



**CITY OF MELROSE  
GUIDE TO USE AND MAINTENANCE OF CITY  
RECREATIONAL FACILITIES**

**JANUARY 2006**

**TABLE OF CONTENTS**

**TABLE OF CONTENTS.....2**

**INTRODUCTION.....3**

**KEY CONTACTS.....4**

**HOW TO OBTAIN A PERMIT.....5**

**MAINTENANCE OF FIELDS AND OTHER RECREATIONAL FACILITIES....7**

**IMPROVEMENTS.....8**

**APPENDIX.....10**

- **LIST OF RECREATIONAL FACILITIES.....10**
- **PERMITS: GUIDELINES, POLICIES & PROCEDURES.....11**

## INTRODUCTION

The City of Melrose has over twenty playing fields, tennis courts, playgrounds, and parks available to residents for recreational use. The Melrose Park Commission is responsible for developing policy regarding the usage, management and maintenance of these recreational facilities, including Mount Hood Golf Course and Memorial Park. The Park Commission, in conjunction with the Department of Public Works, is also responsible for capital improvements at the City's recreational facilities.

The City's recreational facilities are managed by the Park Department, which is part of Public Works. The Park Superintendent (Superintendent of Mount Hood & Public Open Spaces) is responsible for the day-to-day coordination and oversight of activities related to permitting and maintenance. With the exception of Mount Hood, the City's recreational properties are maintained under a mowing & maintenance contract with Environmental Landscape Management, Inc. Mount Hood Golf Course and Memorial Park is operated and maintained under a management agreement between the City of Melrose and Mass. Golf Management, LLC.

The Park Commission, Park Superintendent, Department of Public Works, Conservation Commission, the Mayor's Office, the high school athletic director and the various user groups for youth and adult athletic programs work closely to ensure that all recreational space in the City is clean, safe, and available for citizens to enjoy.

*This guide explains the policies and procedures governing use and maintenance of all recreational facilities, as established by the Park Commission in April 2005, revised January 2006. The guide will be updated as needed to reflect new or amended policies and procedures. The guide also includes a **Contacts** list for easy reference (see page 2).*

### MELROSE PARK COMMISSION

Sue Lawson Cann, Chairman  
Robert Christiansen  
Henry Hooton  
Michael Interbartolo  
John Mercer

## **MELROSE PARK DEPARTMENT**

If you would like to:

- Obtain a permit for a playing field
- Find out if a playing field is closed due to inclement weather
- Report a problem or a safety issue at a playing field, playground or park
- Conduct a volunteer clean up at a recreational facility
- Request a maintenance service due to a special event
- File a formal request to the Melrose Park Commission or make a donation
- Ask a general question or comment on any of the City's recreational properties

Please contact:

Nicholas Gove, Superintendent of Mount Hood & Public Open Spaces

[ngove@cityofmelrose.org](mailto:ngove@cityofmelrose.org)

(781) 662-9511

Mobile (781) 858-1088

Joan Bell, Administrative Assistant

[jbelle@cityofmelrose.org](mailto:jbelle@cityofmelrose.org)

(781) 662-9511

## **RECREATION DEPARTMENT**

For information about youth and adult recreational programs, please contact:

Chuck Person, Recreation Director

[cperson@cityofmelrose.org](mailto:cperson@cityofmelrose.org)

(781) 662-5888.

## **MOUNT HOOD GOLF COURSE**

If you would like to coordinate a golf outing at Mt. Hood Golf Course please contact:

Mike Farrell, General Manager/PGA Professional

[mfarrell@golfmanagementco.com](mailto:mfarrell@golfmanagementco.com)

781.665.6656 ext. 1

If you would like to book an event at the Mount Hood Clubhouse, please contact:

Laura Lane, Assistant Manager/Food & Beverage

[llane@golfmanagementco.com](mailto:llane@golfmanagementco.com)

781.665.6656 ext. 3

If you would like to obtain a membership at Mount Hood Golf Course for the 2006 season please visit [http://www.playgolfine.com/mh/mh\\_membership.htm](http://www.playgolfine.com/mh/mh_membership.htm) or contact the Park Department office at (781) 662-9511.

