

CROSS-COUNTRY EVENTS @ FRANKLIN PARK
Policies for 2004

Operations Policy 2004	Page 2
Inclement weather plan	Page 5
Associated cost schedule	Page 6
Set up Procedures for Races	Page 7
Course Breakdown after races	Page 8
Suggested positions for large events Course Marshals	Page 9
Contacts:	Page 10
10 K Course Map	Page 11
8K Course Map	Page 12
6 K Course Map	Page 13
5 K Course Map	Page 14
MBTA Bus # 16 schedule	Page 15
Map of Valley Gates Entrance	Page 16
Map of bus parking	Page 17
Meet Permit Application	Page 18-19
Practice Permit Application	Page 20-21

CROSS-COUNTRY EVENTS @ FRANKLIN PARK
Operations Policy 2004

In order to accommodate all park users, the City of Boston will implement the following policies for meets at Franklin Park.

ALL MEETS:

- All directors will submit a Parks and Recreation Special Events Permit Application the first week of July. With number of runners and vehicles anticipated.
- No permit will be considered from organizations that have an outstanding balance.
- Cross-Country Program Manager will work with event directors, staff and coaches, to mark and maintain the course. A staff person will be on site during all scheduled meets. Only approved field marking paint is allowed.
- A trailer will be provided at Playstead for event director's use during meets. Events with 1000 or more entrants: \$100. 10 teams or less \$25.00.
- Directors must be on site from the start to the finish time of permit. No exceptions.
- Trash and litter pick up is the responsibility of the event director. In the event, that the course litter is not picked up, event will be billed \$84.00 a ton and a minimum of \$100.00 per hour for maintenance workers.
- All arrangements for Staff, Park Ranger details, trailer use portable toilets, will be made by the Cross Country Program Manager. Invoices for services will be issued following the event and due 30 days from receipt.
- Spectator parking is very limited. Carpooling and public transit is strongly recommended. MBTA bus # 16 from Forest Hills Orange and Purple/Commuter rail lines and JFK/UMASS Red Line Station, schedule attached. A private parking lot, Fitz Inn's Park & Lock, (617) 482-7740 is located on Washington & Morton Streets, adjacent to Forest Hills Station.
- Meet Directors will receive forty (40)-parking permits for the Pierpont Road parking lot that they are to distribute for staff, trainers, and media.
- Illegally parked vehicles will be ticketed and towed at owner's expense.
- Parking is not allowed on Playstead Road or White Stadium parking lot.

- Buses are not allowed to park in Franklin Park unless in a designated authorized parking area. Note, the main road that passes through Franklin Park (Circuit Drive/ Jewish War Memorial Parkway) is considered a park roadway, therefore buses are prohibited from parking unless authorized.
- All buses must be marked on the passenger door side window with the team name and town.
- No bus idling at anytime.
- No cookouts, bake sales, etc. A licensed food vendor will be on site permitted by the City of Boston.
- No tents or canopies are permitted anywhere on the course. Cross-Country Course Manager will designate an area on Playstead.
- Public urination is illegal and strictly forbidden. Athletes are to use portable toilets at all times.
- Practices are permitted by permit only, one-week prior notice.
- Violations of the policies will result in suspension or revocation of permitting privileges.
- Bus parking will be managed according to the following conditions.

Regular Plan (Small meets, 10 buses or less)

1. The Regular Plan will be in effect for meets of 10 buses or less.
2. Only 10 buses will be allowed to park at Valley Gates parking lot.
3. In the event that more than ten buses show up for a regular meet, only the first 10 buses will be allowed to park. All others will be allowed to drop off runners at Valley Gates and required to leave the park. Park Rangers stationed at the lot will monitor.
4. Coaches should inform the bus drivers that the Morton Street parking lot is approximately 2 miles away from the event and there are no vendor machines located at the lot. Portable toilets are available for over flow events only.

Overflow Plan (Large meets, more than 10 buses)

1. The overflow plan will be in effect for all meets scheduled to have more than 10 buses and no more than 115 buses. All buses will park at the Morton Street parking lot, NO Exceptions!
2. Large meets will be provided with 115 bus parking passes.
3. All buses will drop off participants at Valley Gates, zoo side, and proceed to park at Morton Street/American Legion Highway parking lot. A Park Ranger will be stationed at the lot in order to direct buses back for pick up.
4. In the event that more than ten buses show up for a regular meet, only the first 10 buses will be allowed to park. All others will be allowed to drop off runners at Valley Gates and required to leave the park. Park Rangers stationed at the lot will monitor.
5. At the end of meet, once coaches have collected all runners, they should communicate with the Park Ranger stationed at Valley Gates to summon their bus from the Morton Street lot. Buses will not be allowed to wait and will be turned away. Buses will not be allowed to park anywhere in Franklin Park during the implementation of this plan. Buses left unattended will be towed.
6. It is strongly encouraged that the smaller teams to arrive in one team van. Teams should make every effort to avoid traveling in more than one vehicle. Teams that arrive together in one van will be allowed to park on Playstead Road in a marked parking space, provided there are spots left. Otherwise they will either need to find street parking or park at the Morton Street lot.

Inclement weather plan

1. Only the Cross Country Program Manager will determine when the course safety is at issue and when to implement the plan.
2. Will be in effect when there is heavy rain, snow and/or below 39 degrees.
3. If, in the event the course is deemed unsafe, the meet will be cancelled. Unsafe conditions can be, multiple inches of snow, mud, unstable turf, storm debris, etc.
4. Buses will be allowed to park in the Valley Gates lot, on the left of Pierpont Road (park side) and along Jewish War Veterans Memorial Parkway on the golf course side.

2004 Fees:

Portable Toilets

\$75.00 per unit.

FORMULA:

Course: 1 unit Per 100 runners

Morton Street Parking Lot: 1 for bus drivers

Trailer:

Events with 1000 or more entrants: \$100

10 teams or less: \$25.00

Rangers:

\$28.00 per hour/minimum 4 hours/per ranger.

