

Northampton Parks & Recreation
Facility League Scheduling & Use Permit Request



Dear Applicant,

Please read the application, rules and regulations thoroughly. If this is a new league/submission, please email recreation@northamptonma.gov first to inquire.

To submit an application, the following must be included:

- ❑ Page 2 through 5 of Use Permit Request with signatures.

The following is needed before the league can begin practices:

- ❑ As soon as approval is given, certificate of liability with the City of Northampton named as additionally insured for \$1,000,000. (special event requests will need this before the event)
- ❑ **Current team rosters**
 - Must be for current team with active players for the current season. (i.e. you cannot combine spring and fall players)
 - Must have names and addresses of all players.
 - Must indicate who is resident and who is non-resident.
 - Must be organized and listed by team.
- ❑ **List of coaches for each team/group**
 - CORI & SORI check on all coaches in youth leagues and groups. Sign page 5.
 - Youth league coaches must be certified and/or trained, programs vary by leagues.
- ❑ **Other than Sport Leagues Use**
 - Fees vary, please inquire with Parks & Rec

Before games can begin:

- All the above must be submitted at least 30 days in advance, plus if applicable schedules with team names, divisions, time & location.
- Please allow up to 30 days for processing, depending on the time of the season. Special event requests must be at least 2 months in advance. Some requests may depend on other leagues schedules.
- Submit all to Northampton Parks & Recreation Department, 100A Bridge Rd., Florence, MA 01062, 413-587-1040, recreation@northamptonma.gov.
The office is located on the grounds of JFK Middle School, in a grey modular to the right of the school.

Northampton Parks & Recreation 413-587-1040 recreation@northamptonma.gov

**CITY OF NORTHAMPTON
PARKS & RECREATION DEPARTMENT
FACILITY SCHEDULING & USE PERMIT REQUEST**

This form is typically used for leagues. If not sure what form to use, please contact us. Applications must be submitted at least 30 days in advance. Please complete all information. Type or print clearly.

Return Pages 2, 3 & 4 and all required documents to:

Northampton Parks & Recreation Department, 100A Bridge Rd., Florence, MA 01062

Phone: 413-587-1040 Email: recreation@northamptonma.gov

APPLICATION INFORMATION

Application Date: _____

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Primary Phone: _____

Secondary Phone: _____

Email: _____

Additional Contact Name: _____

Additional Contact Phone: _____ **Additional Contact Email:** _____

EVENT INFORMATION

Event / Purpose:

For League, Team, or Group Usage:

Adult Team(s) Youth Team(s) Other: _____

Number of Participants Expected: _____

Number of Residents: _____ **Number of Non-Residents:** _____

FACILITY / FIELD REQUEST

If requesting a general type of field without a specific location, please indicate below, or include an attachment with description.

(e.g., soccer field, baseball field, Veterans' Field for special event, etc.)

Please Note: Field layouts change seasonally. Field numbers and locations are approximate.

ARCANUM FIELD

- MacDonald 60' Baseball
- 90' Baseball*
- Multiuse Field

Use of the 90' baseball field requires a meeting with the Director of Parks & Recreation or their designee prior to usage. A separate form is required for pavilion use.

ELLERBROOK FIELDS

- Multiuse
 - Softball
-

FINN / RYAN RD. SCHOOL

- Baseball #1
 - Baseball #2
 - Baseball #3
 - Football
 - Other _____
-

FLORENCE RECREATION FIELDS

- Multiuse #1
 - Multiuse #2
 - Multiuse #3
 - Multiuse #4
 - Multiuse #5
 - 90' Baseball
 - 70' Baseball
-

JFK MIDDLE SCHOOL

- Softball Field
 - Multiuse Field #1
 - Multiuse Field #2 (along houses)
 - Multiuse – Bear Hill
-

- D. Valenta Softball #3
 - Soccer/Multiuse #1
 - Soccer/Multiuse #2
-

SHELDON FIELD

- LaRiviere 60' Baseball
- G. Valenta Softball #1
- Softball #2

VETERANS' FIELD

- 90' Baseball
 - Multiuse Area
 - Skate Park
-

Date(s) Requested: If seasonal you must attach schedule or write out proposed schedule of requested use. If final schedule is not yet available, it must be sent as soon as possible.

