



FACILITY & FIELD USE POLICIES

WAYLAND RECREATION DEPARTMENT

WAYLAND
RECREATION DEPARTMENT



SOMETHING FOR EVERYONE

Approved on August 31, 2022

Effective on September 1, 2022

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MISSION

The mission of the Wayland Recreation Department is to provide programs, facilities, and services designed to enhance individual and community values of physical, social, creative, cultural and intellectual growth and development. Our contributions are measured by community participation.

Wayland Recreation is committed to enhancing our community through quality activities, events, and parks that provide worthwhile recreation experiences. We strive to offer "Something for Everyone." All Wayland Recreation efforts aim to provide a safe, social, and healthy recreational experience for all participants. All are welcome regardless of age, ability, race, color, ethnicity, disability, religion, national origin, gender, sex, and sexual orientation. [Review our Anti-Harassment and Anti-Bullying Policy for Campers/Program Participants.](#)

AUTHORITY

Pursuant to Chapter 347 of the Acts of 2008 §8 enacted on July 1, 2009, the Town of Wayland, acting through its Recreation Department with authority from the Recreation Commission shall permit recreation programs, athletics, leagues and activities on land, facilities or buildings owned, leased or held by the town for park, playground or recreation purposes, and, with the approval of the school committee, for school purposes.

The Wayland Recreation Department works with the Department of Public Works, Facilities Department, and School Athletic Department to permit, schedule, maintain, and manage many recreational facilities in Wayland; over 40 sports playing fields, 12 parks & playgrounds, the Wayland Town Beach, and miles of trails.

RECREATION COMMISSION

Asa Foster, Chair	afoster@wayland.ma.us	Term April 2025
Thruston Wright, Chair	bwright@wayland.ma.us	Term April 2025
David Pearlman	dpearlman@wayland.ma.us	Term April 2024
Kelly Pierce	kpierce@wayland.ma.us	Term April 2024
Leanne Mason	lmason@wayland.ma.us	Term April 2023

SCOPE

The Town of Wayland's recreational assets are a limited resource, which all require careful and equitable management, maintenance, scheduling, and protection to allow reasonable access and to best support the deep and broad demand for resident usage. The policies and procedures contained herein notwithstanding, the decision for facility allocation, sits at the discretion of the Recreation Director with appeal to the Recreation Commission. The Recreation Director reserves the right to cancel, reschedule, postpone, relocate, combine or change permits programs and classes due to low enrollment, facility, personnel, public health or weather related concerns as well as failure to follow the policies herein.

FACILITY USE

Recreation sites and facilities are in the public domain and a permit is not necessarily required for casual use. Regular meetings at recreation sites by a group or groups of individuals shall constitute organized use and so require the issuance of a Use Permit from the Wayland Recreation Department. Fees may be charged for permits issued as defined in this policy. An issued permit shall take priority over casual use on any site. All permit holders and its users agree to abide and adhere to the policies, procedures and regulations outlined in this Field User Packet; violations may result in forfeiting privileges of use, fines, suspension and revocation at the discretion of the Recreation Commission. *Users of the all fields, parks, playgrounds, sites, and facilities are solely responsible for the fulfillment of the regulations of:*

State and Local Department of Public Safety
Internal Revenue Admission Laws (when charging a fee)
State and Local Department of Public Health Laws
Board of Health & MDPH MGL 105 CMR 430
Commonwealth of Mass. MGL Chapter 21 §17c

State and Local Fire Laws
State and Local Police Laws
Recreation Facility Use Policies
American with Disabilities Act
State Law Governing Public Use of Land for Recreational Purposes

RENTER RESPONSIBILITIES | GENERAL FIELD & FACILITY REGULATIONS

NO SUBLETTING NO TRANSFER OR REALLOCATION OF PERMITTED RESERVATIONS
NO DOGS, NO SMOKING, NO DRUGS, NO ALCOHOL ALLOWED AT ANY TOWN FACILITY

INTENDED USE & CONDUCT Users must state intended use on the Facility Use Form, intent must be followed or permit may be revoked. A representative from the user group must be present and responsible for the duration of all reservations to ensure that intended use, proper adult supervision, and the policies, procedures and regulations outlined in this packet are followed. No open fires, fire pits, or charcoal grills allowed. No loud music unless approved by Recreation Department and, if necessary, the Police Department. Please discourage any climbing on or hanging from equipment such as bleachers, goals, and backstops. Heavy goals and equipment should only be moved by adults.

SPECIAL EVENTS/TOURNAMENTS

Fields may be reserved outside of the normal scheduling hours for special functions that require advanced planning. Rates for these functions will be based on the same fees outlined in this packet. Contact the Recreation Department.

FIELD SHARING

Field Shares may be permitted to certain user groups that intend to share the same time slots at the same facility on a particular day throughout an entire season, i.e. alternating home games. Specify the intent to share on the Request Form. Season schedule must be submitted. Groups Field Sharing do not receive a discount on rental cost.

DAMAGES The user will be held responsible for any and all damage to the recreation facility a reservation. A \$100 minimum fee will be charged to a user if cleaning or repairs are needed after use. User is responsible for ensuring the facility they use is left in the same condition it was found and to report any hazards and concerns to the Recreation Department, Athletic Director or DPW.

WILDLIFE Feeding of gulls, geese, pigeons, ducks, water animals or other wildlife is strictly forbidden.

LITTER All refuse is to be discarded in containers provided or removed from the facility. NO GLASS containers allowed.

BANNERS Any group interested in hanging a sponsorship or event banner on a field or facility must have approval of the Recreation Commission and/or Board of Selectmen. Banner Restrictions and requirements will be outlined upon request.

STORAGE CONTAINERS Any group wishing to keep a storage container for sports equipment at a facility/field must be approved by the Recreation Commission and/or DPW. Size restrictions and location requirements outlined upon request.

DOGS, pets or other animals are NOT allowed on playing surfaces and/or indoor facilities unless exempted by law. Dogs must be leashed at all times. Dog Officer take notice.

