



**Town of Hingham**  
**RECREATION COMMISSION**  
210 Central Street  
Hingham, Massachusetts 02043-2763

**FIELD & FACILITY PERMIT**

**FROM:**

Responsible Person: \_\_\_\_\_ Telephone (Home): \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone (Cell): \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone (Work): \_\_\_\_\_  
Email: \_\_\_\_\_ FAX: \_\_\_\_\_

**REQUEST INFORMATION:**

- 1. Field / Facility Requested: \_\_\_\_\_
- 2. Purpose of Use: \_\_\_\_\_
- 3. Dates Requested: \_\_\_\_\_
- 4. Times: \_\_\_\_\_
- 5. Number of Participants: \_\_\_\_\_ Hingham Residents (yes/no) \_\_\_\_\_
- 6. Will Fees be charged? Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_ (Attach program, brochure or flyer)

**Mandatory:** Attach a certificate of insurance showing general liability coverage and naming the Town of Hingham as an “additional insured”

**Mandatory:** For all youth Organizations:  I certify that our organization is C.O.R.I. certified and that all volunteers have been CORI checked as required by MA state laws. (M.G.L. c. 6, § 172H)  
\_\_\_\_\_ (Signature of Organization’s President or authorized officer)

**Policy Statement/Release/Indemnity**

The purpose of this policy is to establish an orderly and fair procedure for the reserving of the Town of Hingham Recreation Commission athletic fields and facilities for the purposes of practices, games, birthday parties and special events. It is the intent of this policy to balance the increase in demand for such organized uses with the maintenance, renovation, and rest necessary to protect the long-term playability of our fields and ensure user safety. The Recreation Commission, Recreation Department and the Town of Hingham will not be responsible for any injuries or loss of articles. The organization does hereby release, indemnify and hold harmless the Town of Hingham and its employees, officers, boards, commissions, departments, agents and/or volunteers from and against any and all claims, actions, rights of action and causes of action, damages, costs, expenses, and attorney’s fees arising from the organization’s use of the Hingham Recreation Commission athletic fields and/or facilities hereunder.

I have read and agree to comply with field/facility use policies of the Hingham Recreation Commission listed on the back of this permit. I will assume responsibility for the payment of any fees associated with this permit. The Hingham Recreation Commission may revoke this permit for failure to comply with the policies governing Hingham Recreation Commission fields and facilities.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Director of Hingham Recreation Date Approved

**The Recreation Commission requires all leagues and organizations to provide the following information**

- Completed Field and Facility Permit application
- A copy of the organization’s insurance certificate. It must be for a minimum of \$1,000,000 general liability coverage and the Town of Hingham must be named as an additional insured.
- Any organization that accepts volunteers and provides activities or programs to children 18 years of age or younger must provide the Recreation Commission with written documentation that the organization performs a CORI check on all volunteers and paid employees, as required by Massachusetts General Laws (M.G.L. c. 6, § 172H).

**Refund Policy**

- Once a field/gym/room permit is processed, no refund will be given. This includes no refunds for rain dates.

**General Guidelines for Permit Holder**

All field/facilities users are expected to adhere to the following guidelines to help keep our fields and facilities in an acceptable condition for public use. Violation of these guidelines may result in fines or the loss of future permitting or use privileges: Permit holders are required to see that players and spectators adhere to all regulations, including

- Payments for permits should be made at the time of approval.
- All fields must be vacated by dark
- The permit must be on site in the possession of the permitted group or individual during the permitted time
- No littering. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal. All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal
- No selling of food, beverages or merchandise on Recreation Commission fields/facilities without an approved concession permit
- The individual who signs the request form assumes the responsibility for any accidents or damages that may occur to the fields/facilities or equipment. The applicant will be held responsible for the cost of repairs as a result of any damages
- Accidents and injuries must be reported to Recreation Commission staff
- Organizations using Recreation Commission fields and/or facilities are responsible for supervising the participants during use of the fields/facilities and making sure the area is clean after completion of activities. If clean up must be undertaken by Recreation Commission staff, a custodial charge will be issued. At the completion of each function all fields and facilities must be left as they were found
- All Recreation Commission fields and facilities will be made available to public and private organizations. However, first priority for recreation fields and facilities will be given to recreation programs. Second priority for fields and facilities will be given to Hingham community organizations
- Recreation Commission equipment and materials are not for public use unless permission was granted by the Director of Recreation
- The use of tobacco and the possession or use of alcohol, narcotics or controlled substances on Recreation fields/facilities is prohibited
- As used herein the Recreation Commission includes the Recreation Department, Hingham Recreation and its staff

**PERMIT FEE SCHEDULE**

**Recreation Fields:**

Tier 1:	\$10 / hr
Hingham Youth Organizations / Hingham Public Schools (minimum of 2 hours)	
Tier 2:	\$30 / hr
Adult Leagues / Private Individuals / Hingham Private Schools / Teams under \$300 per registration	
Tier 3:	\$45 / hr

For Profit Organizations / Teams over \$300 per registration

\* There is no refund for weather cancellations

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**Recreation Facility (Gymnasium / Classrooms):**

Tier 1: \$30 / hr  
Hingham Youth Organizations / Hingham Public Schools

Tier 2: \$40 /hr  
Adult Leagues / Private Individuals / Hingham Private Schools

Tier 3: \$55 / hr  
For Profit Organizations / Teams over \$300 per registration

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**Birthday Party Fee (Hingham Residents Only):**

Tier 1: \$175  
Game Room & Gym – 1.5 hour party (plus 15 minutes of preparation time & 15 minutes of clean-up)

Tier 2: \$75  
Game Room – 1.5 hour party (plus 15 minutes of preparation time & 15 minutes of clean up)

Tier 3: \$275  
Game Room & Gym – 1.5 hour party

All inclusive package: Staff attendant to help organize sports and games in the gymnasium, paper products, decorations, a case of water and 2 liters of soda. (you supply the cake and food)

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The Recreation Commission reserves the right to adjust fees at its discretion