

**Permit for Outdoor Use of Areas**

**Parks, Pavilions, Playgrounds, Fields and City Owned Cemeteries**

New permittees will need to attend a commission meeting for approval.

Parks and Recreation Department – 4 Holcomb Street-Westfield, MA 01085 572-6263

Office Telephone: (413) 572-6263

Permittee: \_\_\_\_\_ Date \_\_\_\_\_  
*(Name of Organization, Company, or Individual)*

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_  
Email: \_\_\_\_\_

Time(s) of use: from: \_\_\_\_\_ to: \_\_\_\_\_ (Including set up and take down)  
Day(s) of Week: \_\_\_\_\_

Dates requested: \_\_\_\_\_ to \_\_\_\_\_  
*Month Day Year Month Day Year*

Rain date if necessary: \_\_\_\_\_  
*Month Day Year*

How many attendees do you expect to attend? \_\_\_\_\_

*(Please note-The Police Chief or his or her designee has the authority to contact the "Permittee" and charge their own fees for traffic control and the safety of the public on large events) They receive a copy of the permit.*

Please Check Desired Location

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Boardman Fields          | <input type="checkbox"/> Papermill Playground       | <input type="checkbox"/> Half Mile Falls           |
| <input type="checkbox"/> Chapman Playground       | <input type="checkbox"/> Sadie Knox Playground      | <input type="checkbox"/> Kane & Wojtkiewicz Park   |
| <input type="checkbox"/> Cross Street Playground  | <input type="checkbox"/> Whitney Playground         | <input type="checkbox"/> Park Square (Town Green)  |
| <input type="checkbox"/> Hampton Ponds Playground | <input type="checkbox"/> Woronoco Soccer Complex    | <input type="checkbox"/> Park Square (Pavilion)    |
| <input type="checkbox"/> Little River Playground  | <input type="checkbox"/> Apremont Park              | <input type="checkbox"/> Women's Temperance Park   |
| <input type="checkbox"/> Municipal Playground     | <input type="checkbox"/> Elizabeth Parker Mem. Park | <input type="checkbox"/> Sgt. John Hussey Mem Park |
| <input type="checkbox"/> Arm Brook Park           | <input type="checkbox"/> 911 Gateway Mem. Park      | <input type="checkbox"/> Mechanic Street Cemetery  |
| <input type="checkbox"/> Bullens Baseball Field   | <input type="checkbox"/> Ponders Hollow             | <input type="checkbox"/> Jachym field              |
| <input type="checkbox"/> Bullen Football Field    |   | <input type="checkbox"/> Other                     |

Other area (Please describe) \_\_\_\_\_

Full description and/or type of activity to be conducted on premises:  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, you, the Permittee, agree to comply with the Guidelines for Use on the back of this form. You agree to assume direct responsibility for acts of vandalism or damage to the area, facility, or existing equipment during the time an area is made available for use. You agree to clean up all rubbish or debris caused by your use of the area. You also agree to be liable for all damage or injury to property or persons that may occur or be caused by the use of the permit and agree to save the City of Westfield and the Department harmless from any claim whatsoever which may result from such use.

Permittee Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

**For office/department use only:**

Permit Request Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Request Denied: \_\_\_\_\_ Reason: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** A \$ 50.00 deposit is required “where applicable” for events (determined by the commission pending approval of the application). After the event - if the area/facility used is in good standing the \$ 50.00 deposit will be returned by mail and processed through the city. Most requests are not charged, however special requests may be charged, and you will be notified at the meeting or office.

## **City of Westfield Parks and Recreation Commission and Department Permit Guidelines for Use of Parks and Playgrounds (Please read)**

### **Eligibility**

Westfield organizations, associations, sports organizations, or individuals are eligible if they:

1. Provide services that include Westfield residents.
2. Can demonstrate benefits to the citizens of Westfield.

### **Rules and Regulations**

1. Those who wish to reserve an area under the jurisdiction or management of the Department must obtain and complete a permit application. If an individual is applying for a permit on behalf of a group or athletic league, he or she must designate the application as the “Permittee”. Only one individual may apply for a permit per group or athletic league.
2. The permittee must confine activities to the locations and times specified on the permit.
3. The permittee shall remain subject to the Rules of the Department, the specific terms of the permit, and to all rules, regulations and laws of all City, State and Federal departments insofar as applicable.
4. The permittee must clean and restore the premises after each session.
5. Pamphlets, handbills, signs or advertising material of any kind may not be posted, placed, or distributed on the premises unless the department grants written permission.
6. The permittee is liable for all damage or injury to property or persons that may occur or be caused by the use of the permit, and by accepting the permit the permittee agrees to save the City of Westfield and the Department harmless from any claim whatsoever which may result from such use.
7. The permit is not transferable.
8. The maximum reserved time is five months.
9. The following are not permitted on any park or playground property:
  - No fires or grills
  - No admission may be charged.
  - No person shall possess, drink, or consume any alcoholic beverage or any malt beverage upon any school, park or playground property of the city.
  - No possession or ignition of fireworks, rockets, or sparklers
  - No tents or stakes driven into playing areas without permission.
  - No fake flower petals, rice or other items may be thrown in or around fountains, rivers or other water bodies and must be picked up from all other areas.
  - No motor vehicles, motorcycles, mopeds, go-carts, mini-bikes, snowmobiles, ATV’s or similar items shall be used in public parks.
  - No person shall play or practice golf in a public park.
  - No excessively loud music.
  - No smoking is allowed in city parks or playgrounds per the Free Clean Air Act ordinance.
  - The ordinance gives non-criminal enforcement authority to the Westfield Police Department and Health Department. Violations are subject to fines by his or her designee by the Police Dept. and Health Dept.
  - No vehicle parking or trailers on any park, playground, or cemetery field/grass areas due to irrigation heads and safety concerns.
10. The department reserves the right to prohibit use if areas are deteriorating because of overuse.
11. All domestic animals must be on a leash (not exceeding six (6) feet in length) and always controlled by the owner. Owners shall remove all animal fecal discharges from the park property immediately.
12. Refreshment stands or concessions will be operated only with the approval of the Health Department and the Parks and Recreation Department.
13. All people in charge of a group using the areas will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents.
14. All groups are responsible for policing the area used and the placing of litter in receptacles.
15. Persons shall comply with all lawfully posted signs.
16. There will be no construction, modification, or physical changes to any field or facility unless specific permission is received from the Parks and Recreation Commission.
17. Whitney Playground-Please make sure everyone enters in through Shepard Street over the hill and exits out of Sackett Street. (One way in one way out) Do not have them exit out back through Shepard Street.  
WRONG WAY!
18. Park/Playground hours are dawn to dusk. Unless the area is lit for night play then hours are until 10:45 p.m.
19. For large events the Police Chief or his/her designee has the authority to contact and charge the “Permittee” on the approved permit for traffic control and the safety of the public.
20. Park Square and Pavilion Parking Guidelines-Absolutely No vehicles or trailers are allowed to park on Park Square premises during any and all events. You must unload equipment and supplies by the **One** designated area by the **Black Bollard** and then exit all vehicles or trailers off the premises to another parking lot close by. Same guidelines to remove items after the event. In other words, after you unload items for the event you must park your vehicle and or trailer at any location or parking lot. You are no longer allowed to keep vehicles, or trailers on the premises during the event due to safety concerns, irrigation heads, and damage to the grounds. You the “Permittee” need to notify **All Vendors** involved including all volunteers helping with the event of this policy. This will allow the Police Department to issue “No Parking Citations” to those vehicles or trailers parked on Park Square during all events.