BICYCLES must be placed in provided bicycle racks. Bicycles, scooters, skateboards, roller blades, heelies or wheels of any kind are not allowed on the WHS turf, painted courts or running track surfaces, and as posted.

PARKING & VEHICLES Parking in designated spaces is required, failure to do so may result in parking violation tickets or towing at users expense. Vehicles are not allowed to drive or park on playing surfaces. Police take notice.

RESTROOMS Most parks, fields and playgrounds do not have restrooms available on site. Some facilities have public access to restrooms during permitted reservations, while others have portable toilets. A reservation requiring additional portable toilets requires approval of the Recreation Commission, and is subject to additional fees.

NO SOLICITING

No person may conduct any business or commercial calling, trade, sell or otherwise deal commodities or merchandise of any description; or solicit patronage of any sort; or advertise any such business or calling for the sale of such commodities or merchandise; or hold any public meeting. No person may solicit contributions, signatures, or any other means or support for any purpose or cause.

HOW TO RESERVE A FIELD | SEND A REQUEST FORM

Submit a completed Request Form for each anticipated facility/venue for each season during the appropriate application period. Applications can be downloaded from waylandrec.com and submitted via email, or in person or postal mail to the Wayland Recreation Department at 41 Cochituate Road, Wayland, MA 01778. Requests cannot be taken over the phone or without application. Users are welcome to call to check availability of a site after the application period. Requestor will be contacted if conflicting requests need negotiation, if a permit cannot be issued, or if all requests cannot be met.

SUBMIT:

1. **Facility Use Request Form** application, signed & dated
2. **Certificate of Insurance** (COI) listing the 'Town of Wayland' as additionally insured.
3. **Roster** of your group that includes residency information (to verify rates and/or youth fees)
4. **Game schedule**, if applicable so Town can mow/line/chalk/unlock facility for you
5. **Payment** (Online or Checks can be made to 'Town of Wayland') due at time of application
6. **Light Usage Fee Acknowledgement** – Light Fees will be charged at end of reservation, based on the actual usage for all reservations that extend beyond the daily sunset time.

WHEN TO APPLY | APPLICATION PERIOD

Priority for field usage is outlined on Page 4. Wayland Residents have priority over non-residents. Late applications will be accepted, but have lowest priority and will not be evaluated until after all other timely requests. Priority applies to initial assignment during the reservation process; it does not allow a group to take or "bump" lower priority groups reservations once assigned. Reservations are accepted on business days for the following seasons:

SEASON	SPRING	SUMMER	FALL	WINTER *No Grass
Applications Accepted:	February 1-14	April 1-14	July 1-14	September 1-14
Season Start Date:	~April 15	Day After Last Day of WPS	August 15	Thanksgiving
Season End Date:	Last Day of WPS	August 15	Thanksgiving	April 14

- IF REQUEST SPANS MORE THAN ONE OF THESE SEASONS, REQUESTOR MUST SUBMIT SEPARATE REQUESTS FOR EACH SEASON, FEES APPLY TO ALL SEASON
- ALTERNATE SITES, IF AVAILABLE, CAN BE RESERVED IF FIELDS ARE CLOSED FOR ANY REASON DURING A PERMITTED TIME, ADDITIONAL FEES APPLY

ISSUED PERMITS

The Recreation Department will issue permits in the 15 business days following the close of the application period.

- Users **MUST** carry permits to all reservations.
- Permits are invalid without active insurance/liability coverage and payment.
- It is the responsibility of the Renter/Requestor/Scheduling Liaison to review and ensure accuracy of permits.
- It is the responsibility of the Renter/Requestor/Scheduling Liaison to notify the Recreation Department if a session will be cancelled, unused, or not in need of lighting to avoid fees/charges.

ROSTERS / RESIDENCY REQUIREMENTS

Rosters that demonstrate names, address, and ages of users are required to attest to the priority level.

Youth Organizations require a minimum 80% residency, Adults require 60% residency, and seniors require 20% residency to classify as in-town Wayland groups. All other groups are classified as non-resident groups.

CERTIFICATE OF INSURANCE (COI)

Users are required to provide, at the users own expense, an active Certificate of Insurance (COI) that meets the coverage minimums listed below. COI must list the "Town of Wayland" as additionally insured.

TYPE OF LIABILITY COVERAGE

AMOUNT OF COVERAGE

Commercial General Liability - including Products Liability and completed Operation Liability:

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Automobile Liability for owned, hired, and non-owned vehicles:	
Bodily injury and property damage (each accident)	\$1,000,000
Workers Compensation	Statutory
Employer's Liability	\$1,000,000

RELEASE OF LIABILITY

By submitting a Field & Facility Use Request Application Form, the responsible representative of the sponsoring group is requesting the use of a town facility for the purposes listed. The Sponsoring Group, and all participants further agree to release, hold harmless and indemnify the Town of Wayland, the Recreation Department, their agents and employees from any liability or responsibility associated with the group's requested use of a facility. Any damage / vandalism done as a result of the use will be the users responsibility, who agree to pay any reasonable costs associated with the damage.

MANDATORY CORI POLICY MGL Chapter 385 of the Act of 2002 – Sec.172H

Any organizations serving youth in the Town of Wayland must be certified prior to application to perform CORI checks on all volunteers and perform said background checks on all volunteers as required by Massachusetts General Law. Organizations must also perform SORI checks.

SPECIAL EVENTS

For special events, parades, carnivals, festivals, tournaments, derbies, road races, etc., please attach a letter of intent which includes all details of event; include sample flyers, registrations forms, etc. This letter should be an overview of the needs for the facility, including any equipment that you will need and the number of people attending, and set-up and break-down times. The Recreation Department reserves the right to require police details. Submit a Special Event Application from wayland.ma.us.

