

Falmouth Recreation
Gus Cauty Community Center
790 Main Street, Falmouth Ma. 02540

Falmouth Recreation Playing Field Reservation Form

Applicant Information:

1. Name of Applicant/Organization: _____
2. Contact Person: _____
3. Contact Person's Mailing Address:

4. Contact Person's Phone Number: _____
5. Contact Person's E-mail: _____
6. Percent of Falmouth Residents: _____

Field Use Details:

1. Field Requested: _____
2. Purpose of Use: _____
3. Date(s) of Use: _____
4. Day(s) of the Week: _____
5. Start Time: _____ End Time: _____

Field Allocation:

Field use allocation prioritizes schools first, followed by the Recreation Department's programs, and then residents, ensuring fair and efficient access to our community's recreational spaces.

For field requests at Falmouth High School please contact Falmouth High School directly. The Recreation Department does not schedule fields at the High School.

Required Paperwork:

A Field Use Permit **will not be valid or activated** until all required information has been submitted, all applicable fees have been paid, and the permit has been signed.

Residency Requirement

Only **Falmouth residents** are eligible to reserve Town of Falmouth fields.

CORI Verification (for Youth Programs)

All camps and leagues using Town fields for children must provide documentation confirming that all staff and volunteers have completed **Massachusetts-required C.O.R.I. background checks**.

Liability Insurance

A valid **Certificate of General Liability Insurance** is required, naming the **Town of Falmouth** as an *additional insured*.

Minimum coverage: **\$1,000,000 per incident**.

Signed Waiver of Liability

A completed and signed waiver must be submitted for the permit to be issued.

Playing Field Policies Acknowledgement

All applicants must review and sign the **Playing Field Policies Acknowledgement**, confirming they understand and agree to comply with all Town of Falmouth field regulations, maintenance responsibilities, behavioral expectations, and field condition protocols.

Waiver of Liability:

I, _____ (Name of Contact Person), on behalf of the organization above, hereby release and discharge the Town of Falmouth, its officers and employees of and from any and all actions, causes of action, claims, demands, costs, loss of service, expenses and compensation, on account of or in any way arising from any act or omission related to any activities related to the use of Falmouth Recreation Playing Fields in connection with this application. By signing below, I attest that I am authorized to execute this document on behalf of the applicant.

Contact Person’s Signature _____ Date: _____

PLAYING FIELD POLICIES

Regular meetings, recurring practices, or any organized activity involving a group of individuals are considered **organized field use** and require the issuance of a **Field Use Permit** from the Town of Falmouth Recreation Department.

Field Use Fees:

Field Use (Groups with Non-Resident Participants)	\$100.00/week (maximum of 10 hours/week) Up to \$500.00/season (maximum of 12 weeks/season)
Recreation Field Use (for Exercise Classes)	\$25.00/hour Or \$200 annually

Permit Duration:

Field Use Permits are valid for a **maximum of 12 weeks**. Any use beyond 12 weeks requires a new permit and additional fees.

Field User Responsibilities:

1. **Trash Removal** - Permit holders are responsible for removing all trash from the field and dugout areas and placing it in designated receptacles.
2. **Prohibited Substances** - Alcohol and controlled substances are strictly prohibited at all field sites and facilities.
3. **Fire & Grill Restrictions** - Open fires, charcoal grills, and gas grills are not permitted.
4. **Parking Restrictions** - Parking or driving vehicles on any Town of Falmouth fields is prohibited.
5. **Behavior Expectations** - The use of foul, abusive, or inappropriate language is prohibited.
6. **Use of Fields When Wet** - Field use is prohibited when conditions are unsafe or damaging, including:
 - a. Presence of standing water.
 - b. Saturated ground where footprints remain visible after walking.
 - c. All users must sign up for the Recreation Department's *Notify Me* text/email alerts for field closures. Sign up via the Town website under the “Notify Me” link.
7. **Damage Responsibility** - Users are responsible for repairing any damage to the field beyond normal wear and tear caused by their event or program.
8. **Restroom Requirements** - If the reserved field does not have restrooms, the permit holder must arrange for a portable toilet. The Recreation Department requires the use of ADA-accessible portable toilets at all Town-owned fields.
9. **Field Lighting Fees** - Requests to use field lights require prior approval and payment. Contact the Recreation Director for details.
10. **On-Site Supervision** - The permit applicant or a designated responsible adult (league representative, coach, or parent) must be present at all times during field/facility use.
11. **Baseball/Softball Field Maintenance** - Users of baseball/softball fields must drag or rake the infield before or after use. Contact the Recreation Director with any questions.

I acknowledge that I have read and agree to comply with the policies listed by the Recreation Department regulations for field use.

Contact Person’s Signature _____ Date: _____