## HOW TO OBTAIN A PERMIT

### PERMITS FOR YOUTH OR ADULT ATHLETIC PROGRAMS

To obtain a permit for a youth or adult athletic program, a representative from the user group must submit a permit application to the Park Department. Permit applications are available online at [www.cityofmelrose.org](http://www.cityofmelrose.org). Copies may also be obtained at the Park Department office or via email or facsimile upon request. The cost of each permit is \$10 per field, per season. A permit will not be issued until the application is approved by the Park Superintendent. Please review the seasonal permit schedule below:

SEASON	APPLICATION DEADLINE
SPRING (APRIL 1 – JUNE 30)	MARCH 1
SUMMER (JUNE 1 – AUGUST 31)	MAY 1
FALL (AUGUST 1 – NOVEMBER 30)	JULY 1

The Park Commission has adopted the following policy regarding the order of priority for use of the City's recreational facilities:

1. Melrose High School
2. Melrose Recreation Department
3. Melrose youth organizations
4. Melrose adult organizations

Once all permit requests have been processed and approved, the schedule for that season will be posted on the Park Department webpage of the City of Melrose website, [www.cityofmelrose.org](http://www.cityofmelrose.org).

If your organization needs to schedule a make-up game due to inclement weather or forfeiture, please contact the Park Superintendent. Field closures will be announced via email whenever possible.

### PERMITS FOR CARNIVALS AND OTHER SPECIAL EVENTS

Before obtaining a permit, the sponsoring organization must submit a request, in writing, to the Park Commission at least 60 days prior to the date of the event. Written requests may be submitted to the following address:

Melrose Park Commission  
100 Slayton Road  
Melrose, MA 02176

The Park Commission will consider the request at its monthly meeting. The 2006 Park Commission meeting schedule is available online at [www.cityofmelrose.org](http://www.cityofmelrose.org). The schedule is also posted on the 1<sup>st</sup> floor of City Hall.

## REQUIRED DOCUMENTATION

The following information must be submitted with your completed permit application:

Youth and adult athletic programs:

- Copy of organization's liability insurance binder (see table below)
- Organization's game and practice schedule
- Number of teams that will use each facility

Carnivals and other special events:

- Copy of organization's liability insurance binder (see table below)
- Date(s) and time(s) of event
- Summary of the event including special requests or needs

### Liability Insurance Requirements

Type of coverage	Amount of coverage
1. Commercial general liability including products liability and completed operation liability: <ul style="list-style-type: none"><li>• General aggregate (other than products/completed operations)</li><li>• Products/completed</li><li>• Operations aggregate</li><li>• Personal and advertising injury</li><li>• Each occurrence</li></ul>	 \$2,000,000  \$2,000,000  \$1,000,000 \$1,000,000
2. Automobile Liability for owned, hired, and non-owned vehicles: <ul style="list-style-type: none"><li>• Body injury and property damage (each accident)</li></ul>	 \$1,000,000
3. Workers' Compensation	Statutory
4. Employer's liability	\$1,000,000
<i>The insurance certificate should also indicate that in the event of cancellation of any of the policies, 10 days prior written notice of cancellation MUST be given to the Park Department and the City of Melrose MUST be added as an "additional insured:."</i>	

## RULES AND RESTRICTIONS

The following rules and restrictions apply to permit use:

- Organizations may not sub-let permits to other organizations
- Permits are not valid when a facility has been closed due to poor conditions
- Organizations must maintain required insurance coverage throughout the season
- Permits should be available onsite at all times to avoid conflicts

In addition to these rules and restrictions, each permit includes a list of guidelines for use. These guidelines are listed in the appendix. **Violation of the policies and procedures set forth in this document may result in the revocation of an organizations permit.**

## MAINTENANCE OF FIELDS AND OTHER RECREATIONAL FACILITIES

### GENERAL MAINTENANCE

The day-to-day maintenance of the City's playing fields, playgrounds, parks, and tennis courts is managed by the Park Department through a mowing and maintenance contract. The contractor's responsibilities include:

- Spring and fall clean-up of all facilities
- Aerating and fertilization of playing fields
- Weekly mowing of grass and general clean up of facilities
- Lining of playing fields once per season

Other maintenance issues addressed by the Park Department and Department of Public Works include repairs of fencing, back stops, park and playground equipment, sand boxes, park benches, picnic tables, irrigation and backflow systems; field lighting; tree trimming; snow removal; trash removal; and storm drain maintenance.