Cross Country Program Manager: \$37.00 per hour – minimum of 4 hours

Trash:

\$85.00 per ton

Maintenance Workers:

\$100.00 per hour – minimum of 4 hours

Franklin Park Cross Country Course
Set up Procedures for Races

- **Top of Playstead:** Put PVC post in to sleeves. Run pennants along both sides of post by 4-mile mark.
- **Intersection coming out of Playstead:** Put posts in along Glen Road and run orange mesh tape through polls. Help with setup by finish line and intersection after Finish line.
- **Front of Stadium:** Run orange mesh tape along front of stadium from driveway to front of stadium and along side of stadium back to Playstead .
- **Bear Cage Hill:** tape at top of hill before the cages.
- **Bottom of Bear Cage Hill:** run pennants through post along road, behind Start begin at bench beyond backstop and towards driveway going to front of stadium, both sides
- **Intersection after the Finish Line:** Run orange mesh tape from large Oak tree towards 1 mile, run orange mesh tape to create V for runners to go to 1mile or towards Wilderness
- **Entering and exiting the Wilderness:** Put posts in entering Wilderness from Glen Road and run orange mesh tape through poles. Put post in along Glen Road and run orange mesh tape through poles. Put stakes in and tape/pennant exiting Wilderness to direct runners towards Playstead.
- **Wilderness:** Orange discs to be used through out to visually direct runners through the Wilderness. Stake and tape cut through by rock and by far turn both sides.
- **Finish Area:** Green mesh fence from large Oak to front of chutes at Finish for crowd control, green mesh fence from dugout bench fence as far as rolls allow along inside of finish straight, pennants to backstop.
- **Mile Markers:** Flag poles for 1, 2, 3, and 4.
- **Policy on painting lines:** Events may touch-up start/finish. No additional lines are to be painted anywhere on course. No stonework or trees may be painted under any circumstances.

Franklin Park Cross Country Course
Course Breakdown after races

All metal and wooden stakes, mesh fence, pennants, and orange mesh tape must be returned to finish line trailer.

Please be considerate of the next users by rolling up tapes and rope so it does not become knotted, and neatly place other materials in the trailer

- **Top of Playstead:** Pickup PVC posts in sleeves. Roll-up pennants. Return PVC posts to trailer.
- **Intersection coming out of Playstead:** Pickup PVC posts along Glen Road and roll-up orange mesh tape onto spindles.
- **Front of Stadium:** Pickup stakes. Roll up orange mesh tape onto spindles from front of stadium and along side of stadium back to Playstead.
- **Bear Cage Hill:** Pickup stakes and tape at top of hill and dispose of or roll up tape
- **Bottom of Bear Cage Hill:** Pick up stakes and roll up pennants along road, behind Start begin at bench beyond backstop and towards driveway going to front of stadium, both sides
- **Intersection after the Finish Line:** roll up orange mesh tape towards 1 mile and towards Wilderness
- **Entering and exiting the Wilderness:** Pick up posts entering Wilderness from Glen Road and roll-up orange mesh tape. Pick up posts along Glenn Road and roll up orange mesh tape. Pick up stakes and tape/pennant exiting Wilderness.
- **Wilderness:** Collect orange discs from Wilderness, and removes tape by rock and by far turn both sides.
- **Finish Area:** Pull stakes. Roll up green mesh fence (neatly!) from front of chutes and from dugout bench, roll up pennants.
- **Mile Markers:** Pull flagpoles for 1, 2, 3, and 4 and put in trailer.
- **Trailer:** Close all windows, turn off heat or a/c, clean up / bag all trash and leave next to door.
- **Check out with Parks Dept. rep on site.** Race director or designee involved in management should be the last to leave.

Franklin Park Cross Country Course

Course Marshals

Suggested positions for large events

- **2 - Top of Playstead:** direct runners out of Playstead, crowd control, direct runners towards 4mile.
- **1- Intersection coming out of Playstead:** direct runners to front of stadium and up hill and then onto Playstead after exit from Wilderness.
- **2- Front of Stadium:** direct runners to side of stadium on 1st loop, to cross street and up Bear Cage Hill on 2nd loop, and to cross street from opposite direction and up Bear Cage Hill for return loop.
- **1- Bear Cage Hill:** Monitor athletes and alert any medical emergencies.
- **2- Bottom of Bear Cage Hill:** direct runners to the street side on 1st loop, direct runners to the street side on 2nd loop coming off Bear Cage Hill, **Women's Race:** direct runners to the front of the stadium for at back stop and to the street side to finish. **Men's Race:** direct runners behind the starting line for the 1st turn direct runners to the front of the stadium for the 2nd turn, and direct runners behind the starting line for the finish.
- **2- Intersection after the Finish Line:** direct runners to the 1 mile on first loop, direct runners to the 2 mile and Wilderness on 2nd loop, **Men's Race:** direct runners to the Wilderness on the 3rd and 4th loop.
- **2- Entering and Exiting the Wilderness:** direct runners into the Wilderness at the turn from Glen Road and direct runners up Glen Road towards Playstead
- **1-Wilderness:** Monitor athletes and alert any medical emergencies.