Leagues: No games or practices are usually allowed on holidays, i.e. Memorial Day, July 4th and/or observed holiday, Labor Day, Columbus Day or Veterans Day without prior approval. Other events may be scheduled by City or School officials that require usage restrictions.

Date(s): _____

Time start _____ **Time end** _____ **Other** _____

Other additional information you would like to provide: _____

CERTIFICATION & AGREEMENT

By accepting this permit, I certify that CORI checks have/will be been completed on all youth coaches and/or persons in charge of youth programs.

I agree that I will be held responsible for repair, in a manner approved by the Department of Public Works and the Parks & Recreation Department, of any damage to City property occurring during use under this permit.

I understand that violation of this agreement may result in revocation of this permit. Intentionally providing false information on this application will result in cancellation and may hinder future consideration.

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS, INCLUDING CURRENT COVID REGULATIONS, GOVERNING CITY OF NORTHAMPTON FACILITIES AND ANY PROVISIONS SET FORTH IN THIS AGREEMENT OR ATTACHMENTS.

Signature: _____

Print Name: _____

Date: _____

League/Group Name: _____

Position in League/Group (President, etc.): _____

Player Residency

A resident lives in Northampton, Florence or Leeds.

Use of fields by non-resident teams is limited. Additional fees apply to non-Northampton league teams. (A Northampton league team means a team with at least 75% residents on the roster).

Facility Use Rules and Regulations

1. No permit will be granted without a completed facility request form.
2. Resident teams/groups have priority use of fields.
3. **A certificate of liability insurance is required to be attached to this application. The City of Northampton must be named additional insured for \$1,000,000.** Groups using facilities agree to hold the Northampton Parks & Recreation Department, City of Northampton, its employees and agents harmless for any injuries of those taking part in or attending the program.
4. If the permit is granted, the holder will be subject to the Rules and Regulation of the Parks & Recreation Department, the City of Northampton rules, codes and ordinances, and Massachusetts general laws.
 - a. Other permits/certifications required must also be submitted with this application.
5. The City of Northampton is not responsible for any accidents or injuries to persons or property resulting from the issuance of this permit.
6. Per City Ordinance 14-16, alcoholic beverages are prohibited from all City facilities.
7. CORI (Criminal Offender Record Information) and SORI (Sexual Offender Record Information) checks must be conducted on all coaches.
8. The bearer of the permit is required to clean up and remove trash from there participants from the premises. The City of Northampton Parks are carry-in, carry-out facilities, see enclosed policy.
9. All youth coaches must take part in a training, and that varies by sport.
 - a. All leagues must submit a list of coaches before the practice season begins.
10. Team/group rosters must be submitted, which must include names and addresses, in order to verify resident or nonresident status.
 - a. Rosters must be for the current season and current list of players playing on the team that season. (i.e.: Spring roster for Spring team, Fall roster for Fall team, etc.)
11. Restrooms: Use coordinated with Park & Rec. for the buildings and sani-cans. If staffing is not available to clean them, there will be sani-cans. Leagues may be responsible for funding, depending on location.
12. Call the Parks Division of the Department of Public Works 413-587-1577, to report vandalism or damage to park.
13. Permit holder is responsible for the preservation of order and responsible to pay for any damage to or loss of City property that may occur during use period. Any damage or loss resulting from the use by the permitted will be billed accordingly for repair, replacement or cleaning of damaged property. This may also be defined as an area left in an unclean condition, including bathrooms.

