



Town of Lexington
Recreation & Community Programs

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Town of Lexington Athletic Field and Court Use Policy

The Recreation and Community Programs Department (the “Department”), through authority granted by the Town of Lexington (“the Town”), hereby adopts the following policy concerning the use of the Town’s athletic fields and courts. Although the Town fields and courts are in the public domain and thus may be used without a permit or reservation on a casual, drop-in basis, a permit or reservation issued by the Department is required for any and all organized use, and in all cases the bearer of such a permit or reservation is granted exclusive use of the field or court as indicated by the permit or reservation. Of note, any regular meeting of a group of individuals is considered organized use under this policy and requires a permit or reservation as described below.

Rules and Regulations for Town of Lexington Athletic Fields and Courts

- Organized and/or regular use of Town fields and courts shall require a permit or reservation issued by the Department;
- Permitting and reservation of fields and courts is dependent on multiple factors including but not limited to availability, scheduled maintenance and/or renovation, field/court conditions, and safety (user and public). *Note: a field or court may not be available for permitting or reservation for any of the aforementioned or other reasons despite appearing to be “open” and available;
- Fields and courts are open from dawn to dusk unless specifically permitted or reserved for use with outdoor lighting;
- Overnight use of fields and courts is prohibited;
- The placement of storage containers or other objects, including portable bathrooms, is prohibited without prior, written approval of the Town;
- The use of drones or similar electronic and/or remote-controlled devices is prohibited without prior, written approval by the Town;

- The use of alcohol, tobacco, and/or controlled substances on fields and courts and in their immediate vicinity is prohibited;
- The hanging of signs, banners, etc. is prohibited without prior, written approval from the Recreation Committee and the Department;
- The driving or parking of vehicles on fields or courts is prohibited;
- The use of foul, vulgar, and/or abusive language is prohibited;
- Discriminatory acts and/or language toward anyone on the basis of race, ethnicity, religion, or gender is prohibited;
- Reallocation or “subletting” of a permitted or reserved field or court by the permit/reservation holder for any reason is prohibited. Permitted or reserved fields or courts that will go unused by the permit/reservation holder should be yielded back to the Department;
- Permitted or reserved fields or courts may not be used for public demonstration;
- Permitted or reserved fields or courts may not be used for fundraising activities including but not limited to no goods may be sold, entry fee charged, or collections taken without the prior, written approval of the Town;
- The permit/reservation holder must provide to the Department written documentation that a CORI background check has been performed as required by Massachusetts General Law on all adults including but not limited to volunteers, staff, and vendors for activities involving children under the age of 18;
- A certificate of insurance must be submitted from the organization/applicant. The general liability coverage must be for a minimum of \$1,000,000 and the Town must be named as additionally insured.
- An associated roster from the organization or league must be submitted to authenticate the residency requirement for their proper tier. A copy of participant’s driver’s license or other form of identification may be required.
- The permit/reservation holder is responsible for ensuring that the field or court is clean and there is no litter or garbage left after use;
- The permit/reservation holder is responsible for any damage to the field or court or the immediate vicinity that occurs during their permitted day/time;
- The permit/reservation holder will honor any field or court closures as made by the Department, DPW, the Department of Health, or any other Department or Board of the Town of Lexington;
- A valid permit/reservation must be in the possession of the user of the permitted field or court at the time of use and must be produced upon request of any official or employee of the Town including but not limited to staff of the, DPW, DPF, or Police Department. Failure to do so may result in expulsion from the field or court, revocation of the permit, or other action as determined necessary by the Town;
- Field or court use by Lexington Public Schools (LPS) athletics or other events take priority and overrides a permit/reservation previously issued by the Department;

