



CITY OF NEW BEDFORD

PARKS, RECREATION, & BEACHES
JONATHAN F. MITCHELL, MAYOR



Outdoor Field, Court & Sports Permit Application

visit: www.NBPRB.com or contact McCoyRecCenter.Info@newbedford-ma.gov for more information about Outdoor Field, Court & Sports Permits and AMRC Sports And Fitness Rentals
Please contact info.prb@newbedford-ma.gov if you are looking for a Park Space Permit or a Non-Sports/Non-Fitness Facility Rental Permit.

The City of New Bedford Department of Parks Recreation & Beaches has set the following procedures to ensure the safety of participants and prevent long term, irreversible damage to the park, field and/or court Rental. The City reserves the right to deny/revoke an activity or event from use of a city property and/or require an activity to conclude due to inclement weather, unsafe/poor field/court conditions, unsafe/poor field/court conditions and/or failure to comply with those rules/regulations set forth by the City of New Bedford.

Application Checklist	
	Completed and signed application
	Insurance certificate enclosed (when required)
	CORI Compliance letter attached (when required)
	Team Roster(s)* attached or received within 30 days of permit start date.

**(Rosters must list all players, coaches, and the city/town they live in. If a team roster is not submitted, Non-Resident rates will be charged.)*

The above information must be received by the Parks Department in order to receive a permit. Permit allocations will be based on availability, scheduled renovations, and turf control measures, implemented by the PRB Department in cooperation with the Department of Public Infrastructure. Simply because a field/court looks open/available does not mean it will be permitted. It may be scheduled for maintenance or renovation or have been renovated with controls that are not readily visible or may have been deemed unusable by the PRB Department and/or Department of Public Infrastructure. If the city determines an organization has used a field/court, without permission during renovation or maintenance period, the user may be subject to loss of any existing permits or for future consideration of one. The city will make a concerted effort to schedule field/court renovations and turf maintenance after the athletic season is over.

User Priority: Applications will be considered for all reservations according to the following priority:

Priority I –1. 2.	New Bedford Parks Recreation & Beaches programs New Bedford* Youth Programs
Priority II	New Bedford* Adult Organizations
Priority III	Non-resident Youth and Adult organizations

**Resident Requirement- 70% of team roster must be New Bedford residents*

Outdoor Permit Timelines:

Season	Permit Dates	Application Opens:	Priority Deadline:	Permit Determination:
SPRING	Mar. 15 - May. 31	February 1 st	February 22 nd	March 8 th
SUMMER	Jun. 1 – Aug. 31	April 15 th	May 4 th	May 25 th
FALL	Sept. 1 – Nov. 30	July 15 th	August 11 th	August 25 th

NOTE: FIELD/COURT PERMIT REQUESTS ARE NOT AUTOMATICALLY RENEWED & APPLICANTS MUST REAPPLY EACH SEASON & EACH YEAR

The request for a field/court during these times can be made no more than **30 days prior** to the start date. If the deadline is missed, you **may** have the option to expedite the rental process, pending availability. To expedite there may be a \$50.00 fee or you can adjust your starting date. **Permits will be issued on the Permit determination date. All required information**

and fees must be paid before a permit is issued. *Applications received on or before the permit determination date will be prioritized. Application received after the permitdetermination date will be given time on a first come – first serve basis.*

Permit Guidelines: Time slots will consist of 2-hour blocks on weekdays and 1-hour blocks on weekends. The permit fee is calculated for each block of time requested. Permit time slots will run from 8am to 8pm. Times may vary depending on location choice please contact McCoyRecCenter.Info@newbedford-ma.gov with any questions.

Weekdays (Mon-Fri)	Weekends (Sat & Sun)	
8:00am-10:00am	8:00am-9:00 am	2:00pm-3:00pm
10:00am-12:00pm	9:00am-10:00am	3:00pm-4:00pm
12:00pm-2:00pm	10:00am-11:00am	4:00pm-5:00pm
2:00pm-4:00pm	11:00am-12:00pm	5:00pm-6:00pm
4:00pm-6:00pm	12:00pm-1:00pm	6:00pm-7:00pm
6:00pm-8:00pm	1:00pm-2:00pm	7:00pm-8:00pm

Permit holders are only to use locations that are specifically designated on the permit.

The location must be vacated by the end of the permitted and scheduled time. Field/Court Permits are for the reservation for field/court use only. Permits are issued “AS IS”: bases, balls and other equipment are not included in the permit.

Fees/ Residency Requirement: Team rosters must be on file prior to final permit approval. All City of NewBedford teams will be charged \$50.00/time block, per permitted location. Teams with *fewer than 70% New Bedford residents, or out-of-town organizations* will be charged \$150.00/time block, per permitted location. Any training and/or classes may have an additional per person fee. Please contact our office for more information. For fee payment, please make checks payable to the City of New Bedford. Permits will not be granted until all outstanding permit fees are paid in full. Additional fees may apply to leagues, leagues may also need Park Board approval. Park Board approval can take up to 90 days.