14. Motor vehicles are not allowed on City Property, except where specifically permitted. Do not drive on the grass at fields or schools. Violators will be towed and permits may be revoked.
 - a. If you need to drive a vehicle onto the property due to special events, contact Parks & Rec to discuss.
15. No postings, decorating or alterations may be done without permission of the Department of Public Works and the Parks & Recreation Department.
16. The City of Northampton reserves the right to suspend and/or reschedule assigned events.
17. League games have priority over practices. Practices may be bumped for games.
18. Play is not permitted on fields that are rain soaked or have standing water. Permit holder will be responsible for repair costs.
19. If the DPW Parks Division and/or the Parks & Recreation Department declare the field unplayable, no one is allowed to play (games or practice) on it, unless permission is obtained from Park & Rec and/or DPW.
 - a. Please call the cancellation hotline at the Parks & Recreation Department: 413-587-1044 for information on cancellations, or the website www.northamptonma.gov/recreation and click on cancellation page.
 - b. Do not sweep or push standing water off of fields as this causes damage and holes to the fields, unless other arrangements have been made with the DPW and/or Parks & Recreation Department.
 - c. Teams/leagues in violation of this may have field use suspended.
20. Private contractors, volunteers, etc. are not allowed to conduct field maintenance without prior written permission from the DPW or Parks & Recreation Department or other City departments involved.
21. Audio devices, including loud speaker systems, drums and other musical devices must be kept to acceptable noise control levels.
22. No person in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the Parks and Recreation Department shall fail to comply with any reasonable direction given by any police officer or by any Parks and Recreation Department employee or contained in any notice posted by the Parks and Recreation Department.
23. The bearer of the permit must insure that all participants and spectators abide by all above regulations.
24. Any violation of the policies or regulations for use of facilities may result in the termination of the agreement.
25. The City of Northampton reserves the right to change the rules, regulations and/or fees as deemed necessary.
26. Parks close at dusk.
27. All policies are subject to change without notice and are at the discretion of City of Northampton officials.

Sanctioning Leagues

In order for any non-Northampton Parks & Recreation Department sponsored league to utilize City fields/facilities, it must be recognized and sanctioned by the Northampton Parks & Recreation Department.

In order for leagues to be recognized and sanctioned by the Northampton Parks & Recreation Department, they must submit the following:

1. League by-laws must be submitted. These should include but are not limited to the age requirements of participants, boys or girls or both, league philosophy, fees, a policy on playing time that all players are aware of, etc.
2. A list of the Board/Officers must be submitted.
3. All youth league coaches must be certified by a coach's association, i.e. the National Youth Sports Coaches Association (NYSCA).

Upon review and sanctioning of a league by the Northampton Parks & Recreation Department, the league will be able to schedule time for use of Northampton fields/facilities according to the guidelines in the assignment and utilization of athletic fields/facilities.

Assignment and Utilization of Athletic Fields/Facilities

The Parks & Recreation Department utilizes the following guidelines in the assignment of athletic fields/facilities for practices, games, and events:

1. All athletic fields/facilities must be used for their designed intended use.
2. Priority use of fields/facilities will generally be given according to the sport in-season:
Spring/Summer: Baseball, Softball, Lacrosse, Ultimate
Fall: Soccer, Football, Field Hockey
Winter: Basketball, Volleyball
3. Following is the scheduling priority for the use of Northampton fields/facilities:
 - a. School fields: Northampton School Department and Smith Vocational High School scheduled programs
 - b. Northampton Parks & Recreation Fields: Northampton Schools and Smith Vocational may have priority usage as long as it does not conflict with recreational programs.
 - c. Northampton Parks & Recreation Department sponsored youth programs
 - d. Northampton Parks & Recreation Department sponsored adult programs
 - e. Other Northampton youth leagues (not sponsored by the Northampton Parks & Recreation Department)
 - f. Other Northampton adult leagues
 - g. Other Northampton teams/organizations
 - h. Non-Northampton teams/organizations
4. To qualify as a resident team/league, at least 75% of the team members must reside in Northampton, Florence or Leeds.
5. Established leagues/programs have priority according to the number of years in existence and years utilizing City fields.
6. The Northampton Parks & Recreation Department reserves the right to make exceptions to this prioritization.