Contacts:

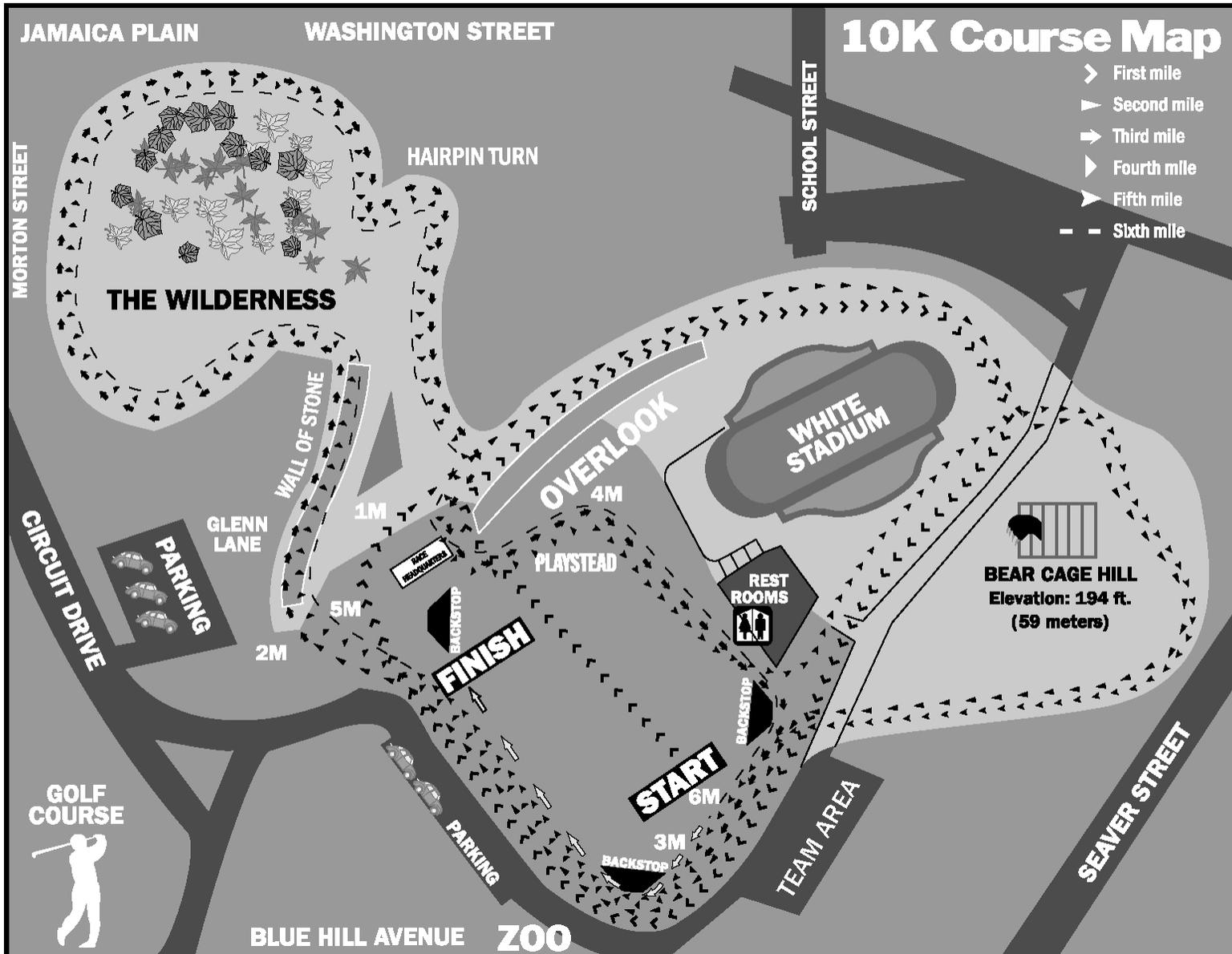
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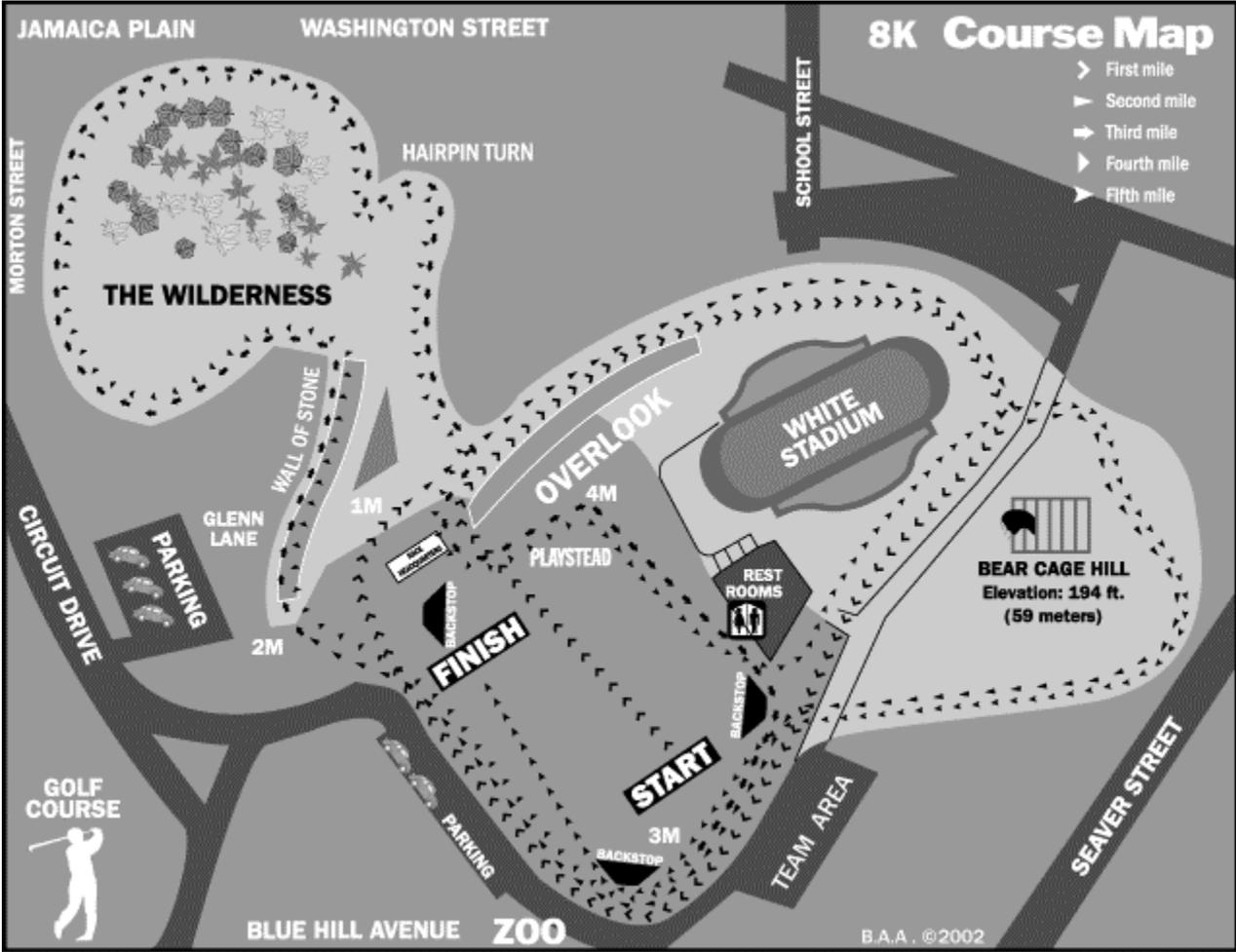
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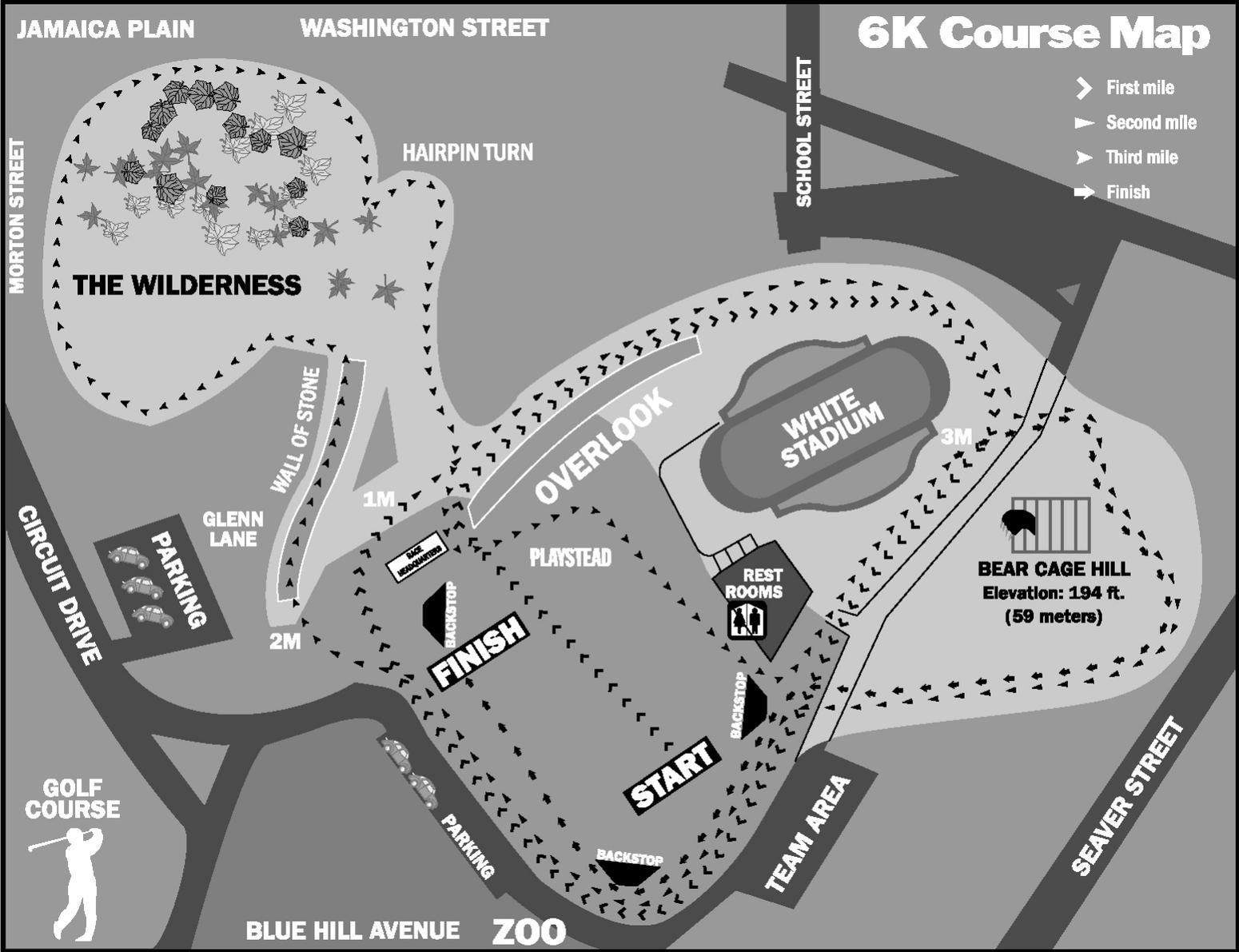
