

**Trustees of Memorial Park
Park and Recreation Commission
Town of Needham, Massachusetts**

JOINT POLICY

Use of Athletic Field Lights at Memorial Park and DeFazio Park

This joint policy was approved by both boards in October 2006 and revised in May 2008 through the decision of the Zoning Board of Appeals. Memorial Park's regulations were again revised in December 2009 through a decision by the Zoning Board of Appeals, and DeFazio Park was revised by the Zoning Board of Appeals in May 2010.

The Needham Park and Recreation Commission and the Trustees of Memorial Park have set the following rules for use of athletic field lights at public parks in Needham under their jurisdiction and administration, with the support of the Board of Selectmen and the School Committee. The Memorial Park Trustees will make specific decisions related to Memorial Park; the Park and Recreation Commission will make decisions related to DeFazio Park. *For purposes of this joint policy, a super majority of the Memorial Park Trustees shall mean five (5) of the six (6) trustees would have to approve the issue or request and a super majority of the Park and Recreation Commissioners shall mean four (4) of the five (5) commissioners would have to approve the issue or request. A super majority for each board will be adjusted to account for any unfilled vacancy on the board.*

Organizations using lights on athletic fields are expected to be respectful of the neighborhoods surrounding Memorial Park and DeFazio Park by strictly adhering to the Joint Policy and taking special care to minimize noise and other impacts to the neighborhoods.

1. The organization requesting use of the lights must complete an official Field Permit Request through the Park and Recreation Department. Some requests will also require the completion of a Special Event Request form to either the Memorial Park Trustees or the Park and Recreation Commission. Proof of Insurance is required when submitting the permit request. All existing policies, rules and regulations regarding use of athletic fields remain in effect. Requests must be submitted at least thirty (30) days in advance of use. Late requests will not be considered without a super majority vote by the jurisdictional board.
2. The permit request must include the reason for use of athletic field lights and the anticipated number of participants/spectators: practice, game, special event, and/or tournament. Other than for a Needham High School scheduled or makeup game on a Friday night or Saturday night or a Needham High School playoff game, no requests for permits will be considered for the use of the athletic field lights in conjunction with public address systems, music or other amplified systems. Consistent with other town policies, the use of all illegal substances, including the consumption of alcoholic beverages is strictly prohibited at Memorial Park and DeFazio Park.

JOINT POLICY

Use of Athletic Field Lights at Memorial Park and DeFazio Park Park and Recreation Commission and Trustees of Memorial Park Most Recent Update: May 2010

3. The organization requesting the permit must have an official standing with the Town of Needham: residents, employers or employees of Needham businesses, non-profit organization with local/regional affiliation. The individual making the request must be associated with the organization and is responsible for the adherence to all rules and regulations relating to the use of the fields.
4. Needham High School requests must be made through the Director of Athletics and Activities; other Needham Public School requests must be made through a school principal or administrator.
5. Out of respect for the observation of religious/civic holidays, the Park and Recreation Commission and Memorial Park Trustees reserve the right to restrict use of athletic field lights on designated days.
6. Lights may be requested during the following time frames:

Each year will be divided into four (4) seasons as follows:

Winter	Spring	Summer	Fall
December 1 st to March 31 st	April 1 st to June 30 th	July 1 st to August 31 st	September 1 st to November 30 th

Other than a Special Event, no permit will be issued for any use of lights during Winter other than for a request from the Needham High School Director of Athletics to use a synthetic turf field for Needham High School practices after the third Monday in March. Subject to Sections 7 and 8 below, any permit granted will be limited to the following restrictions:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	Off at 9:00 p.m.	Off at 9:00 p.m.	Off at 9:00 p.m.	Off at 9:00 p.m.	Memorial: Off at 10:00 p.m. DeFazio: Off at 9:00 p.m.	Off at 9:00 p.m.

Subject to Section 8, all games and practices end a reasonable time before the lights are scheduled to go off. Players, coaches, league officials, parents and other visitors are required to exit the park complex immediately after the lights are shut off.