If you have questions concerning the maintenance schedule, the performance of outside contractors, items included in the mowing and maintenance contract, or any other maintenance issue under the oversight of the Park Department please contact the Park Superintendent.

### EMERGENCY REPAIRS

**Please report any unsafe conditions to the Park Department immediately.**

Monday – Friday 8:30 AM -4:00 PM	781.662.9511
Before or after hours and weekends	781.858.1088

### VOLUNTEER LABOR

Youth and adult athletic organizations may provide volunteer labor to supplement the maintenance activities provided by the City. Activities that do not require coordination with the Park Department are: lining fields, dragging infields, raking and trash pick-up. All other activities must be coordinated in advance through the Park Superintendent.

### TRASH PICK-UP

The Department of Public Works is responsible for emptying trash barrels at all facilities. Trash is collected curbside from all facilities every Monday, Wednesday, and Friday from April 1 to December 1. Each organization that receives a permit is responsible for making sure their facility is trash-free at the conclusion of each game or event.

## IMPROVEMENTS

### **IMPROVEMENTS AND MAINTENANCE**

Each year, the Park Commission and Department of Public Works budget for capital improvements and maintenance. City departments operate on a fiscal year that begins July 1 and ends June 30. Budgets are typically developed by department heads and then submitted to the Mayor for his approval. The Mayor submits all City budgets to the Board of Aldermen by May. The Board of Alderman can either approve the budget as submitted or cut budget appropriations and approve the reduced amounts. The Board cannot increase budget appropriations.

The Park Commission determines the list of improvements based on requests from user groups, including the School Department, and needs identified by the Department of Public Works, Park Commissioners, and Park and Recreation Department Staff. Improvements can include repairs and upgrades to park, playground or playing field surfaces and repairs or installation of equipment and structures. Permanent or semi-permanent structures include: fences, backstops, dugouts, batting cages, benches, bleachers, concession stands, playground equipment, lights, etc.

### **MONETARY AND/OR IN-KIND CONTRIBUTIONS**

User groups or individuals are welcome to make monetary or in-kind contributions to the City. The Park Commission and the Board of Alderman must approve all contributions and donations. All work must be coordinated by the Park Department and Department of Public Works to ensure that all improvements are completed on an efficient, timely basis, and that all work is in compliance with public bid laws, City ordinances, and State conservation laws.

The following steps are designed to guide you through the process:

1. Notify the Park Commission, in writing, for a request to make a presentation at a monthly meeting:
2. If the Commission approves your request:
  - In-kind contributions or donations: The Commission will work with Department of Public Works to develop a work schedule.
  - Monetary donations: The request will be submitted to the Board of Aldermen for appropriation into the applicable City budget. The Board of Aldermen meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each Month at City Hall.
3. If the proposed improvement requires the approval of the Conservation Commission, the provisions of the following section apply. All projects requiring Conservation Commission approval will be engineered, analyzed, and coordinated by Department of Public Works personnel and/or outside consultants.

## **IMPROVEMENTS NEAR CONSERVATION OR WETLAND AREAS**

Many of the City's recreational facilities are located near a pond, marsh, wooded swamp, stream, or flood zone. Therefore, according to the provisions of the State's Wetlands Protection Act, all work completed within 100 feet of wetland must be reviewed and approved by the local Conservation Commission. For more information about this approval process, please contact the Park Superintendent.

**APPENDIX**

**LIST OF PLAYING FIELDS AND OTHER RECREATIONAL FACILITIES**

Name of Field or Facility	Usage	Location
Fred Green Memorial Field	High School/Pop Warner Football and Field Hockey	Tremont Street
Track	Recreational use only; the Middlesex League has classified this track as non-regulation. MHS does not host home track meets.	Tremont Street
Morelli Field	High School/Babe Ruth Baseball	Tremont Street
High School Practice Field	High School/Pop Warner Football	Lynn Fells Parkway
Common Park	Youth/Adult Recreation Softball, Youth Soccer	Larabee, East Foster, Laurel and Sixth
Conant Park	Little League Baseball	Conant Street
Franklin Field	Youth Soccer	Off of Franklin Street
Gooch Park	Recreational Basketball	Foster Street
Hesseltine Park	Freshman Softball, Youth Softball, Little League Baseball, Youth Soccer	Hesseltine Street
Knoll Varsity and Small Sided	High School Soccer, Youth Soccer, Adult Recreational Soccer	Lynn Fells Parkway
Knoll Field East	J.V., Freshman, Youth Soccer	Lynn Fells Parkway
Lewis Monk	Little League Baseball	Tremont Street
Lebanon Street Park	Youth Softball	Lebanon Street
Lincoln Park	Recreation	Pleasant Street
Messangers Field	Out of Commission	Brunswick Way
Foss Park	T-ball	Lynde Street
Crystal Street Tennis Courts	High School Tennis, Recreation	Crystal Street
Tremont Street Basketball Court	Recreation	Tremont Street
Tremont Street Tennis Courts	High School/Recreation Tennis	Tremont @ Lynn Fells
Colby Park	Passive Recreation	Lynn Fells Parkway