Gene Survillo, Chief - Park Rangers Division
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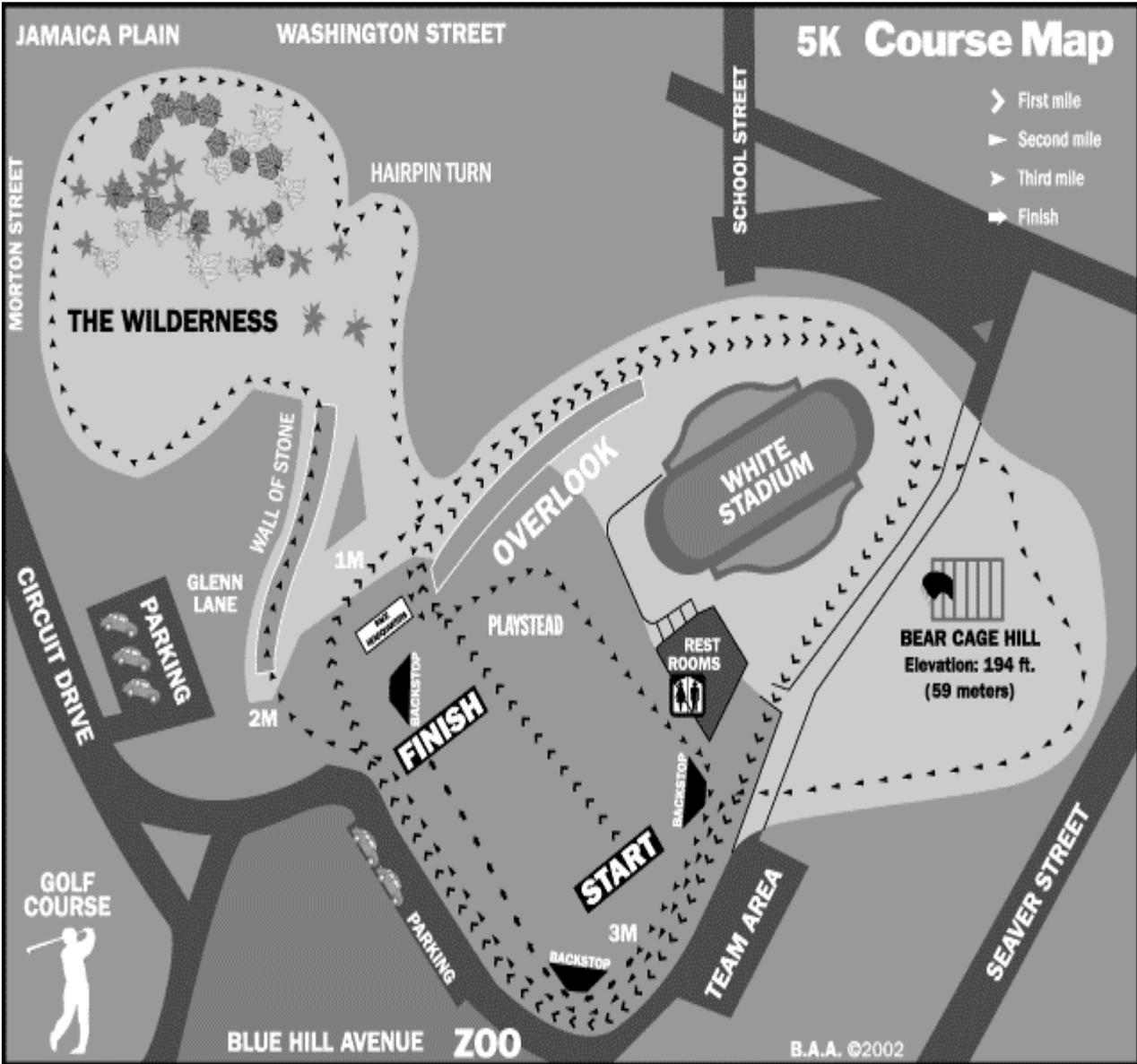
Bill Ryan, Recreation Division
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usafne@ix.netcom.com