7. The time limits for special events may be waived by a supermajority vote of the Park and Recreation Commission or the Memorial Park Trustees and approval of the Board of

JOINT POLICY

Use of Athletic Field Lights at Memorial Park and DeFazio Park Park and Recreation Commission and Trustees of Memorial Park Most Recent Update: May 2010

Selectmen. The Park and Recreation Commission or Memorial Park Trustees will first allow discussions at two meetings or special meeting agendas prior to voting their final decision. Affirmative vote of the board will then be forwarded to the Board of Selectmen for approval at their next meeting.

8. At DeFazio, Needham High School reserves the right to complete varsity games that extend beyond the designated time for the lights to be shut off, but only if the start time is no later than 7:00 p.m. and in no event will the extended cut off time be later than 10 p.m. At Memorial, Needham High School reserves the right to complete varsity games that extend beyond the designated time for the lights to be shut off, but only if the start time is no later than 7:00 p.m. and in no event will the extended cut off time be later than 11 p.m. *Per Zoning Board of Appeals decisions.*
9. All trash must be picked up before the representatives of the organizations leave at the conclusion of the event. Trash must be placed in appropriate trash receptacles or removed from the site.
10. Organizations must request that all vehicles connected to the event utilize the parking lots available at Memorial Park and DeFazio Park. Auxiliary parking lots are available at Needham High School for Memorial Park events and the Department of Public Works for DeFazio Park events. Parking is not permitted in the neighborhoods adjacent to Memorial Park or DeFazio Park for purposes of attending an event at Memorial Park or DeFazio Park.
11. The Park and Recreation Commission and the Memorial Park Trustees will set an hourly rate for use of athletic field lights, and an estimated payment equal to the permitted hours is due when the permit is issued. The Park and Recreation Commission and Memorial Park Trustees will credit any unused time to future uses. To conserve energy, preserve the funds of organizations and limit the impact on the neighborhoods, each organization should make sure to notify the Park and Recreation Department during normal business hours 8:30 a.m. to 5:00 p.m. of any time when lights are scheduled but will not be used.
12. An organization violating any of the rules and regulations for use of athletic field lights will (1) be given a written warning for a first offense; (2) have use of lights taken away until appearing before the jurisdictional board at a public meeting resolving the conflicts that led to the second offense; and (3) for a third offense, lose use of the lights for the remainder of the season.
13. The Zoning Board of Appeals will hold a public hearing upon written request of four (4) households directly effected by the use of the lights at DeFazio Park or Memorial Park who have exercised good faith efforts to resolve their complaints by consultation with the Field Lights Advisory Committee (if it remains in existence) and the Park and Recreation Department and that following such public hearing the Board may modify the Special Permit. Notice of such hearing will be given in accordance with the procedures for an

JOINT POLICY

Use of Athletic Field Lights at Memorial Park and DeFazio Park Park and Recreation Commission and Trustees of Memorial Park Most Recent Update: May 2010

application to amend the Special Permit. The households requesting the hearing will not be required to pay an application fee, but shall pay the cost of any newspaper notice of the hearing.

14. To make any recommendations for changes to this Joint Policy, the jurisdictional boards must initially approve to review the Joint Policy by a super majority vote of each board. Following this approval, each jurisdictional board will allow discussions on two meeting or special meeting agendas prior to voting its final decision, including holding at least one (1) public meeting. The jurisdictional board will use reasonable effort to invite abutters and neighbors and other interested parties to these meetings. Affirmative votes will then be forwarded to the Board of Selectmen for approval at their next meeting. Any such changes shall then be forwarded to the Zoning Board of Appeals, who, in its sole discretion shall determine if said change is minor, not requiring a public hearing for implementation, or substantial, requiring a public hearing, after such notice as the Board in its sole discretion shall appropriate. *Per Zoning Board of Appeals decision*
15. Control over the physical operation of the lights, e.g. turning on and off, shall be held by the holder of the title of Director of the Needham Park and Recreation Commission, or if a vacancy should occur, the person designated to act as such by the Town acting through its Park and Recreation Commission, or if such Commission is no longer in existence at such time, the Board of Selectmen. No other person, group or entity shall have the right to operate the lights, except in the case of an emergency. *Per Zoning Board of Appeals decision*

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