Background Checks/CORI Policy: The City of New Bedford requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI (Criminal Offender Registry Information check) is performed on all staff and volunteers working directly with the youth, in accordance with Massachusetts General Law. Organizations requesting a permit must submit in writing on the organization’s letterhead, a letter stating that all staff/coaches/volunteers have passed a CORI check. Names of these league members must be listed. A copy of the actual CORI check may be requested, if necessary. This letter must be signed by an *authorized CORI officer and* submitted with each application. **If this is not received, a permit will not be issued.**

Insurance: A current certificate of insurance is required from all user groups **naming the City of New Bedford as additionally insured.** The certificate of liability insurance should be in an amount no less than \$1,000,000.00 for each occurrence and \$3,000,000.00 in the General Aggregate. **If the policy is out-of-date the permit will expire with the policy’s end date. If partnering with the City of New Bedford Parks, Recreation and Beaches department insurance may not be needed.**

Permit Cancellation: If at any time a permit holder is not following the rules and regulations, the Parks Department has the right to revoke a permit. If the permit becomes idle and not used for more than 5 occurrences the Parks Department has the right to revoke the permit. If at any time the permit holder does not need a permit any longer, please contact the Parks Department so we can permit the field/court to another organization.

Trash Policy: The permit holder is responsible for the removal of any trash generated by participants and spectators at the end of each session. All trash must be placed in proper receptacles. Dumping of residential trash in any park trash receptacles is not allowed. Recycling is mandatory in all city parks. **No food or drink on turf field facilities.** Any structure such as, but not limited to, dumpsters or portable restrooms cannot be placed in any city park/field/parking lot without prior permission from the Park Department.

Field Closure Policy: The City of New Bedford Parks Recreation and Beaches Department reserves the right to close field/court use at any time due to weather, events, or other unforeseen circumstances. No economic consequences shall impact on the City of New Bedford due to such cancellations. PRB staff will work with the permit holder in advance to limit this occurrence

and will reschedule if feasible based on availability. The PRB Department may have to suspend your permit for events in the park but will try to limit these occurrences. PRB staff will notify the permit holder.

Liability & Subletting: **Permit is for organization or permit holder use. Subletting will result in the loss of existing permits.** Full responsibility and financial liability for a participant’s injuries and any property damage will be assumed by the user group. Groups do not have permission to charge any fees for admission or for rental of any City of New Bedford field/court without prior permission from the Park Board. The actual Permit must always be onsite during the use of the assigned location.

This beautiful public space is yours to enjoy for relaxation & recreation. Please respect others & help keep it clean. The Board of Park Commissioners of the City of New Bedford, by virtue of its authority, has set forth the following rules, regulations, and requirements suitable for safe, reasonable, & orderly use of the parks. Violation of rules/regulations may result in the permit being revoked & potential fines governed by City ordinance. Any person(s) violating the established Rules/Regulations or constituting a public nuisance may be required to leave the premises.

Prohibited activities:

Use of or possession of alcohol or illegal drugs	Use of vulgar or threatening language
Operation of unauthorized vehicles on park property	Parking or Driving on the lawn
Bicycles on the lawn	Dumping or littering
Vandalism of a tree, plant, or park structure	Unleashed animals or any animal within 100 ft of a recreational area
Fires, candles, fireworks, or firearms of any kind	Feeding birds/wildlife
Disturbing any birds/wildlife including habitats such as nests	Use of metal detectors
Golfing	Smoking
Performances, solicitations, or commercial activity without license from Parks, Recreation & Beaches	Use of the facility/park after it is closed without proper permission
Skateboarding, except where indicated	Sleeping
Food and/or drinks in the Andrea McCoy Recreation Center Gymnasium (only water is allowed)	No helium balloons are allowed in parks or park buildings.

Children’s Bill of Rights in Sports

Developed by the Aspen Institute through its Project Play initiative, with a working group of human rights & sportspolicy experts, the Children’s Bill of Rights in Sports identifies eight rights:

To play sports. *Organizations should make every effort to accommodate children’s interests to participate, & to help them play with peers from diverse backgrounds.*

To safe and healthy environments. *Children have the right to play in settings free from all forms of abuse (physical, emotional, sexual), hazing, violence, & neglect.*

To qualified program leaders. *Children have the right to play under the care of coaches & other adults who pass background checks & are trained in key competencies.*

To develop appropriate play. *Children have a right to play at a level commensurate with their physical, mental, & emotional maturity, & their emerging athletic ability. They should be treated as young people first, athletes second.*

To share in the planning and delivery of their activities. *Children have the right to share their viewpoints with coaches and for their insights to be incorporated into activities.*

To an equal opportunity for personal growth. *Programs should invest equally in all child athletes, free of discrimination based on any personal or family characteristic.*

To be treated with dignity. *Children have the right to participate in environments that promote the values of sportsmanship, of respect for opponents, officials, & the game.*

To enjoy themselves. *Children have the right to participate in activities they consider fun, and which foster the development of friendships & social bonds.*

We encourage leaders – from program operators to policymakers – to treat these rights as guardrails in the design of all sport activities involving youth.