16 WEEKDAY										16 SATURDAY						16 SUNDAY					
INBOUND					OUTBOUND					INBOUND			OUTBOUND			INBOUND			OUTBOUND		
Leave Forest Hills	Arrive Uphams Corner	Arrive Andrew Station	Arrive UMass	Leave UMass	Lv/Ar: Andrew Station	Arrive Uphams Corner	Arrive Forest Hills	Leave Forest Hills	Arrive Uphams Corner	Arrive Andrew Station	Leave Andrew Station	Arrive Uphams Corner	Arrive Forest Hills	Leave Forest Hills	Arrive Uphams Corner	Arrive Andrew Station	Leave Andrew Station	Arrive Uphams Corner	Arrive Forest Hills		
d 5:00A	5:10A	5:15A	---	---	d 5:20A	5:25A	5:43A	d 5:06A	5:16A	5:22A	d 4:47A	4:52A	5:01A	d 7:00A	7:10A	7:15A	d 6:40A	6:45A	6:54A		
d 5:20	5:30	5:35	---	---	d 5:40	5:45A	5:54A	d 5:46	5:56	6:02	d 5:27	5:32	5:41	d 7:40	7:50	7:55	d 7:20	7:25	7:34		
d 5:40	5:50	5:55	---	---	d 6:00	6:05	6:14	d 6:26	6:36	6:42	d 6:07	6:12	6:21	d 8:20	8:30	8:35	d 8:00	8:05	8:14		
d 6:00	6:10	6:15	---	---	d 6:20	6:25	6:34	d 7:05	7:15	7:22	d 6:47	6:52	7:01	9:20	9:30	9:35	d 8:45	8:55	9:04		
d 6:15	6:25	6:31	---	---	d 6:40	6:45	6:54	d 7:46	7:56	8:02	d 7:25	7:30	7:41	9:50	10:00	10:11	9:20	9:30	9:39		
d 6:30	6:40	6:50	7:00A	---	d 6:50	6:55	7:05	d 8:45	8:55	9:06	d 8:15	8:20	8:31	10:50	11:00	11:11	10:00	10:10	10:20		
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sw 1:25	1:35	1:41	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	

Route 16
Forest Hills Station - Andrew Station
or UMass
via Columbia Road

Free local bus transfer available with cash fare. Certain restrictions apply.

