	Permit Dates: July 1-August 31
Fall Season	
Park Commission Review Dates: July, August & September	Permit Dates: September 1 – Nov 30

### RATE CATEGORIES Effective February 2025.

#### **5 Medford Open Youth Leagues (Must be an all volunteer organization):**

\$200 per league (\$400 for lighted fields/courts): Open registration of Medford youth leagues under the age of 19 shall pay per season \$200 per league (\$400 for lighted fields/courts). Includes league all-stars, playoffs, sponsored select teams, tournaments and fundraising events. (Little League, Babe Ruth, Youth Soccer, Medford Mustangs Football, MYGS, WMBL etc.)

#### **B All others**

Non-lighted per field/court: \$50 per hour (minimum of 2 hours); Lighted per field/court: \$100 per hour (minimum of 2 hours).

#### **C One Day, Non-Profit Event**

Most events will have a minimum fee of \$25 but will be determined by the Parks Commission. Organization must submit a 501c certificate to be approved for this category.

#### **D Final artwork, monuments and dedications**

All final artwork, monuments and dedications, must be seen and approved by the commission before displayed at a city park. Any alterations after final review are subject to removal.

**E** The Board of Park Commissioners shall set special permit fees for other types of park uses not listed, including one-time special events, tournaments or for profit operations, as it deems necessary. Special requirements might be needed to receive approval from the Parks Commission.

### **Application for Use of Parks**

Applications can be obtained online at [www.medfordrecreation.org](http://www.medfordrecreation.org) (click on 'Parks Division' under 'Departments'). Applications can also be obtained in person at the Department of Public Works office at Medford City Hall or at the Recreation Center, located on 30 Forest Street.

Park Commission meetings happen on the 3<sup>rd</sup> Tuesday of the month in Room 201. Zoom Meetings can be provided if requested in advanced. For an application to be reviewed in that meeting, the application must be received at least **7 days prior** to the meeting date – otherwise it will be reviewed at the following meeting.

Return completed applications, fees, and other required/supporting documentation to Kevin Bailey, Park Board Secretary, in the Recreation Center, located on 30 Forest Street. Documents can be emailed to Kevin at [kbailey@medford-ma.gov](mailto:kbailey@medford-ma.gov).or be dropped off at the Recreation Center Monday-Saturday between 9am-12pm.

### Supporting Documents:

- Roster/List of Participants: Upon requests, applicants shall submit a roster or list of participants. Prior year is acceptable at time of application; current year will be required at the time of permit issuance.
- Schedule: Prior year schedule will be acceptable for application purposes. Current year schedule must be submitted prior to permit issuance so the Park Department can schedule field maintenance. Permits cannot be created without a schedule.
- Fee: Full payment of permit fee is required for all new applicants. Make checks payable to City of Medford. Returning organizations in good standings will be invoiced. Payment can be done online with a credit card.
- Proof of Insurance: If application is approved, prior to issuance of the permit, the applicant must submit proof of property damage and bodily injury insurance shall be in the form of a Certificate of Insurance issued by your insurance agent  *naming the City of Medford as an additional insured*. For permits issued to individuals or families, proof of Homeowners Insurance or Special Event Insurance may be sufficient. Permits issued to Medford Public School or the City of Medford do not require proof of insurance. If a policy has an expiration date during the permit period, the permit will expire automatically on that date unless proof of insurance is provided showing coverage beyond that date.

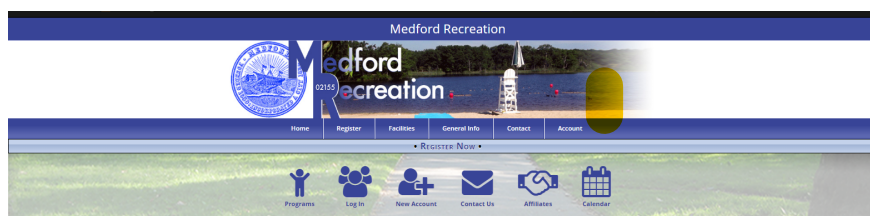
### Receiving Permits:

Current schedules must be submitted in order to have permits emailed to you. Once the schedule is put into the computer, the permit will be automatically sent to the email address submitted on your permit application. The email from the computer will be from [noreply@receipts.myrecdepartment.com](mailto:noreply@receipts.myrecdepartment.com). If you do not receive your permit within a week of submitting your schedule, please check your SPAM box. If you need to make changes to your schedule, please email Kevin Bailey. Please give at least 48 hours' notice for changes to be made. You can view your organizations' permits and other field permits at [medfordrecreation.org](http://medfordrecreation.org) and click on the calendar icon.