PARKING LOTS AND ATYPICAL OUTDOOR SPACES

On October 19, 2020 The Board of Selectmen ratified a policy for use of outdoor areas and parking lots for gatherings. Use of these areas must comply with the states most current guidelines.

https://www.wayland.ma.us/sites/g/files/vyhlif4016/f/uploads/guidelines_for_use_of_parking_lots_10.05.2020.pdf

PAYMENTS

All fees are transferable and/or refundable, with a minimum of two weeks written notice prior to the reservation date. Every effort will be made to accommodate rescheduling of reservations and weather related make-ups. Payments are due at the time of application. Payments that require final enrollment numbers can be delayed to start of season. Turf Reservations must submit a separate check from other reservations, if applicable. Failure to notify the Recreation Office of non-usage of fields or lights will result in a \$25 fine. Remit Payments to: Checks payable to "Town of Wayland" sent to Town of Wayland Recreation Department 41 Cochituate Road, Wayland MA 01778. See the last page of this packet for information about making online payments.

SCHEDULING HIERARCHY, PRIORITY, & RATES

Applications are given priority according to the following criteria:

1. Completed Applications received during the seasons application period (Page 2)
2. Group Priority Level
3. Activity/ Intended Use for which the site, facility, and/or venue is designed (Page 5)
4. Typical Activity Season
5. Further negotiation on a case by case basis, if needed, at the discretion of the Rec Dept.

GROUP PRIORITY LEVEL

	PRIORITY	FEES PER SEASON or PER HOUR	WHS TURF
1	Wayland Public School Athletics	WPS Athletics has priority on all school properties, fields, courts, from 8:00am – 6:00pm on all 180 school days. See school calendar here: https://www.wayland.k12.ma.us/	
2	Wayland Youth Organizations (min 80% Wayland residents under 18 years) Must provide Roster with Age/DOB and residency	\$40 per player, per season or \$30 per hour	\$40 per player, per season or \$60 per hour
3	Wayland Adults (min 60% Wayland residents over 18 years) Must provide Roster with Age/DOB and residency	\$300 per field, per season or \$30 per hour	\$450 per season or \$60 per hour
	Wayland Seniors (min 20% Wayland residents over 60 years) Must provide Roster with Age/DOB and residency	\$300 per field, per season or \$30 per hour	\$450 per season or \$60 per hour
4	Non-Wayland Youth Organizations Must provide Roster with Age/DOB and residency	\$60 per player, per season or \$60 per hour	\$60 per player, per season or \$120 per hour
5	Non-Wayland Seniors	\$600 per field per season or \$60 per hour	\$900 per season or \$120 per hour
6	Non-Wayland Adult	\$600 per field per season or \$60 per hour	\$900 per season or \$120 per hour
*Elections, Recreation Department Programs, and Town Meetings have first priority.			
Priority is given to requestors of facilities/ field for typical sports seasons and for which activity field/facility is designed. ex. Baseball groups have priority of baseball fields during baseball season (Spring/Summer)			

TYPICAL ACTIVITY SEASON PRIORITY LEVEL

FALL

– Soccer, Football, Field Hockey, XC, Rowing, Volleyball, LAX

WINTER

– Basketball, Volleyball, Badminton, Pickle Ball

SPRING

– Baseball, Softball, LAX, Soccer, Ultimate, Rowing, Track & Field, Tennis

SUMMER

– Baseball, Softball, Ultimate, Football

SITE PRIORITY - FACILITIES FOR PERMITTED RECREATIONAL USE

SOCCER	BASEBALL/SOFTBALL	LACROSSE	COURTS
Alpine 11v11, 9v9 Claypit Soccer 9v9, 7v7 Middle School (2) Oxbow Meadows Town Building WHS Bennett Field WHS Wetlands WHS Turf	Alpine Tee Ball Art King Baseball 60' Claypit 1 (Claypit 10) Claypit 2 (Claypit 10) Cochituate 1* Cochituate 2* Middle School 90' Middle School Softball	Alpine Field Middle School Front Middle School Back Oxbow Meadows WHS Bennett 'Rock' WHS JV Field WHS Turf Field* Claypit 11	Cochituate Outdoor Basketball Sand Beach Volleyball Town Building Gymnasium WHS Tennis Courts (6) WHS Basketball Court 1 WHS Basketball Court 2 School gyms are reserved by School Facilities Dept
FOOTBALL	Schwartz @ Riverview ^{50/70'}	FIELD HOCKEY	OTHER AREAS
WHS Turf* WHS JV Field Cochituate 1* Cochituate 2*	WHS Varsity Baseball 90' WHS JV Baseball WHS Softball Happy Hollow Loker School	Middle School Front WHS Field Hockey WHS Turf*	Rec Activity Room Town Beach @ Lake Cochituate Mansion Beach @ Dudley Pond Stadium Track & Field 12 Playgrounds Dudley Woods / Rail Trail

*Light fees apply for evening reservations. ** See Facility Pages at waylandrec.com for more details about each site.

Alpine

16 Alpine Road

Claypit

40 Adams Lane

Cochituate Ball Park

51 West Plain Street

Middle School

201 Main Street

Schwartz Field

42 Riverview Avenue

Oxbow Meadows Field

91 Oxbow Road

Town Beach

25 Parkland Drive

Town Building

41 Cochituate Road

Wayland High School

264 Old Connecticut Path

EVENT FEES & RESERVATION OPTIONS

★★ these options all require Request Form and COI and/or Waiver ★★

OTHER PAYMENT OPTIONS	WAYLAND RESIDENT	NON-RESIDENT
Grass Field	\$30 per hour	\$60 per hour
Turf Field	\$60 per hour	\$120 per hour
Town Building Gym	\$50 per hour	\$110 per hour
Light Usage (<i>applies to all who use lights</i>)	\$35 per hour	\$45 per hour
Drop In Programs (Pickleball, Volleyball & Badminton)	\$5 per session	\$6 per session
Outdoor Basketball Courts	\$30 per hour	\$60 per hour
Tennis Courts * See Night Light Fees	\$10 per hour	\$20 per hour
Licensed Camp/Clinic/Tournament/ Event	\$200 per day (8 hours)	\$400 per day (8 hours)
Licensed Camp/Clinic/Tournament Turf /Event	\$400 per day (8 hours)	\$800 per day (8 hours)
Town Beach Sand Volleyball	\$10 per hour	\$20 per hour

Priority group levels #1 and #2 require groups be composed primarily of Wayland residents, Wayland public school students, and/or whose intention is to provide a service to the community at large. This group must make themselves available to the community via appropriate advertising, open registration, tryouts, etc. and must be established as a 501c (3) organization or similar with certification to perform CORI checks.