## **GUIDELINES, POLICIES AND PROCEDURES FOR USE OF PERMITS**

### **VIOLATION OF ANY OF THE FOLLOWING GUIDELINES WILL RESULT IN THE TERMINATION OF YOUR ORGANIZATION'S PERMIT.**

1. A complete listing (including names, addresses, email addresses and phone numbers) of all organization directors and coaches, as well as schedules, must be submitted to the Park Department upon receipt of a permit.
2. The Park Superintendent or his designee will issue "Field use Permits" to qualified groups, organizations, and individuals. All field permit holders will be required to have their field use permit(s) in hand when using the fields.
3. The City of Melrose assumes no liability for injury to persons using City owned recreational facilities including parks, playing fields, tennis courts, tot lots and basketball courts.
4. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON ANY CITY PROPERTY INCLUDING ALL PARKS AND FIELDS.** If found in violation, permits may be revoked and violators may be subject to arrest and prosecution. If necessary, these regulations shall be enforced by the Melrose Police Department.
5. Any use deemed inappropriate by the Melrose Park Department and/or the City of Melrose may result in the revocation of the Field Use Permit.
6. All permits are conditional upon weather and field conditions. Users will be expected to use good judgment in terms of using a field during periods of inclement weather, when field conditions are such that play would cause extensive damage to the field or when fields are under repair. In addition to having the permit revoked, users may be held financially responsible for damages that are done to the park or playing fields as a result of inappropriate or unauthorized use. The Park Superintendent or his designee can deem a field unplayable at anytime.
7. Organizations, groups, and/or individuals using City recreational facilities are responsible for adhering to City guidelines, regulations, ordinances and bylaws including payment for police or fire protection where required. Organizations are responsible for supervising the use and activities of their members, players, coaches and directors. Organizations will be held responsible for the actions of these individuals, including payment for damages if necessary.
8. Users are responsible for policing the area for debris and litter following each usage. All litter and garbage must be placed in receptacles provided when users leave each day.

9. The parks and fields are located in residential areas. Please respect the neighborhood (noise level, loitering, and parking). Do not park on fields, grass areas or any other area where parking is not permitted. Do not block intersections, driveways or emergency access entrances.
10. Barbecues, cookouts and open fires are not permitted on the parks, playing fields, parking lots and/or school grounds.
11. Fields will be monitored for appropriate usage and compliance with the stated rules and regulations of the City. By the designated deadline, the League president, coach or organization leader shall apply for a permit to use the fields. The Park Department reserves the right to consider, change or reject all applications.
12. **Portable Restroom Policy:** To install a temporary portable restroom at a recreational facility a permitted user group must supply the Park Commission with a formal request in writing. The Park Commission will review and vote on each individual request. User groups must obtain permission for each permitted season. Any user group that obtains permission to install a temporary unit must understand and adhere to the following guidelines: In the interest of public health and safety the Park Department reserves the right to terminate the use of a said unit at any time. Before installing a unit the company responsible for weekly service must contact the City of Melrose Board of Health to obtain a permit. This permit will cover the company for an unlimited number of sites within the City. The cost of this annual permit is \$200. When not in use by the permitted user group, the unit must be secured under lock and key. Under no circumstances is a unit to be left open over night or for extended periods of time. Permitted user groups will use any such unit at their own risk.
13. The Park Commission is currently developing policies related to the operation of concession stands on playing fields and other recreational facilities within the City of Melrose.
14. **Dogs:** In compliance with City Ordinance, dogs must be kept on a leash at all times while on City property. Furthermore, owners are responsible for cleaning up their dog's waste. Per Park Commission vote, dogs are not allowed in tot lots.