FARE \$0:
Seniors 65+ w/MITA Senior ID Card 25¢
Persons w/Disabilities
w/Transportation Access Pass (TAP)
(Medicare Card holders are automatically eligible for TAP)

Blind Persons w/Mass. Comm. for Blind ID Card FREE

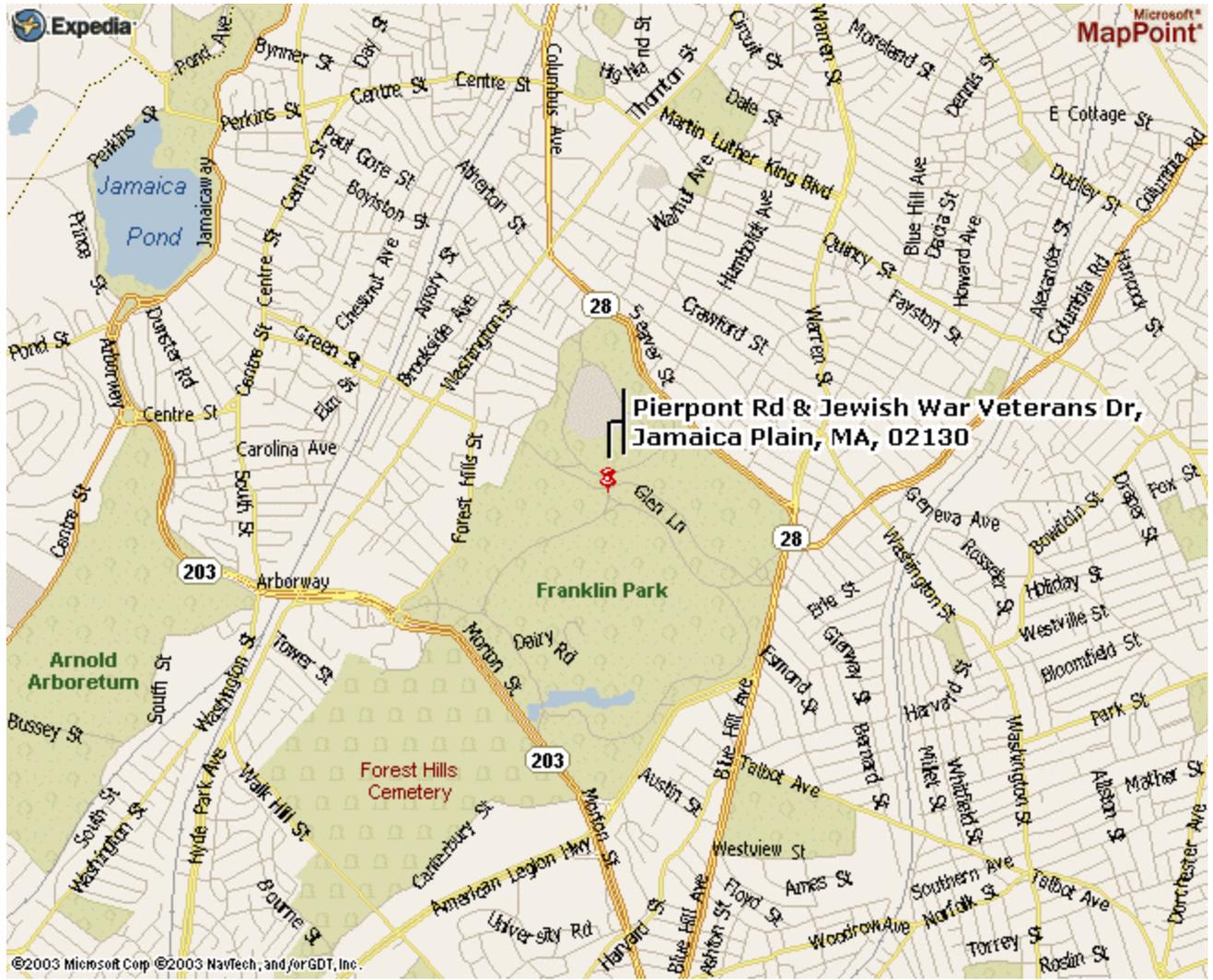
Children Ages 11 and under 45¢
Children under 5 yrs. (limit of two, when with adult) FREE