Rectangles (18)	Diamonds (15)	Courts (7 indoor, 5 outdoor)
Alpine Field	Art King Baseball	Cochituate Ball Park (4 hoops)
Town Building Field	Cochituate 1 & 2 Softball	Claypit Outdoor Court (2 hoops)
Oxbow Meadows	Alpine Tee Ball (offline)	Loker Court (2 hoops)
Cochituate Football	Schwartz Baseball, Cage	WHS Outdoor Courts (4 hoops)
Claypit #10	WHS Varsity Baseball,	Middle School (4 hoops)
WHS Wetlands	WHS JV Baseball	Town Beach (1 hoop)
WHS Bennett 'Rock'	WHS Softball	Happy Hollow (2-3 Hoops)
Middle School (Back)	Middle School Baseball	WHS Outdoor Courts (6 tennis)
Middle School (Front)	Middle School Softball	WHS Outdoor Courts (6 PickleBall)
WHS Field Hockey	Claypit 1 & 2 Softball	Indoor Courts
JV Football / Boys Lax	Loker Baseball (2)	WHS Field House (2)
WHS Turf	Happy Hollow Baseball	Town Building Gym
		WMS Court
Playgrounds	Parks / Areas	Loker, HH, Claypit Gymnasia
Alpine	Rail Trail	
Cochituate Ball Park	Mansion Beach	
Riverview Ave	Mill Pond	
Hannah Williams	Dudley Woods	
Town Beach	Picnic Grove	
Loker Upper	Cornhole	
Loker Side	Gaga Pit / Archery	
Happy Hollow Upper	CPH Horse Corral	
Happy Hollow Back	Oxbow Trail	
Claypit Hill Kinder	TB Side Field	
Claypit Hill Upper	Tot Room	
Town Building/ TCW	WHS Track & Field	

CONTACT US

TOWN OF WAYLAND

Recreation Department

Town Building (Second Floor)

41 Cochituate Road

Wayland, MA 01778

www.wayland.ma.us

OFFICE HOURS

Monday 8:00 am – 7:00 pm

Tuesday – Thursday 8:00 am – 4:00 pm

Friday 8:00 am – 12:30 pm

(508)358-3660

www.wayland.ma.us

PRIMARY FACILITY CONTACT

Christine Baldwin, Assistant Director

(508) 358-3664

cbaldwin@wayland.ma.us

SECONDARY CONTACT

Katherine Brenna, Director

(508) 358-6864

kbrenna@wayland.ma.us

TURF RULES

NO vehicles, bicycles, scooters, skateboards, rollerblades, or wheels of any kind are allowed on the WHS turf, painted court surfaces and track surfaces.

NO Glass containers

NO Gum

NO Colored sports drinks or food – Water Only

NO Stakes

NO Chairs, tables or anything that would penetrate turf surface

NO Pulling the grass fibers or infill

NO Dogs

HOURS

All facilities are regularly permitted only between the hours of 8:00am and 10:00pm. Outdoor facilities are closed for use between dusk and dawn. Renters can arrive and must leave the permitted facility/field within 30 minutes of permitted times.

DAYLIGHT

Due to poor visibility and safety concerns all activities without sports lighting should cease 15 min after sunset.

SPORTS LIGHTS

All Light Usage fees will be charged based on actual reservation times and light usage with consideration for sunset times at end of season. Lights at Cochituate Ball fields are often set to auto ON/OFF 30 minutes prior to sunset, or 15 minutes prior to reservation start time and 15 minutes after the reserved end time; whichever is needed. Failure to notify the Recreation Office of non-usage will result in a one hour fine. WHS Turf Lights require manual ON/OFF by the user. All lights will go off at 10:00pm at all locations, unless special permission is granted.

Applicable to: Cochituate Ball Park, WHS Tennis Courts, WHS Basketball Courts and WHS Turf

LIGHTNING

If lightning, cease and postpone all activity promptly. Don not wait for rain. Recommendation is only to resume activity after a minimum of 30 minutes without lightning.

EVERY GROUP SHOULD DESIGNATE A SCHEDULING LIAISON

All user groups should identify **ONE** member of the group as the Scheduling Liaison on the request form. This individual will be the primary contact for scheduling requests and reservation changes each season. Individual coaches, parents or other representatives cannot reserve or change a reservation. This individual is assigned the following responsibilities:

- Authority to make reservation requests by signing and submitting a completed permit application.
- Provide full application with Certificate of Insurance and payment
- Act as a liaison between the Recreation Department and the program staff, coaches and parents.
- Provide an initial detailed outline of field lining needs and/or equipment needs for each season, especially if it may differ from previous seasons, enrollment has changed, etc.
- Review and evaluate regularly the field scheduling confirmation / permit sent to permit holders
- Communicate any begin and end dates; scheduling changes, additions, or errors to the Rec Office
- Ensure that payments are sent and received by the Recreation Department
- Collect feedback from user group regarding field conditions or needs and relay those to the Rec Office
- Relays information to the direct users, i.e. field locations, restroom & lighting codes, and applicable rules outlined this packet.
- Communicate any field closures, hazards, or reschedules to players, coaches, and officials.
- Contact the Recreation Office if there is any question of field/facility playability.
- Enforce trash, refuse and/or litter clean up among its users, coaches and players at all facilities.
- Ensure responsible use of and return of any issued keys, passwords, and codes to conduct usage.

GYMNASIA

Wayland Recreation **ONLY** manages the Town Building Gymnasium. To reserve the Town Building Gym, complete a Field/Facility Request Application. • Want to see if a field or the Town Building Gym is available? Go to waylandrec.activityreg.com

All school gyms are managed by the School Department. To reserve a **gymnasium** in a school, please contact the School Facilities Department: [here](#).

DPW REGULATIONS FOR FIELD USE

The following Field Use Policies and Guidelines are set forth to protect the playing fields in Wayland, ensure future use of fields, prevent long-term damage and extended field closures, and avoid subjecting users to possible injury. Failure to adhere to this policy can result in users forfeiting a permit for the remainder of the season, incurring a field repair fee, and/or loss of future permits.

