

CITY OF MELROSE

Park Department 100 Slayton Road Melrose, MA 02176

CITY OF MELROSE PARK AND FIELD USE PERMIT APPLICATION

SEASON DEADLINE

SPRING (APRIL 1 – JUNE 30) MARCH 1

SUMMER (JUNE 1 – AUGUST 31) MAY 1

FALL (AUG 1 – NOVEMBER 30) JULY 1

A PERMIT APPLICATION MUST BE COMPLETED FOR EACH FACILITY INCLUDING ORGANIZATIONS APPLYING FOR MULTIPLE PERMITS AT DIFFERENT FACILITIES. THE FEE IS \$10.00 PER PERMIT. CHECKS SHOULD BE MADE PAYABLE TO THE CITY OF MELROSE. CASH AND CREDIT CARDS ARE NOT ACCEPTED.

ORGANIZATION/TEAM	
PRIMARY CONTACT	
ADDRESS	
EMAIL ADDRESS	
PRIMARY PHONE	
SECONDARY PHONE	

SEASON: SPRING SUMMER FALL YEAR: _____

FIELD/FACILITY	
START DATE	
END DATE	
DAY(S)	
TIME(S)	

Please send all completed applications and checks to the Park Department at: Melrose Park Department, 100 Slayton Road, Melrose, MA 02176. Once applications have been processed, you will receive a copy of your permit. If you have any questions, please contact Park Superintendent, Joan Bell at jbell@cityofmelrose.org or (781) 979-4169

PURSUANT TO THE CITY OF MELROSE PARKS COMMISSION, THE FOLLOWING CODE OF CONDUCT SHALL APPLY TO ALL PERSONS WHO USE THIS PARK:

- No Alcoholic beverages
- No Smoking
- No profane, abusive, threatening, or indecent language
- No Littering
- No Excessive Noise so as to unreasonably disturb other park users or other nearby residents
- No large group assembly without Proper Permit issued by Parks Dir.

VIOLATION OF ANY OF THE ABOVE SHALL BE CAUSE FOR IMMEDIATE EXPULSION FROM THE PARK AND TERMINATION OF PERMIT



Liability Insurance Limits



Type of coverage	Amount of coverage
1. Commercial general liability including products liability and completed operation liability: <ul style="list-style-type: none">• General aggregate (other than products/completed operations)• Products/completed• Operations aggregate• Personal and advertising injury• Each occurrence	 \$2,000,000 \$2,000,000 \$1,000,000 \$1,000,000
2. Automobile Liability for owned, hired, and non-owned vehicles: <ul style="list-style-type: none">• Body injury and property damage (each accident)	 \$1,000,000
3. Workers' Compensation	Statutory
4. Employer's liability	\$1,000,000
<i>The insurance certificate should also indicate that in the event of cancellation of any of the policies, 10 days prior written notice of cancellation will be given to us, and that the City of Melrose be added as an "additional insured"</i>	

RULES AND RESTRICTIONS

The following rules and restrictions apply to permit use:

- Permits are issued to the requesting organization only. Your organization may not sub-let your permit to another organization. Organizations who sub-let permits will forfeit all rights to use Melrose parks, playing fields, playgrounds, and tennis courts.
- Permits are valid only under good field conditions. Poor weather conditions need to be evaluated before the start of play by the Park Superintendent or her designee.
- Permits are valid only while the group or organization to which it is issued maintains insurance coverage as specified by the Melrose Park Department.
- A representative of your organization must have a copy of their permit in hand at each permitted event in case any conflicts or questions arise.

In addition to these rules and restrictions, each permit includes a list of guidelines for use. These guidelines are listed in the appendix.