- The submission of an [application for a permit/reservation for an athletic field or court](#) constitutes agreement by the applicant to read, understand, and comply with all rules and policies of the Town as described herein and elsewhere including but not limited to the [Regulations of Parks and Recreation Facilities](#);
- The individual named on the permit or reservation shall be held ultimately responsible for the actions of all users and for the condition of the field or court. If at any time a dangerous or unsafe condition is found or the conduct of participant(s) is deemed dangerous or inappropriate, the Director of Recreation and Community Programs Department, or their duly appointed representative, reserves the right to immediately discontinue all activities and/or dismiss any participant(s) from the site in the interest of public safety with no further recourse by the permit/reservation holder;
- The Town fields and courts will be closed and their use prohibited if conditions are deemed unsafe for either the users or for public health and safety as determined by this policy or otherwise by the Department, by the Town of Lexington, by the Commonwealth of Massachusetts, or by the federal government.
- Violation of the rules as indicated in this Athletic Field and Court Use Policy or of other Town rules and policies shall be grounds for immediate revocation of the permit/reservation. No refund will be provided, and future applications/reservations may be denied;

Athletic Fields

- The [following fields](#) require a field use permit as described herein;
- The Department and/or the Town reserve the right to close athletic fields, including for the weekend, in advance of, during, or after inclement weather or other conditions that are deemed to put participants or the fields at potential risk. Such closures will be communicated to permit holders and posted on the [Recreation and Community Programs Department website](#) in a timely manner;
- The use of athletic fields, turf or natural grass, is prohibited under the following conditions whether the field is officially closed or not:
 - If there is visible standing water on the field;
 - If the ground is soft, water-logged, or releases water when stepped on;
 - If the footing is unstable, slippery or otherwise unsure;
 - If there is visible lightning or within 30 minutes of the last audible thunder;
 - If there is snow covering the field;
- Removal of snow from any field is prohibited;
- Dogs are prohibited from all athletic fields;
- Staking, driving, or otherwise penetrating anything into a synthetic turf field is prohibited;

- Goals or other equipment ancillary to the use of fields may be made available by the Department in which case the permit holder:
 - Assumes all risk for the use of such equipment;
 - Shall be responsible for any loss or damage of such equipment;
 - Shall be responsible for returning such equipment to the designated storage location;
 - Shall be responsible for any damage to fields caused by the use or transport of such equipment;
- Field preparation including but not limited to mowing and lining is not included in the permit fee and may not be conducted by the user without the prior, written approval of the Department and/or DPW;
- Applicants for an athletic field permit must submit a request through the [MyRec website](#);
- Permits are issued on a seasonal basis with seasons being defined as Spring (March to June), Summer (June to August), Fall (August to November), and Winter (November to March), subject to change due to weather, field condition, and other variables;
- Seasonal permitting occurs according to the following schedule, subject to change (*Note - it is the responsibility of the applicant to confirm all due dates):

Season	Applications open	Due Date	Processed
Spring	December	January 5 th	late February
Summer	March	April 15 th	late May
Fall	May	July 2 nd	early August
Winter	not typically permitted	n/a	n/a

- Permit applications received after the due date will only be considered if there is unallocated field or court space;
- Permits are issued in one-hour increments unless otherwise indicated;
- The use of lighted fields, where available, carries an additional fee;
- The [field usage fees](#) are as follows and must be paid before a valid permit will be issued (unless otherwise communicated by);
- The season start dates indicated on approved permits are approximate only as they are dependent on weather and playable field or court conditions as determined by the Department and/or the DPW;.
- Approval of permits for applications competing for the same field and time will be determined on the basis of the traditional season of the sport per Massachusetts Interscholastic Athletic Association [\(MIAA\) policy](#), applicant priority tier (described below), and prior permitting history;
- The priority tiering for field use permit applicants is as follows:
 - Tier 1 (Town organizations):
 - Recreation and Community Programs Department