Field Conditions and Closure concerns should be directed to the DPW

(508) 358-3672

Scheduling and Reservations contact the Recreation Department

(508) 358-3660

FIELD CLOSURES

Some facilities may be designated as CLOSED for weather, resting, repairs, or other DPW maintenance. All users must comply with posted signs and other communications of a field's status. It is the responsibility of the user to determine if play is safe for use during High Temperatures, Flash Flood and other Weather Warnings and Watches and Hazardous Air Quality Warnings. Every effort will be made to notify field users of any field closing in advance of a reservation through their Scheduling Liaison.

DATES / SEASONAL CLOSURE

All outdoor facilities are closed from late November to late March / mid-April; exact dates to be determined seasonally by Department of Public Works. Fields decisions will be made on a field-by-field basis and listed as OPEN or CLOSED on waylandrec.com. Subscribe to alerts on wayland.ma.us to be updated about field status changes.

PROTECT GOAL MOUTHS

It is the responsibility of all users to avoid high-use areas near the regular goal mouth whenever possible, but especially when using fields for practices.

FIELD PLAYABILITY

While the DPW has exclusive rights and authority in determining whether fields are open or closed ALL USERS have a responsibility of discerning if a field is playable regardless of a current weather condition by the guidelines below:

Any and all use should not commence, or continue on a field if any of the following are true:

- If the field has been closed by the DPW; DPW maintains authority to close a field at any time for any reason.
- If the field has standing water on it
- If the field is saturated with water (will not dry or de-puddle by game time)
If more than 0.5 inches of rain/snow is/has fallen in the last 24 hours
- If by playing on the field, the players are, or would be, damaging the field beyond normal wear and tear i.e. Footing in insecure or slippery, footsteps leave an impression on the turf or tear up turf, creating muddy areas, ground clings or cakes to shoes & cleats etc.
- If, once a game begins, the referee, umpire, or league official is responsible for the decision to suspend a game due to the above or other conditions
- Lightning
- If surfaces are icy or frozen
- Unsafe facility conditions- dry surfaces, glass, exposed stones and rocks, etc.
- Softball and Baseball fields are often playable even with standing water on the infield. Do not sweep or rake puddles. As long as a field does not pose a hazard to the players it can be used. See criteria for grass above.

EXTREME HEAT POLICY

Heat Advisory means that a period of hot temperatures is expected. The combination of hot temperatures and high humidity will combine to create a situation in which heat illnesses are possible. Drink plenty of fluids, stay in an air-conditioned room, and stay out of the sun.

If the National Weather Service issues a **Heat Advisory**, the artificial turf and/or track may not be utilized.

If the Heat Index registers in the Extreme Caution range or greater, due to the variety of levels of fitness and/or lack of consistent preparatory exertion in heat conditions, only indoor and grass surfaces may be utilized.

Athletic activities will be limited to 60 minutes.

There will be water available outside (bubblers, jugs, cups) for users if there is a Heat Advisory issued.

If the National Weather Service issues a **Heat Warning**, Recreation camps and programs should not be held outside during the hours of 10:30am to 2:30pm, and turf is closed.

NOAA's National Weather Service

Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
 - Extreme Caution
 - Danger
 - Extreme Danger
-
- Hydrate, Limit Physical Activity
 - Use Indoors/Cool Area Grass Only, No Turf Use
 - Move Activities Indoors 10a-4p
 - No Outdoor Activities

Heat index of 80-89 (Considered low to moderate risk) May proceed with scheduled outdoor activity but parents/coaches/volunteers/staff will monitor all participants closely. Hydration is encouraged.

Heat index of 90-104 (Considered moderate risk) Use extreme caution when performing outside activities. Proper fluid intake, rest and breaks should be added into activity time. The department will recommend scheduled water breaks every 20-25 minutes, to reduce time of activity and/or be modified to be less physically exhausting. Allow users to retreat to Cool Areas, Indoors. No Turf Use, Grass Only

Heat index of 105-114 (Considered high risk) Coaches/parents/volunteers and staff need to use extreme caution. Water breaks will be recommended to schedule every 15-20 minutes. Cancellation or relocation of activities will be considered when temperatures reach this extreme. Allow users to retreat to Cool Areas, Indoors. No Turf Use, Grass Only

Heat index of 115-130+ (Considered very high) Cancellation or relocation to an indoor facility for all activities will be put into effect as this level is too extreme to accommodate physical activity, proper fluid intake and body maintenance.

TENNIS & PICKLEBALL COURTS AT WAYLAND HIGH SCHOOL

GUIDELINES

- [USTA Tips and Recommendations](#)
- Carry-in / Carry-Out Trash and Recycle
- No Dogs / Music / Alcohol
- No Bikes or anything with wheels allowed on playing surfaces
- Bring your own equipment

SPRING SEASON

- The WHS Athletics Tennis Program has a Permit to use the WHS Tennis Courts for practices and matches weekdays between 3:00 p.m. to 7:00 p.m. between April 15 and July 1.
- See the MIAA Tennis Schedule here: <http://miaa.net/schools/public/WaylWa1>

DATES

- Tennis Courts are open year round.
- Evening play is available when the lights are on between April 15 and October 31.
- Never shovel or clear snow from playing surfaces.
- Snow covered courts are CLOSED for play.

HOURS

- **Year- round:** Tennis courts are open from dawn until dusk. There is no fee for daytime use. Day users without Tennis Tags must exit the courts when the lights come on, seasonally.
- **Seasonally:** Additional evening hours will be available when courts are lit between April and October from sunset until 9:00 p.m. Light fees apply

LIGHTS

- WHS Tennis Courts will have lights available for play starting April 15
- Lights will be on daily, starting 15 minutes prior to sunset until 9:00 p.m., weather permitting.

Private Court Reservations / Leagues

See Permit Application section of this FACILITY & FIELD USE POLICIES Packet

Private Lessons

No private lessons are to be conducted for fee or for free on WHS Tennis Courts without express permission of the Recreation Department. There are obvious restrictions for the use of public facilities for private gain and those that involve important protections for child safety and others under the jurisdiction of the IRS, federal, state and local law.