Northampton DPW & Parks & Recreation Department
Field Use Policies

Games

- Game schedules must be submitted by the league and must include league home and visitor teams, date, time and location.
- A list of games must be submitted with home games (Northampton fields) highlighted. Links to website schedule pages will not be accepted as a list of home games or for makeups.
- Parks & Rec must be notified of ANY game/usage changes.

Make-ups

- Please be aware that in order for fields to be scheduled our office must be informed of make-up/game change or playoff games at least 48 working hours in advance and before 9:00 a.m. The DPW receives field preparation slips from our office in advance, and we are not able to contact them easily during the day because they are not in an office.
- There are other leagues playing on the field, and practices scheduled.
- The League Administrator or his/her designee(s) is the only authorized person to call in to schedule make-ups.
- We also ask that if a game is canceled, please inform us in advance so the field is available for other use, and/or DPW is not preparing a field that doesn't need to be.

Reserving Practices

- Reservation of fields for practices varies. Please discuss structure with Parks & Rec prior to start of season.
- Leagues are not allowed to block off a field and give out practices to their teams, unless approved by Parks & Recreation staff.
- Certain fields are designated for certain leagues. For example, a 10 yr. old baseball team cannot be scheduled at a 90' diamond baseball field, unless special arrangements and permission has been obtained from the Parks & Recreation Department.
- Some fields may be designated for GAMES ONLY
 - These fields change seasonally. No practices are allowed on them without special permission from Parks & Rec.

Field Preparation

- The DPW Parks Division lines/paints some fields, and leagues are responsible to do so at times also. Please talk with us about the field you are utilizing to plan for the proper lining/painting of lines.

Cancellations

- The Department of Public Works (DPW) is directly in charge of field maintenance. If there is inclement weather, they usually determine weekday field status, usually by 3:00 p.m. if the fields are playable. They then notify the Parks & Recreation Department. The status is on the website: www.northamptonma.gov/recreation, click on cancellations.
- Please make copies and distribute this information to all your managers and players. They should check the website for updates.
- If it is after 3:00 p.m., and if the DPW has determined it is okay to play, and then it starts to rain, it is the responsibility of the individual leagues to make decisions on playing. We urge you to use caution when deciding to play after a downpour, not only for safety reasons, but also for possible field damage. It is important that each league have an internal policy regarding this situation so your coaches know if they should play or not.
- If the fields are deemed unplayable by the DPW or Parks & Rec no one is allowed on them. In the spring, there are many fields the DPW has to prepare for games. Teams playing on saturated fields can cause a great deal of damage to the grass.
 - Please do not attempt to sweep water off the fields as this causes large holes.
- If the fields are unplayable on weekends, one of the Parks & Recreation staff usually receives a phone call from the DPW crew between 7:00 - 8:00 a.m. Staff then puts it on the website if games are cancelled. It is the same policy on weekends as during the week, if the DPW determines fields are unplayable, no leagues are to play. No practices are allowed either.
- If the league has a last minute cancellation or emergency that prevents the games from being played on a weekend, please call the DPW Parks & Cemetery Division Office at Spring Grove Cemetery and leave a message by 7:00 a.m. at 587-1577.

Field Use

- The organization of use of all the City's sport fields every day is complicated. There are certain designated fields for each sport. No league should practice or play on a field that is not designated as one for them. Everyone should be aware of our field reservation policy and call to reserve them for practices.
- Some outfields and field layouts overlap. Therefore, sometimes play can not happen on those fields at the same time.
- If a baseball/softball field is lined for games, teams are not allowed to practice on them.

All policies are subject to change without notice and are at the discretion of City of Northampton officials.

Northampton Parks & Recreation Department

Lightning Policy

Thunder or lightning necessitates that all outdoor practices and competitions be suspended.

The occurrence of thunder and/or lightning is not subject to interpretation or discussion - thunder is thunder, lightning is lightning.

Before a practice/game begins, take a look around and have a plan for shelter prior to the start of any contest.

When thunder is heard or when lightning is seen, the following procedures must be executed:

- Suspend play and direct participants to the previously identified shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
- Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.
- After thunder and/or lightning has left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

Note this is the same policy as the Massachusetts Interscholastic Athletic Association (MIAA).