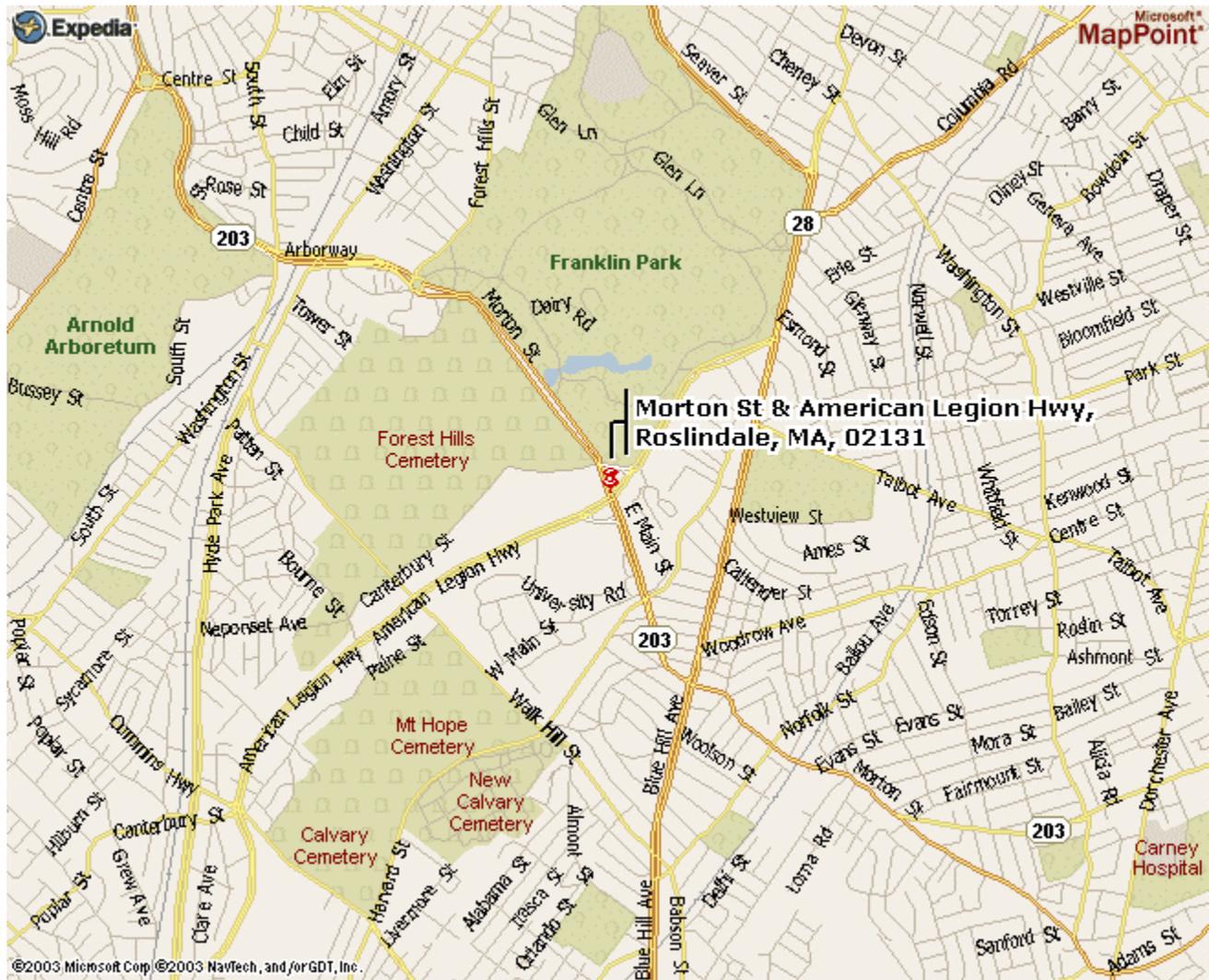
Students w/MITA Fuzzi ID Badge 45¢

EXACT CHANGE REQUIRED

VALID PASSES
Local Bus (\$0.90) \$31.00/mo.
Combo (\$2.20) \$71.00/mo.
Combo ~~Plus~~ (\$2.50) \$79.00/mo.
Zone - 1 (\$3.25) \$105.00/mo.
Zone - 2 (\$3.90) \$119.00/mo.

HOLIDAYS:
Sept. 6 - See Sat.
Oct. 11 - See Sat.
Nov. 11 - See Wkdy.
Nov. 25 - See Sat.
Dec. 25 - See Sat.







BOSTON PARKS AND RECREATION DEPARTMENT

Special Event Permit Application

1010 Massachusetts Avenue, Boston, MA 02118 Telephone: (617) 635-4505 Fax: (617) 635-3227

Thomas M. Menino, Mayor

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Please complete all data as required.

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____

DAYTIME PHONE: (____) _____ EVE. PHONE: (____) _____ FAX#: (____) _____

MANAGER ON SITE DAY OF EVENT: _____ PAGER/CELLULAR: (____) _____

*Any change in the above information, please notify the Parks Department immediately.

SPECIAL EVENT INFORMATION

Complete all data as required for event of any size.

Type of Event:

- RUN/WALK RALLY PARADE WEDDING CEREMONY/PHOTOS
 FAIR CONCERT PICNIC OTHER (specify): _____

EVENT TITLE: _____

EVENT DATE(S): _____ ESTIMATED ATTENDANCE _____

REQUESTED PARK: _____

AREA OF PARK (Describe Physical Boundaries): _____

ACTUAL HOURS OF EVENT: _____ AM/PM - _____ AM/PM

SET UP TIMES: _____ AM/PM - _____ AM/PM TAKE DOWN TIMES: _____ AM/PM - _____ AM/PM

DESCRIPTION OF EVENT SET UP: _____

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT.

- | YES | NO | |
|-----|-----|--|
| ___ | ___ | FOOD CONCESSION AND/OR FOOD PREPARATION AREA(S)
(IF YOU INTEND TO COOK FOOD IN THE EVENT AREA)
PLEASE SPECIFY METHOD: ___ GAS ___ ELECTRIC ___ CHARCOAL ___ OTHER: _____ |
| ___ | ___ | FIRST AID FACILITY(IES) AND AMBULANCE(S) |
| ___ | ___ | WILL YOU SET UP TABLE(S) AND/OR CHAIR(S) HOW MANY?: _____ |
| ___ | ___ | FENCING, BARRIER(S) AND/OR BARRICADE(S) |
| ___ | ___ | DOES YOUR EVENT REQUIRE ELECTRICITY? SOURCE: _____ |

(continued)

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT. (continued)

YES	NO	
___	___	BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S)
___	___	CANOPY(IES) AND/OR TENT(S). Please include dimensions: _____
___	___	SCAFFOLDING, BLEACHER(S), PLATFORM(S), GRANDSTAND(S) OR RELATED STRUCTURE(S)
___	___	VEHICLE(S) AND/OR TRAILER(S). HOW MANY? _____
___	___	TRASH CONTAINER(S) AND/OR DUMPSTER(S)
___	___	PORTABLE TOILET(S) If yes, please indicate company providing units: _____
___	___	STAGE(S) Please include dimensions: _____
___	___	ENTERTAINMENT Please describe: _____
___	___	INFLATABLE DEVICE(S), AMUSEMENT(S)
___	___	BANNER(S)
___	___	WILL THE EVENT BE ADVERTISED? HOW? _____
		Please note that you cannot advertise your event prior to approval.
___	___	SPONSORSHIP/VENDING OR PROMOTIONAL ACTIVITY? Please describe: _____
___	___	_____
___	___	AMPLIFIED SOUND If yes, please indicate START TIME: _____ and END TIME: _____
		City of Boston Ordinance requires that noise levels not exceed 70 decibels between 7:00 am and 11:00 pm in a residential or commercial zone. Note: the Boston Common Management Plan requests that there be no amplified sound on Boston Common before 10:00 am except for purposes of sound check.

VOLUNTARY USE DONATIONS

Donations are accepted for the use of Boston Parks and Recreation Department property. Contributions support a broad array of recreational activities for residents and visitors of all backgrounds and help to maintain 2,200 acres of parkland. Donations to the "Fund for Parks and Recreation" are tax-deductible.

Would you like to make a Voluntary Property Use Donation to the Fund for Parks and Recreation? Yes No

Checks may be made payable to the "Fund for Parks and Recreation" and may be submitted with your application.