- Lexington Public Schools (LPS), including but not limited to high school athletic event (game or practice), middle school athletic event (game or practice), physical education classes, and other LPS special events
- Tier 2 (Lexington-based with minimum of 95% Lexington resident participants*):
 - Lexington-based organization, e.g., youth sports organizations, whose field or court users will comprise at least 95% Lexington residents
 - Lexington residents seeking permit for a single, one-time event, e.g., birthday party, pick-up game, at which at least 95% of attendees will be Lexington residents
- Tier 3 (Lexington-based with greater than 60% Lexington resident participants*):
 - Lexington-based organization or team that participates in a regional league with Lexington residents comprising at least 60% of official roster, for example MAPLE and Summer District Select
 - Seasonal permit for organized pick-up games, adult leagues, etc. at which at least 60% of participants are Lexington residents
- Tier 4 (Lexington-based with less than 60% Lexington resident participants*):
 - Lexington-based organization (business, private or charter school), league, or team with less than 60% of participants are Lexington residents
- Tier 5
 - Private clinics, camps, tournaments or other special uses shall not be eligible for a permit for athletic field or court use unless sponsored by the Recreation and Community Programs Department, the Lexington Public Schools, or on a case-by-case basis, a recognized Lexington-based organization

*Note: rosters must be submitted and may be verified for Lexington residency

- A credit may be issued at the discretion of the Department if a permit holder cannot use a field due to inclement weather or other conditions provided the permit holder communicates the cancellation in a timely manner including by 3:30 pm on the day of cancellation for lighted fields and on the first business day following a cancellation made outside of regular department office hours;
- The field permit holder is ultimately responsible for any damage caused to a field, including as the result of use under inclement weather or other adverse conditions regardless of official closure or not, and will be held liable for the costs of field repairs as

solely determined by the Recreation and Community Programs Department and/or the Department of Public Works.

Heat Index Guidelines (to reference guidelines in first sentence)

The Lexington Recreation and Community Programs Department, in conjunction with the Lexington Health Department, has developed the following guidelines for field permit holders and park users regarding extreme heat. It is designed to provide park users, permit holders and their participants with a standard for safe play when the outdoor weather conditions become very hot and may cause unsafe conditions.

- Both the heat index and the dew point are used to help determine safe playability during extreme heat.
- Heat index is a measurement of the perceived temperature rather than the actual air temperature. It is calculated by taking into consideration the actual outdoor temperature with the amount of humidity in the air. The National Weather Service (NWS) has created a calculation to measure the heat index temperature.
- “Dew point is the temperature the air needs to be cooled to (at constant pressure) in order to achieve a relative humidity (RH) of 100%. At this point the air cannot hold more water in the gas form. If the air were to be cooled even more, water vapor would have to come out of the atmosphere in the liquid form, usually as fog or precipitation.” – National Weather Service
- “The higher the dew point rises, the greater the amount of moisture in the air.
- “Use the dew point instead of the relative heat to know how “dry” or “humid” it feels outside. The higher the dew point, the muggier it will feel.” – National Weather Service
- Possible effects from being out in hot, humid, high dew point weather:
 - Dehydration and overheating
 - Burns and blisters if skin is exposed to sunlight or surfaces that rise in temperature from the sun
 - Heat stroke

Fahrenheit	Notes
80-90°F	Caution: fatigue is possible with prolonged exposure and activity. Continuing activity could result in heat cramps.
90-105°F	Extreme caution: heat cramps and heat exhaustion are possible. Continuing activity could result in heat stroke.
105-130°F	Danger: heat cramps and heat exhaustion are likely; heat stroke is probable with continued activity.
Over 130°F	Extreme danger: heat stroke is imminent.

To help calculate the dew point, please use the dew point calculator on <https://www.omnicalculator.com/physics/dew-point>.

To maintain consistency, please use Weather Underground weather service, <https://www.wunderground.com/hourly/us/ma/lexington/> to determine the temperature and humidity.