CITY OF NEW BEDFORD

PARKS, RECREATION, & BEACHES

JONATHAN F. MITCHELL, MAYOR

Field, Court & Sports Permit Application



ID#: _____

Date Rcvd: _____

Staff Initials: _____

Applicant(s) Information:

Applicant Name:		Alt. Applicant Name:	
Phone:		Phone:	
Email:		Email:	

Organization Details (If Applicable):

Organization Name:	Website:	# of Teams:
Address:	City:	State: Zip:
Org. Type: ___School ___Youth Travel Team Other: _____	Players: ___Youth Girls ___Youth Boys ___Youth Co-ed ___Adult Women ___Adult Men ___Adult Co-ed	
501 c (3): ___No; ___Yes (Current IRS document must be submitted with Request)		
Cost (fee) per participant: (Write N/A if none) _____	Are coaches compensated? ___Yes ___No	
Does the org. cut players base on skills/ability? ___Yes ___No	Are scholarships offered to low-income players? ___Yes ___No	
Do you have written policies to promote diversity, equity, and inclusion? ___Yes (Please Submit); ___No		
Purpose for this permit: ___Tryouts ___Practices ___Games/Competitions ___Tournaments (Please submit schedule)		

Please indicate your desired facility with a number in your order of preference: 1=Top Choice, 2=2nd Choice, 3=3rd Choice

Soccer Fields	Baseball/Softball Fields	Basketball Courts	Tennis/Pickleball	Other
___Brooklawn	___Buttonwood D-1	___Buttonwood Blue	___Buttonwood S1	___Victory Park Football
___Camara	___Buttonwood D-2	___Buttonwood Red	___Buttonwood S2	___Hazelwood Croquet
___Morton Ave.	___Buttonwood D-3	___Buttonwood Green	___Buttonwood S3	___Hazelwood Lawn Bowl
___Renwick	___Dias Field	___Harrington Park	___Brooklawn 1	___Other Requests:
___Riverside (Syn Turf)	___Victory Park: Lot 13, D4	___Montes Park	___Brooklawn 2	_____

Outdoor Season Permit Dates: SPRING: Mar 15 – Maay 31 | SUMMER: Jul 1 – Aug 31 | FALL: Sep 1 – Nov 30

Requested Start Date: _____ Requested End Date: _____ Day of Week: _____

If there are any dates you will not use the field, due to away games, or other, please notify the PRB Dept.

Available Time Slots For Outdoor Permits- (Checks payable to the City of New Bedford)

\$50* PER TIME SLOT FOR CITY RESIDENTS | \$150* PER TIME SLOT FOR NON-RESIDENTS *Additional fees may apply to leagues

Weekday: ___8am-10am; ___10am-12pm; ___12pm-2pm; ___2pm-4pm; ___4pm-6pm; ___6pm-8pm;

Weekends: ___8am-9am; ___9am-10am; ___10am-11am; ___11am-12pm; ___12pm-1pm ___1pm-2pm;

___2pm-3pm; ___3pm-4pm; ___4pm-5pm; ___5pm-6pm; ___6pm-7pm; ___7pm-8pm

Number of Participants: _____ **Estimated Number of Spectators:** _____

Please contact our office with any questions 508-961-3015 extension 2 or McCoyRecCenter.Info@newbedford-ma.gov

My signature acknowledges that I have read & received a copy of permit procedures, rules & regulations pertaining to the field/park usage and agree to accept responsibility for the group issued the permit. I acknowledge that this application package is complete, & a permit will only be issued upon receipt of all required documents.

Signature _____ Date _____



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Scoreboard Application

The City of New Bedford Department of Parks Recreation & Beaches has set the following procedures to ensure the safety of participants and prevent long term, irreversible damage to the park, field and/or court. The City reserves the right to deny/revoke an activity or event from use of a city property and/or require an activity to conclude due to inclement weather, unsafe/poor field/court conditions and/or failure to comply with those rules/regulations set forth by the City of New Bedford.

- Scoreboard Remote Rental 1 Day Permit (Weekday Rate) **\$15.00***
- Scoreboard Remote Rental 1 Day Permit (Weekend Day Rate) **\$20.00***
- Scoreboard Remote Rental Seasonal Permit (minimum 8 weeks; maximum 16 weeks) **\$25.00***

*Additional fees may be required, please ask for more details. The scoreboard permit holder is responsible for the total cost associated with replacing and/or repairing the scoreboard remote if the remote is lost or damaged (Minimum \$400.00 fee). The permit holder is responsible for replacing batteries (AAA) as needed. The scoreboard remote will be returned within 1 business day after the end permit period.

Name of Applicant: _____ Title: _____

Organization: _____ Website (if applicable): _____

Contact Number: _____ Email: _____

Emergency Contact: _____ Contact Number: _____

Signature of applicant: _____ Date: _____

Phone Number: _____

Number of Days/Weeks: _____

Email Address: _____

Organization's Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Field Permit Holder Contact Name & Title: _____

Phone Number: _____

My signature acknowledges that I have read and received a copy of permit procedures, rules and regulations pertaining to the scoreboard and agree to accept responsibility for the group issued the permit. I acknowledge that this application is incomplete, and a permit will only be issued upon receipt of all required documents.

Signature

Date