Postponed Activities

Due to Town and School events, permit requests or special circumstances the Town of Wayland reserves the right to cancel or postpone activities in or around the WHS Stadium Complex.

COURT USAGE / CODE OF CONDUCT

- **SINGLES PLAY** limited to 75 minutes (Honor System)
- **DOUBLES PLAY** limited to 90 minutes (Honor System)
- When there are players waiting, all players must vacate courts after the above play times
- Players waiting to use a court should indicate to active players in a clear and courteous way that they are waiting to use a court.
- Winners shall have no prior rights to remain on the courts.
- Please limit the number of balls used on your court.
- Please be respectful and refrain from using a ball hopper during peak times.
- Please follow and abide by the posted WHS Tennis Court Rules.



TOWN PROPERTY FEATURE PERMIT

Name: _____ **Organization:** _____ **Date:** _____

Address: _____ **Phone #:** _____ **Email:** _____

Back-up Contact: _____ **Back-up Phone or Email:** _____

Description of Request: _____

Location of Request: _____

IMPORTANT – PROCEDURE AND POLICIES

In order to assure complete follow-through with your request, the following policies and procedures have been adopted and must be abided by:

1. The DPW must pre-approve your request prior to any action being made.
2. The applicant must maintain the designated area of request. If this area becomes unruly or unsightly per the DPW's observations, the DPW will contact the Applicant and/or Back-up to remedy this. If there is no response or action within two weeks, the DPW will remove or reverse the specific area to its original or safe condition.
3. If the DPW finds that the requested installation creates a safety hazard, for example; an impeded sight line for traffic, the DPW will contact Applicant to take immediate action to rectify this.
4. The DPW has the right to remove or change Applicant's Feature at any time.
5. Applicant agrees to release the Town of Wayland and the Wayland Department of Public Works from any and all claims, rights of action and causes of action associated with any personal injuries or property damage resulting from participation in this requested activity.

I have completed and reviewed the Permit Application and agree to the above conditions for my request:

Signature _____ Date: _____

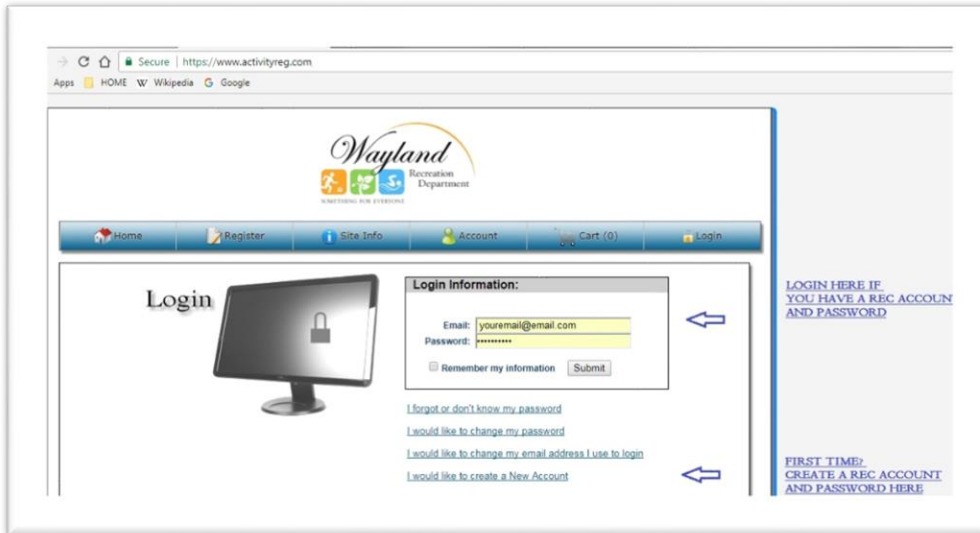
Special Conditions per DPW:

CONFIRMATION: Approved: _____ Not Approved: _____ By: _____ DPW Date: _____

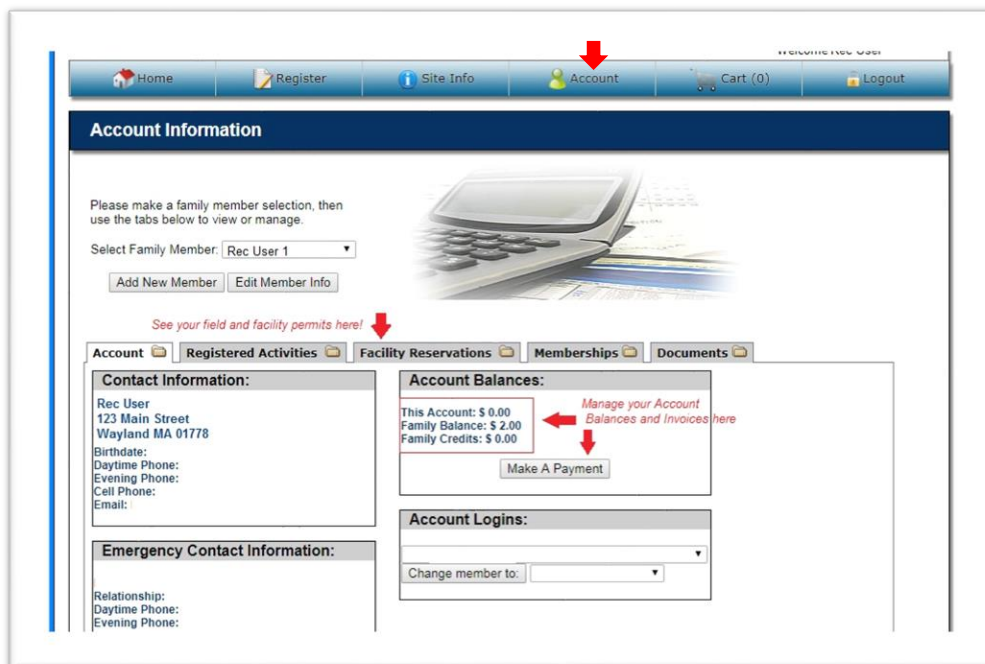
USING ONLINE PAYMENT PORTAL

1. Click Register on the Toolbar and select "Reserve a Park or Facility"
2. From the list on the left under Select Activity, choose a field
3. Click the Check Availability & Reserve button
4. Click on a date on the calendar.
5. Here you can see what times have already been booked.