General levels of comfort depending on the dew point during summer months:

- Less than or equal to 55: It is dry and comfortable
 - o Ex: 70 degrees with 40% RH equals to about 49 dew point
- Between 55 and 65: It is becoming “sticky” and muggy
 - o Ex: 80 degrees with 50% RH equals to about a 60 dew point
- Greater than or equal to 65: lots of moisture in the air and becoming oppressive outdoors
 - o Ex: 90 degrees with a 50% RH equals to about 69 dew point

NOTE: The Lexington Recreation and Community Programs Department will notify any users who have a field permit through email and post on our [fields webpage](#) when the temperatures are forecasted to reach 90 degrees or higher. The message will be sent at least a day prior to use and will request permit holders follow the checklist below before use. It is important that user groups are diligent with measuring the RH prior to the use of our fields in order to keep all participants safe. The message will also be posted on department web page and social media platforms for all park users.

- o Permit holders from the Town of Lexington will be asked to check the RH, dew point and heat index chart at least 1.5 hours prior to use.
 - o Permit holders from out of town will be asked to check the RH, dew point and heat index chart at least 2 hours prior to use to determine playability.
 - o When there is a cancellation, please notify any users of the cancellation. Then notify the Recreation and Community Programs Department within 24 hours of your permitted time. You will be credited for the hours not used.
- You will see the total heat index temperature in the chart below. (Chart can be found at <https://www.calculator.net/heat-index-calculator.html>)
 - o An example would be if the air temperature is at 84 degrees Fahrenheit with the relative humidity being 70 percent, the perceived temperature would be 90 degrees on the heat index chart. Although the temperature outside reads 84 degrees, with the humidity, it feels more like 90 degrees outside.

Relative Humidity (%)	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										

Caution
 Extreme Caution
 Danger
 Extreme Danger

*Please note that the chart above does not line up with our heat index readings. It is to help give you an idea of where the heat index will fall depending on the temperature and relative humidity. *

- The Lexington Recreation and Community Programs Department has defined 3 heat index “zones”. These zones are recommended guidelines published by the American College of Sports Medicine (ACSM) for participation in sports activities during periods of extreme heat.
- Please take into consideration the participants age and condition when determining to participate or not. Please be sure to talk to the participants about the dangers and effects with heat and properly protecting yourself with sunscreen and hydration.
 - **Zone 1 (Heat Index reading: 80-90 degrees, Yellow Zone):** Organizations are encouraged to take extra steps to protect all coaches, volunteers, players, referees and bystanders for dehydration and overheating. Teams should not be out for more than 5 consecutive hours a day.
 - **Zone 2 (Heat index reading: 91-104 degrees, Gold Zone):** Requirements in Zone 1 will still apply. Permit holders are required to provide water coolers for participants to help stay hydrated if water fountains are not easily accessible. If teams are practicing, coaches will be instructed to keep players well-hydrated with frequent breaks. If a contact sport is being played with additional equipment, players not involved should remove helmets and other equipment if it does not put them in danger. Practice length should not exceed 3 hours. A

mandatory 3 hour recovery period between practices. 5 hours maximum practice time per day.

- **Zone 3 (Heat index reading: 105+ degrees, Red Zone):** The Lexington Recreation and Community Programs Department will postpone/cancel any scheduled activities until index returns below 105 degrees. The weather will be monitored and users will be notified if we are expecting a rise in temperatures in the coming days.

The playing surface will also have to be considered when making any determination. A natural grass field does not create as much heat as a synthetic turf field. On a sunny day in the afternoon with relatively no winds, a turf field could be anywhere from 20-30 degrees higher than a grass field. This should be considered when determining the safety of the players as well.

