



*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;
- 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;
- 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.

### **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 [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 request and complete an [application](#) as provided by the Department;
- 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):

<b>Season</b>	<b>Applications open</b>	<b>Due Date</b>	<b>Processed</b>
Spring	December	January 5th	late February
Summer	March	April 15th	late May
Fall	May	July 2nd	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.

### **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](http://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 four lighted courts at the Gallagher Courts);
- 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](mailto: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**

- [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.

## **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

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