STEP 1: Go to [waylandrec.activityreg.com](https://www.waylandrec.activityreg.com) LOGIN, OR CREATE A LOGIN FOR OUR WAYLAND REC SITE



STEP 2: CLICK ON THE GREEN "ACCOUNT" FIGURE | Here you can see your permits, and pay any balances





Field & Facility Use Application

Wayland Recreation Department
41 Cochituate Road | Wayland, MA 01778
(508) 358-3660 | waylandrec.com

LEAGUE, GROUP, ORGANIZATION, RENTERS INFO **TODAY'S DATE:** _____

Name of person submitting request _____ Date of Birth _____

Sponsoring Organization _____

Address of Organization/Requestor _____ Town _____ Zip _____

Phone _____ Email _____

For weather and / or scheduling conflicts - Contact _____

Phone _____ Email _____

For billing (if different) - Contact _____

Phone _____ Email _____

CIRCLE PRIORITY LEVEL

- (1) Wayland Schools (2) Wayland Youth (3) Wayland Senior (3) Wayland Adult
- (4) Non-Wayland Youth (5) Non-Wayland Senior (6) Non-Wayland Adult

Please submit a completed application that includes:

- This signed & dated **Field & Facility Use Request Application** form.
- Certificate of Insurance** (COI) listing the 'Town of Wayland' as additionally insured.
- Roster** of user group that includes residency information (*to verify priority, rates and/or youth fees)
- Game Schedule**, if applicable so Town can mow/line/chalk/unlock facility/ provide lights
- Payment** (*amount due at time of application. Pay Online or Checks made to 'Town of Wayland')
- Light Usage Fee** Acknowledgement – Light Fees charged at end of reservation, based on actual usage.

I have read, understand, agree and assume all responsibility for use of requested Town of Wayland facility and the fulfillment of the regulations of the Facility User Policies for the Wayland Recreation Department:

REQUESTOR SIGNATURE	TITLE/POSITION	DATE
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No Smoking, Drugs or Alcohol allowed at any municipal/recreation property. Litter must be removed by the users. Dogs are not allowed on playing surfaces. Never shovel/plow snow from a playing surface. Do not sublet your reservation. Users must leave facility within 30 minutes permit end time.

FOR OFFICE USE ONLY	SEASON/HOUR YOUTH	LIGHTS	PRIORITY
REQUEST RECEIVED _____	<input type="checkbox"/> COIEXP. _____	<input type="checkbox"/> ROS# _____	<input type="checkbox"/> SCHED <input type="checkbox"/> SPMN <input type="checkbox"/> SENT
FACILITY CHARGE DUE _____	AMOUNT PAID: _____	DATE PAID _____	CHECK# _____



Field & Facility Use Application

Wayland Recreation Department
 41 Cochituate Road | Wayland, MA 01778
 (508) 358-3660 | waylandrec.com

FACILITY/FIELD REQUESTING *(Submit a separate request for each facility)*

PURPOSE / INTENDED USE *(Specify sport/activity, practice/games, league, training, try-outs, playoffs, tournament, etc.)*

IF YOUR SEASON SPANS MORE THAN ONE OF OUR SEASONS, SUBMIT SEPARATE APPLICATIONS, FEES APPLY TO ALL SEASONS

START DATE _____ **END DATE** _____

SEASON	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER	<input type="checkbox"/> FALL	<input type="checkbox"/> WINTER
Application Period	February 1-14	April 1-14	July 1-14	September 1-14
Start Date	~April 15	Last Day of WPS+1	August 15	Thanksgiving
End Date	Last Day of WPS	August 15	Thanksgiving	April 15

SPECIFY TIME SLOTS **MORE INFO** (Weekly, Bi-Weekly, Omit Holidays, etc.)

Monday Time _____ to _____

Tuesday Time _____ to _____

Wednesday Time _____ to _____

Thursday Time _____ to _____

Friday Time _____ to _____

Saturday Time _____ to _____

Sunday Time _____ to _____

PAYMENT INFORMATION

	# OF PLAYERS	# OF HOURS	# OF FIELDS/COURT
GRASS			
WAYLAND YOUTH		\$40 per player or \$30 per hour	_____
WAYLAND ADULT/SENIOR		\$300 per season or \$30 per hour	_____
NON WAYLAND YOUTH		\$60 per player or \$60 per hour	_____
NON WAYLAND ADULT/SENIOR		\$600 per season or \$60 per hour	_____
TURF FEES			
WAYLAND ADULT/SENIOR		\$450 per season or \$60 per hour	_____
NON WAYLAND ADULT/SENIOR		\$900 per season or \$120 per hour	_____
LIGHTS			
		W \$35/h NR \$45/h billed at end of permit	_____
TOWN BUILDING GYM			
		\$50 per hour RES/\$110 per hour Non-Res	_____
TENNIS COURTS			
		\$10 per hour RES/ \$20 per hour Non-Res	_____
OUTDOOR COURT FEES			
		\$40 per player or \$30 per hour	_____
TOTAL AMOUNT OWED			



Special Event Request Application

Wayland Recreation Department
41 Cochituate Road | Wayland, MA 01778
(508) 358-3660 | waylandrec.com

*You may need approval from several departments to host an event in Wayland.
You can start the process with this application and then we'll help direct you.*

SPECIAL EVENTS

For special events, parades, carnivals, festivals, tournaments, derby's, road races, etc., please attach a letter of intent which includes all details of event; site plans, include sample flyers, registrations forms, etc.

