

**PARK AND RECREATION COMMISSION
and
TRUSTEES OF MEMORIAL PARK
TOWN OF NEEDHAM, MASSACHUSETTS**

Requesting a Permit for a Special Event or Tournament

Please Note: Not all requests are automatically approved.

All Organizations

- The official request form for special events and tournaments must be completed prior to permission being granted. *Requests for the use of Athletic Field Lights is done on a separate form, and must be submitted with the Special Event Request Form or the Permit Request Form.*
- A current Certificate of Insurance must be submitted with the event request form or with confirmation from the insurance firm that the certificate is being forwarded.
- To insure the safety of participants, spectators, and neighbors, certain event requests will be reviewed with other Town departments, including Police, Fire, Building, Health Department, Town Clerk, and DPW. The Park and Recreation Commission/Memorial Park Trustees may require additional permits or work details. Information on associated fees is available from the specific department.
- Requests for use of school buildings must be submitted to the Public Facilities – Operations. Some uses of school parking lots must also be requested through Public Facilities – Operations.
- In the event that a Police Detail is required, the detail officer's role will be to provide security to the park; insure that vehicles are parked legally; and insure that emergency vehicles have access to the facility. If a firefighter is not present on site, the Police Detail will provide first responder first aid in the event of an accident or injury.
- Special requests for a school site may need to be referred to the School Superintendent, requiring additional time to process the permit request.
- Organization requesting permit must provide actual oversight to the event. For-profit events are not currently given permits for use of Needham parks.

Needham Public Schools

- Events must be requested through Park and Recreation for all outdoor school events, including those held on own school site.
- First priority is given to schools and their auxiliary organizations, provided that the requests are made by **early January for spring/summer events** and **early July for fall events**.
- Auxiliary school organizations must provide a Certificate of Insurance.
- All school-related events must be held in accordance with the policies and regulations of the Needham School Committee.

- High School athletic events must also conform to the rules and regulations of the Massachusetts Interscholastic Athletic Association.

Department of Public Works

- The DPW Parks and Forestry Division maintains all Town-owned athletic fields. Requests for services, in addition to regular maintenance, must be made in writing. The lining of fields is not considered regular maintenance
- Most requests for additional service will necessitate staff over-time. The information on fees is available through the DPW Parks and Forestry Division. Not all overtime requests can be honored.
- Other DPW Divisions may be requested to assist with an event. Submit written request to the Director of Public Works.

Use of Site

- Nothing may be brought onto the site for the event without written permission of the Park and Recreation Commission or the Trustees of Memorial Park.
- All trash must be bagged and left in proper receptacles or removed from the site.
- All uses must include a plan that provides consideration for neighbors related to parking, traffic, noise, light and other possible issues.

State Laws and Needham By-Laws

- Massachusetts Board of Fire Prevention Regulations (527 CMR) – *fire detail requirements*
- Needham Board of Selectmen’s Policy on Fire Details (10/28/03) – *fire detail requirements*
- Needham Police Department Regulations – *police detail regulations*
- Massachusetts General Law, Chapter 138, Section 1 – *no alcoholic beverages possessed or consumed within limits of any park*
- Massachusetts General Law, Chapter 101, Section 22 – *no “hawkers or peddlers” allowed to sell items within 1,000 feet of a recreation area in use – this includes ice cream trucks!*
- Massachusetts General Law, Chapter 71, Section 37H – *no smoking on school grounds*
- Massachusetts General Law, Chapter 271 – *need for Town Clerk issued permit for raffle or bazaar*
- Massachusetts General Law, Chapter 100 – *need for Town Clerk issued permit for auction*
- Needham Board of Health Article 1 – *requirement for temporary food permit*
- Massachusetts State Building Code – *includes, but not limited to, need for Building Inspector issued permit for erection of tents*

For more information, call (781) 455-7930 or send through e-mail to pcarev@needhamma.gov