**If your organization is not on the calendar, you do not have an official permit to use the field. Using the fields without approval can result in loss of future and/or current permits.**

### Cancellation / Refunds:

Once a schedule is submitted and permits issued, refunds will not be given. In the event fields are closed by the City due to inclement weather, you must email Kevin Bailey within 48 with a make up date. If a make up date cannot be scheduled, a credit will be applied to your organization for a future rental. Field closures will be posted as an alert at the top of the Recreation website ([www.medfordrecreation.com](http://www.medfordrecreation.com))





# Medford Park Commission Application for Use of Parks

(Please fill out one application for each field/court requested per season)

## CONTACT INFORMATION

Name of Organization:

Web Address:

Contact Name:

Contact Title:

Address:

Phone:

Cell:

Email:

## PARK/COURT REQUESTED

Name of Park *(please select from the list provided)*:

Other:

Sport, Activity, or Event:

**Dates:**

From:

To:

**Days:**

**Time:**

Monday:

to

Tuesday:

to

Wednesday:

to

Thursday:

to

Friday:

to

Saturday:

to

Sunday:

to

***For teams, leagues, or other sports organizations, please submit the following with application:***

- Roster/List of Participants: (Submit prior year names and addresses if current year is not finalized)
- Schedule: Submit prior year schedule if current year is not finalized (list of home or visitor)
- Permit Fee: Checks payable to City of Medford. If paying by credit card, please contact Kevin Bailey for organization's log in information.

Return completed applications, fees, and other required documentation to Kevin Bailey, Park Commission Secretary at [kbailey@medford-ma.gov](mailto:kbailey@medford-ma.gov).

Park Commission meetings happen on the 3rd Tuesday of the month in Room 201 at City Hall. For an application to be reviewed in that meeting, applications **must be received at least 7 days prior to the meeting date** – otherwise it will be reviewed at the following meeting. Contact Kevin Bailey at [kbailey@medford-ma.gov](mailto:kbailey@medford-ma.gov) if you would like to be included on the agenda. Once application is approved, applicant will need to provide proof of insurance, current year list of roster, and schedule of games and practices. Schedules must be submitted to create a permit and have it viewed on the public calendar.

**COMMISSION USE ONLY**

APPROVED

DENIED

FEE PERMIT:

RECEIVED:

Roster

Schedule

Financial Report

Insurance

Payment Check#: \_\_\_\_\_

# EVENT INFORMATION



In addition to the standard permit application, if you are hosting an event including music festivals, tournaments, ceremonies, etc. please fill out this form to help the Recreation Department and Commission better understand your request. If you are inviting multiple vendors to the event, its the permit holder's responsibility to ensure all sub-vendors have insurance.

## CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

## EVENT INFORMATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of People: \_\_\_\_\_  
Event Name: \_\_\_\_\_ Website: \_\_\_\_\_

## QUESTIONS

Will you need use of electricity for this event?	Yes	No
Will you need lighting?	Yes	No
Will their be amplified sound including music of P.A system?	Yes	No
Will you set up staging or podiums for the event?	Yes	No
Will you be serving food?	Yes	No
Do you plan to have food trucks?	Yes	No
Will you be serving alcohol?	Yes	No
Will the event require streets to be closed?	Yes	No
Do you need access to bathrooms?	Yes	No
Will you need DPW or the City to set up for the event?	Yes	No
Do you need additional time to set up or break down for the event?	Yes	No
Will you be charging an entrance fee for the event	Yes	No

**PLEASE PROVIDE ANY ADDITIONAL NEEDS OR INFORMATION ABOUT THE EVENT**

\*\*\*\*\*Office Use Only\*\*\*\*\*

### Department Approval

Board of Health: \_\_\_\_\_

Date: \_\_\_\_\_

Police Department: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Public Works: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Date: \_\_\_\_\_