**CITY OF NORTHAMPTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS**

**125 Locust Street
Northampton, MA 01060**

**413-587-1570
Fax 413-587-1576**

Donna LaScaleia
Director

Carry-In/Carry-Out Recreational Policy

Frequently Asked Questions Fact Sheet

What is Carry-in/Carry-out?

The City of Northampton has adopted a carry-in, carry-out solid waste policy at its properties. Carry-in, carry-out is a solid waste strategy that is becoming more popular in the United States. Visitors to facilities are responsible for carrying out the trash they generate during their visit and taking responsibility for its disposal at home or another appropriate location. This creates a facility maintenance partnership between stewards of shared recreational areas and the people who use and enjoy them.

What does Carry-in/Carry out mean for visitors?

Visitors are responsible for removing all refuse they generate. The area must be left completely clean before and after departure. Visitors are encouraged to arrive prepared, and to leave sufficient space in a vehicle/backpack/bicycle for items to be carried out.

- Bring trash bags/bins to carry home trash, compostable food waste, and recyclables ([paper](#) and [containers](#)).
- Bring food items in sealable, reusable containers.
- Bring additional containers and plastic bags to carry home leftovers.

Which facilities in Northampton are designated as Carry-in/Carry-out facilities?

A full list of Carry-in/Carry-out City of Northampton recreational sites is provided at the end of this document.

What are the benefits of a Carry-in/Carry-out policy?

- Redirects staff resources to other facility maintenance
- Improves site appearance and atmosphere
- Reduces stinging insects, skunks, bears, and other potentially dangerous pests that may congregate at trash receptacles
- Eliminates the smells and mess created by trash receptacles
- Reduces the financial and environmental (emissions, fuel consumption) costs of trash removal
- Encourages visitors and residents to employ reusable containers and pay more attention to recycling and composting
- Supports an ethic of public space sustainability and models rational, healthy practices for future generations

What else can visitors do to reduce waste in shared public spaces?

- Avoid food items with heavy packaging.
- Bring reusable cups, plates, and utensils.
- Dispense beverages from reusable containers.
- Separate recyclables ([paper](#) and [containers](#)) from the rest of your trash.
- Help support a [circular economy](#) by purchasing products made from recycled materials.
- Use (washable) cloth napkins and tablecloths.

What am I supposed to do with my pet waste?

Visitors are required to remove pet's waste as they do from sidewalks and lawns in their own neighborhood, and dispose of it properly at home. Responsible dog waste disposal allows everyone to enjoy shared recreational areas free of unpleasant odors, unexpected piles and unsightly and environmentally unfriendly plastic bags filled with dog waste. Consider adding a supply of plastic bags to your vehicle.

Who will clean up after large group events?

The Department of Public Works will remove trash from pavilion areas after large group events requiring a permit from the Parks and Rec Department.

City of Northampton properties with a Carry-in/Carry-out Policy

Agnes Fox Playground, 253 State St.

Arcanum Field, 220 Bridge Rd.

Bridge Street Cemetery, 156 Bridge St.

Community Gardens, 51 Prince St.

Connecticut River Greenway, 68 Damon Rd.

Florence Rec Fields (baseball), 145 Meadow St.

Florence Rec Fields (large field), 157 Spring St.

JFK Middle School, 70 Bridge Rd.

Lampron Park, 110 Bridge St.

Leeds Memorial Park, 26 Florence St.

Maines Field, 570 Riverside Dr.

Musante Beach, 85 Reservoir Rd.

Park Street Cemetery, 42 Park St.

Ray Ellerbrook Field, 48 Burts Pit

Ryan Road School, 498 Ryan Rd.

Sheldon Field, 26 Old Ferry Rd.

Spring Grove Cemetery, 5 N Farms Rd

Veterans Field, 88 West St.

West Farms Cemetery, 164 West Farms Rd.

All bicycle/shared use path locations.

All pocket parks.

We all love our shared public recreational areas. Please do your part to keep them enjoyable.

Updated February 2026