Tennis and Pickleball Courts

- The following [tennis and pickleball courts](#) require a reservation as described herein:
- Courts are to be used for tennis or pickleball only – all other uses are prohibited, including but not limited to street hockey, roller skating/blading, bicycle riding, and skateboarding;
- Courts may be reserved at www.playlocal.com;
- Courts are available for hourly reservations seven days per week from 8:00 am to 8:00 pm (8:00 am to 9:00 pm for the lighted Gallagher Courts) from April 1st to late November each year.
- A court may be reserved for a maximum of one hour per person per day;
- Court reservations may be made up to two weeks in advance;
- Court reservations must be made at least one hour prior to use;
- [Court reservation fees](#);
- Court reservation fees may be refunded. To submit a refund request, please contact PlayLocal at support@playlocal.com within a day of the scheduled reservation.
- The use of Town courts for the scheduling of, coordinating of, or provision of paid, private lessons of any kind is prohibited.

Basketball Courts

- [Basketball courts](#) are to be used for basketball only – all other uses are prohibited, including but not limited to street hockey, roller skating/blading, bicycle riding, and skateboarding;
- Basketball courts are available for reservation seven days per week from 8:00 am to dusk (or 9:30 pm for two lighted courts);
- Courts must be reserved two days prior to use;

- Reservation of the courts for tournaments or other large events may, at the discretion of the Recreation and Community Programs Department, require hiring the Lexington Police Department for a police detail during the event and hiring the Department of Public Works for clean-up after the event;
- Court reservation fees will follow the same fee as the athletic playing field as listed on the [fee schedule](#).
- In the event of inclement weather and/or court closure, the reservation will be rescheduled, or a credit given.

Center Track

- The Center Track, located at the Center Recreation Complex, consists of 6 lanes with an 8-lane straightaway.
- All running and walking shall occur in a counter-clockwise fashion around the track (field should be on your left).
- Joggers are to use the three inside lanes and walkers are to use the three outside lanes.
- Wheelchairs, assisted mobility devices, and strollers are asked to use the outside lanes.
- Footwear is limited to sneakers or a pyramid style ¼" cleat. Needle footwear is prohibited.
- The following items are prohibited from the track: bicycles, skateboards, roller blades, food and gum, and any beverage other than water.
- The track is available for use seven days per week from dawn to dusk (or until 10:30 pm with permitted light use);
- Track reservation fees will follow the same fee as the athletic playing field as listed on the [fee schedule](#).

Center After Dark

- During the offseason (late-November-March), as part of the Center After Dark program, the lights at the Center Track, Farias Basketball Courts, and four (4) of the Gallagher Courts will be on until 9:00pm on Monday-Thursday nights, weather permitting.

Definitions:

- Town of Lexington – The Town
- Recreation and Community Programs Department – The Department
- Single Use Permit Requests: for a one time pre-reserved use of an Outdoor Recreation Facility and will be on a first-come basis. Tier categories and fees apply to single use requests

- Reoccurring Permit Request: Pre-Scheduled, on or in a series of same or different times, days, weeks or months and or participation within a particular season/timeframe
- Organized: Group of people who have formally chosen to come together
- Leagues: A Lexington-based league must consist of a minimum of 4 teams to be classified as a league. The Tiers shall be referenced for non-Lexington based leagues
- MIAA: Massachusetts Interscholastic Athletic Association
- LBO: Lexington Based Organization
- DPW: Department of Public Works
- DPF: Department of Public Facilities
- LPS: Lexington Public Schools
- CORI: Criminal Offender Record Inquiry

Heat Index references:

1. Heat Index Calculator by Calculator.net, 2008
<https://www.calculator.net/heat-index-calculator.html>
2. Heat Index Guidelines
<https://www.mayouthsoccer.org/about/weather-policy/>
3. Coffeyville Recreation Commission Heat Index Guidelines
<http://www.coffeyvillerec.com/index.html>
4. Oregon School Activities Association
<http://www.osaa.org/heat-index>
5. Field Science: Weather 101 By Brad Jakubowski
<https://sturf.lib.msu.edu/article/2009jul8b.pdf> .

Amended 12/18/09; Updated 2/17/14, 12/12/19, 12/13/19; 11/19/21, 8/3/22
Recreation Committee Voted 10/13/20