OTHER PERMITS

PLEASE NOTE THAT ALL COMPONENTS OF THE EVENT ARE SUBJECT TO PARKS DEPARTMENT APPROVAL AND MAY REQUIRE APPROVAL BY AND/OR PERMITS FROM OTHER CITY AGENCIES. PARKS DEPARTMENT APPROVAL DOES NOT CONSTITUTE PERMISSION FROM OTHER AGENCIES. EVENTS THAT IMPACT OTHER CITY AGENCIES WILL BE REFERRED TO CITY-WIDE PERMIT COMMITTEE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SECURE ALL NECESSARY CITY OF BOSTON PERMITS.

INSURANCE REQUIREMENTS

EVIDENCE OF INSURANCE WILL BE REQUIRED BEFORE FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH SHOWS A MINIMUM OF \$1 MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE AND A POLICY ENDORSEMENT WHICH INDEMNIFIES AND HOLDS HARMLESS THE CITY OF BOSTON, BOSTON PARKS AND RECREATION DEPARTMENT AND THE BOSTON PARKS AND RECREATION COMMISSION. SOME EVENTS MAY REQUIRE A HIGHER LIMIT OF INSURANCE. ADDITIONALLY, PERMITTEE MUST LIST THE AFOREMENTIONED PARTIES AS ADDITIONAL INSURED ON THEIR CERTIFICATE OF INSURANCE. EACH EVENT IS EVALUATED ON ITS RISK EXPOSURE. THE CITY OF BOSTON IS NOT RESPONSIBLE FOR ANY ACCIDENTS OR DAMAGES TO PERSONS OR PROPERTY RESULTING FROM THE ISSUANCE OF THIS PERMIT.

AFFIDAVIT OF APPLICANT

EVERYTHING THAT I HAVE STATED ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE POLICIES AND RULES AND REGULATIONS LISTED ON THIS FORM AS THEY PERTAIN TO THE REQUESTED USAGE. BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO FOLLOW ALL RULES AND REGULATIONS. THE PERMIT, IF GRANTED, IS NOT TRANSFERABLE AND IS REVOCABLE AT ANY TIME AT THE ABSOLUTE DISCRETION OF THE PARKS DEPARTMENT AND/OR PARKS AND RECREATION COMMISSION. ALL PROGRAMS AND FACILITIES OF THE BOSTON PARKS AND RECREATION DEPARTMENT ARE OPEN TO ALL CITIZENS REGARDLESS OF RACE, SEX, AGE, COLOR, RELIGION, NATIONAL ORIGIN OR HANDICAP.

NAME OF APPLICANT: _____

(print)

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

APPROVED	NOTES:	
DENIED	SIGNED:	DATE:



Thomas M. Menino
Mayor



2004 FACILITIES SCHEDULING REQUEST

Please complete all information on your application
will be returned. Please type or print clearly.

1010 Massachusetts Avenue, Boston, MA 02118 Telephone: (617) 961-3054 Fax: (617) 635-3227

Permit # _____

Application Date: _____ Neighborhood: _____

Name of Park: _____ Section of Park: _____

Activity Planned: _____

Start Date: _____ End Date: _____

Day(s) of the Week: _____ Time(s): _____

Lights Requested: Yes: No: # of Participants: _____

Adult teams are required to pay for lights.

-----APPLICANT INFORMATION-----

Organization: _____

Applicant Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #'s Home: _____ Work: _____ Nextel Direct/Cell: _____

Fax: _____ Email: _____ WWW: _____

Type of Group/Organization: _____

Circle one only

Neighborhood Youth League
Public School Team
Private School Team

Neighborhood Adult League (attach roster)
College / University Team
Corporate Team

Two Additional Contacts

_____ Phone: _____

_____ Phone: _____

(SEE REVERSE)

GUIDELINES FOR REQUESTING USE OF A
RECREATION FACILITY

1. No park permit will be granted without a completed scheduling request form.
2. Deadline dates for seasonal requests: **Spring/Summer by February 2, 2004 – Fall by July 5, 2004**
3. Payments for lighted facilities are required before use. **2004 Park Fees are \$25.00 for resident adults and \$50.00 for non-resident, corporate and private schools per hour-per field, per City of Boston Ordinance, Chapter 18, Section 25. Boston Public School fields are \$60.00 per hour – per field.**
4. If the permit is granted, the holder will be subject to the Rules and Regulations of the Parks and Recreation Department, City of Boston Code and Massachusetts General Laws.

All programs and facilities of the Boston Parks and Recreation Department are open to all citizens regardless of race, sex, age, color, religion, national origin or handicap.

RULES AND REGULATIONS

- The City of Boston is not responsible for any accidents or injuries to persons or property resulting from the issuance of this permit.
- The consumption, or being under the influence of alcoholic beverages is not permitted on Parks property.
- The bearer of the permit is required to remove or place, in the proper receptacles, any litter, which has been caused by participants and/or spectators prior to departure. Call (617) 635-PARK to report vandalism or damage to park.
- Motor vehicles are not allowed on Parks Department property, except where specifically permitted. Violators will be towed.
- The bearer of the permit must ensure that all participants and spectators abide by all above regulations.
- The City of Boston reserves the right to suspend and/or reschedule assigned events.
- Failure to utilize this permit on the designated date and time will result in revocation of this permit.
- League games have priority over practices.
- Play is not permitted on fields that are rain soaked or have standing water. Permit holder will be held responsible for repair costs.

By accepting this permit, I accept this permit for the removal of any litter generated at the site during the time of use that grants the responsibility. I further agree that I will be held responsible for the repair, in a manner approved by the Parks Commissioner, of any damage to Parks Department property which may occur during the utilization of this permit. Violation of this agreement will result in revocation of this permit. Intentionally providing false information on this permit application will result in cancellation of application and may hinder future consideration for applications.

I HAVE READ, FULLY UNDERSTAND AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE BOSTON PARKS AND RECREATION DEPARTMENT AS WELL AS ANY PROVISIONS SET FORTH ON THIS AGREEMENT OR ATTACHMENT.

SIGNATURE: _____ **DATE:** _____
