

City of Westfield Parks and Recreation Department  
4 Holcomb Street  
Westfield, MA 01085  
Telephone: (413) 572-6263 Fax: (413) 572-6264

Parks and Playgrounds Permit for Outdoor Areas

Permit fee: \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Organization, Company, or Individual)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ Cell: \_\_\_\_\_

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

Time(s) of use: from: \_\_\_\_\_ to: \_\_\_\_\_

Day(s): \_\_\_\_\_

Dates requested: \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year

Rain date if necessary: \_\_\_\_\_

Please Check Desired Location

Playgrounds

Parks

- \_\_\_\_\_ Chapman Playground
- \_\_\_\_\_ Cross Street Playground
- \_\_\_\_\_ Hampton Ponds Playground
- \_\_\_\_\_ Little River Playground
- \_\_\_\_\_ Municipal Playground
- \_\_\_\_\_ Papermill Playground
- \_\_\_\_\_ Sadie Knox Playground
- \_\_\_\_\_ Whitney Playground
- \_\_\_\_\_ Woronoco Soccer Complex Field

- \_\_\_\_\_ Apremont Park
- \_\_\_\_\_ Elizabeth Parker Memorial Park
- \_\_\_\_\_ Half Mile Falls
- \_\_\_\_\_ Kane & Wojtkiewicz Park
- \_\_\_\_\_ Park Square (Town Green)
- \_\_\_\_\_ Women's Temperance Park
- \_\_\_\_\_ Other

Full description and/or type of activity of area to be used: \_\_\_\_\_

It should be noted, that some individual must assume direct responsibility for acts of vandalism or damage to the facility or existing equipment during the time an area is made available to a group. This individual must have the direct responsibility for any damage and responsibility for the clean up of all rubbish or debris caused by the group's use of area.

INDIVIDUAL WHO WILL ASSUME RESPONSIBILITY FOR THE CONDITION OF THE AREA, FACILITY, AND EQUIPMENT USED. PLEASE SIGN BELOW

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

(The applicant has received a copy of guideline for use of park/playground)

For office /department use only:

Request Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Request denied: \_\_\_\_\_ Reason: \_\_\_\_\_

**City of Westfield Parks and Recreation Department**  
**Permit Guidelines for Use of Areas to reserve Parks and Playgrounds**

**Eligibility**

Westfield organizations, associations, sport organizations are eligible if they:

1. Provide services which include Westfield residents.
2. Can demonstrate benefits to the citizens of Westfield.

**Rules and Regulations**

1. Those who wish to reserve an area under the jurisdiction or management of the Department must obtain and complete an application. If an individual is applying for a permit on behalf of a group or athletic league, he or she must so designate on the application. Only one individual may apply for a permit per group or athletic league.
2. The permit tee must confine activities to the locations and times specified on the permit.
3. The permit tee shall remain subject to the Rules of the Department, the specific terms of the permit, and to all rules, regulations and laws of all City, State and Federal departments insofar as applicable.
4. The permit tee must clean and restore the premises after each session.
5. Pamphlets, handbills, or advertising material of any kind may not be posted, placed, or distributed on premises, unless the department grants written permission.
6. The permit tee is liable for all damage or injury to property or persons that may occur or be caused by the use of the permit, and by accepting the permit the permit tee agrees to save the City of Westfield and the Department harmless from any claim whatsoever which may result from such use.
7. The permit is not transferable.
8. The maximum reserved time is five months.
9. The following is not permitted:
  - No fires or grills
  - No admission may be charged
  - No person shall possess, drink, or consume any alcoholic beverage or any malt beverage upon any school, park or playground property of the city.
  - Possession or ignition of fireworks, rockets, or sparklers
  - No tents or stakes driven into playing areas without permission
10. The department reserves the right to prohibit use if areas are deteriorating because of overuse.
11. No motor vehicles, motor cycles, mopeds, go-carts, mini-bikes, snowmobiles, ATV's or similar items shall be used in public parks.
12. All domestic animals must be on a leash (not exceeding six (6) feet in length) and controlled by the owner at all times. Owners shall remove all animal fecal discharges from the park property immediately.
13. No person shall play or practice golf in a public park.
14. Refreshment stands or concessions will be operated only with the approval of the Health Department and the Parks and Recreation Department.
15. All persons in charge of a group using the areas will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents.
16. All groups are responsible for policing the area used and the placing of litter in receptacles.
17. Persons shall comply with all lawfully posted signs.
18. There will be no construction, modification, physical changes to any field or facility unless specific permission is received from the Parks and Recreation Commission.
19. Park/Playground hours are dawn to dusk. Unless area is lighted for night play than hours are until 10:45p.m.
20. Excessively loud music is prohibited.
21. No smoking on the City's Parks, Playgrounds per Free Clean Air Act ordinance. The ordinance gives non-criminal enforcement authority to the Westfield Police Department and Health department. Violations are subject to fines.

Revised 2/12