



**MASSACHUSETTS DEPARTMENT  
OF CONSERVATION AND RECREATION  
ATHLETIC FIELD SCHEDULING REQUEST FORM  
ATHLETIC PERMITS  
251 Causeway St. 9<sup>th</sup> Floor, Boston, MA 02114  
Fax: 617.626.1351**

**Facility Information**

Name of Park or Facility: \_\_\_\_\_

Field or Section of Park: \_\_\_\_\_

Activity Requested: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

Time(s): \_\_\_\_\_

Lights Requested: Yes  No  (Light fee: \$50.00 per hour)

Season:  Spring (April 15 - June 15)

Summer (June 16 - August 31)

Fall (September 1 - November 15)

Group Type: (CIRCLE ONE) Youth                                  Adult

**Applicant Information**

Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary  
Contact  
Phone:

**DCR has established priorities for field use explained in its User Guide for Athletic Fields and Facilities. Please provide the following information to assist the Department in assigning fields for your use.**

**Safety and Participation Policies** Does your organization have:

Policies promoting participant safety? Yes\_\_\_ No\_\_\_

Policies promoting affordable access to participation? Yes\_\_\_ No\_\_\_

Policies promoting equitable playing time for participants? Yes\_\_\_ No\_\_\_

**Service to the Community**

How long has your organization been providing such services to the community? (**CIRCLE ONE**)

0 -1 years    2- 5 years    6-10 years    11 or more years

**Communities served:** Please identify the primary cities, towns or neighborhoods in which activity participants reside.

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All applications will be considered according to agency priorities for field use (see Community Guide for the Reservation and Use of DCR Athletic Fields and Facilities) and the field schedule. DCR will make every effort to accommodate applications however, space and time limitations may not allow the agency to grant all requests.

DCR may contact one or more groups during the scheduling period to explore alternative scheduling that will allow us to maximize field utilization and equitably accommodate as many requests as possible.

**Athletic Field Use Schedule and Fees**

**Daily Rentals and Seasonal Rentals shall be for 2-3 hr. periods as follows:**

9am-12pm; 12pm-3pm; 3pm-5pm; 5pm-7pm; 7pm-9pm.

**Note:** 9pm-11pm fields may not be available during all seasons and may only be scheduled on lighted fields when neighborhood disturbance is not a concern.

**Seasonal Rentals:** (total weeks may vary due to weather and other factors)

Spring: April 15-June 15

Summer June 16-August 31

Fall: September 1-November 15

**Please note, seasonal usage may be delayed or extended due to weather conditions. DCR shall have sole responsibility to determine when fields can accommodate use.**

**ONE TIME USE:** \$40.00 for first 2-3 hr. block, then \$40.00/hr. thereafter (per field)

**THREE OR MORE DAYS:** \$200.00 for first 2-3 hr. block, then \$40.00/hr. (per field)

**SEASONAL RENTALS** \$200.00 for first 2-3 hr. block, then \$40.00/hr. per field, per day of the season **\*\* (ADULT SEASONAL RENTAL \$200, YOUTH SEASONAL RENTAL \$100)**

\*\* A season-day equals one daily rental (2-3 hr. period as described above) per week for the activity season. Example: Rental of one field for a two or three hour period one day per week for the spring season would cost \$200.00