FACILITY/FIELD REQUESTING *Submit a separate request for each site, okay to list facilities at same address*

Name of Event _____

Event Type / Purpose / Intended Use _____

Is this a fundraiser? _____

Event date _____ Time of Event _____

Facility Access Time/Setup _____ Event Breakdown Time _____

PRIVATE PUBLIC Expected Attendance _____ Admission Fees _____

REQUESTOR/GROUP/ORGANIZATION INFO

Name of person submitting request _____ Date of Birth _____

Sponsoring Organization _____ Tax ID _____

Address of Organization/Requestor _____ Town _____ Zip _____

Phone _____ Email _____

For weather and / or scheduling conflicts - Contact _____

Phone _____ Email _____

For billing (if different) - Contact _____

Phone _____ Email _____

PRIORITY LEVEL

- (1) Wayland Schools (2) Wayland Youth Group (3) Wayland Senior (4) Wayland Adult
 (5) Non-Wayland Youth (6) Non-Wayland Senior (7) Non-Wayland Adult (8) Private

FOR OFFICE USE ONLY

REQUEST RECEIVED _____ COIEXP. _____ EVENTPLAN _____ SPMN SENT

FACILITY CHARGE DUE _____ AMOUNT PAID _____ DATE PAID _____ CHECK# _____



Special Event Application

Wayland Recreation Department
41 Cochituate Road | Wayland, MA 01778
(508) 358-3660 | waylandrec.com

EVENT DETAILS *Submit supporting documents to describe needs, if applicable*

IF THE EVENT WILL REQUIRE ANY OF THE FOLLOWING, PROVIDE EVIDENCE OF ARRANGEMENTS:

POLICE DETAIL / TRAFFIC / PUB SAFETY	YES	NO	_____
BLOCK PUBLIC ROADWAYS	YES	NO	_____
FIRE PERMIT	YES	NO	_____
WATER SOURCE	YES	NO	_____
TEMPORARY STRUCTURES / TENTS	YES	NO	_____
FOOD PERMIT (BOARD OF HEALTH)	YES	NO	_____
LIQUOR LICENSE (BOS)	YES	NO	_____
DPW/CUSTODIAL SUPPORT	YES	NO	_____
ELECTRICTY / LIGHTS / GENERATOR	YES	NO	_____
AUDIO/VISUAL NEEDS OR WIFI	YES	NO	_____
ENTERTAINMENT / DJ / MUSIC	YES	NO	_____

LIVE MUSIC DJ RADIO/PLAYLIST AMPLIFIED SOUND DANCING PERFORMERS STAGE

TRASH / RECYCLE RECEPTACLES	YES	NO	_____
PORTABLE RESTROOMS (HANDICAP)	YES	NO	_____
ARE BUSES EXPECTED	YES	NO	_____
ABUTTERS NOTIFIED	YES	NO	_____
CERTIFIED TO PERFORM CORI CHECKS	YES	NO	_____
VENDING / CONCESSIONS	YES	NO	<input type="checkbox"/> FOOD <input type="checkbox"/> BEVERAGE <input type="checkbox"/> GOODS <input type="checkbox"/> OTHER
ACTIVITIES	YES	NO	<input type="checkbox"/> RIDES <input type="checkbox"/> INFLATABLES <input type="checkbox"/> GAMES <input type="checkbox"/> RAFFLE <input type="checkbox"/> ANIMALS <input type="checkbox"/> OTHER

Please submit a completed application that includes:

- A COVID-19 Control Plan that complies with EEA Guidance, subject to approval of the Health Department.
- This signed & dated **Special Event Request Application** form.
- Certificate of Insurance** (COI) listing the 'Town of Wayland' as additionally insured.
- Attachments** Any required contracts, certificates, permits, or other attachments.
- Site Plan**, Traffic Plan and/or Parking Plan

I have received, read, understand, agree to and assume all responsibility for the use of requested Town of Wayland facility and the fulfillment of the policies and regulations of the Facility User Policies Packet for the Town of Wayland Recreation Department:

REQUESTOR SIGNATURE	TITLE/POSITION	DATE

No Smoking, Drugs or Alcohol allowed at any municipal/recreation property. Litter must be removed by the users. Dogs are not allowed on recreation playing surfaces. All dogs must be leashed in public. Do not sublet your reservation. Users must leave facility within 30 minutes after the end of permitted time.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Anti-Harassment and Anti-Bullying Policy for Campers/Program Participants

The Town of Wayland believes that all campers/program participants have a right to a safe and healthy environment. The Town and community have an obligation to promote mutual respect, tolerance, and acceptance.

Wayland will not tolerate behavior that infringes on the safety of any camper/program participant. A camper/program participant shall not intimidate, harass, or bully another camper/program participant through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; visual communication, such as pictures or written materials; and social isolation or manipulation. Wayland further prohibits use of any direct or indirect derogatory language or any kind of harassment based on sex, gender, race, color, religion, national origin or ancestry, sexual orientation, or disability.

Wayland expects campers/program participants and/or staff to immediately report incidents of harassment or bullying to the Recreation Director, or designee, or the Human Resources Manager. Staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of harassment or bullying should be promptly investigated. This policy applies to all campers/program participants on Town property and during a Town-sponsored activity.

To ensure bullying does not occur on Town property, the Town will provide staff development training in harassment and bullying prevention and cultivate acceptance and understanding in all campers/program participants and staff to build the Town's capacity to maintain a safe and healthy camp and program environment.

Staff should discuss this policy with their campers/program participants in age-appropriate ways and should assure them that they need not endure any form of harassment and bullying. Campers/program participants who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

All campers/program participants must be provided with the Town's camp and program activity Code of Conduct, which includes, but is not limited to:

- Any camper/program participant who engages in harassment or bullying may be subject to disciplinary action up to and including expulsion.
- Campers/program participants are expected to immediately report incidents of bullying to the principal or designee.
- Campers/program participants can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant camper/program participant or the parent of the camper/program participant feels that appropriate resolution of the investigation or complaint has not

been reached, the camper/program participant or the parent of the camper/program participant should contact the Town Administrator. The Town prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in harassment or bullying behavior include, but are not limited, to the following:

- All staff, campers/program participants and their parents will receive a summary of this policy prohibiting harassment, intimidation and bullying, at the beginning of the program.
- The Town will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing harassment or bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.