

# 2025

## Malden Recreation Department

### PARK POLICIES, REGULATIONS, AND PERMITS GUIDE

Adopted: March 11, 2025



# Malden Recreation Department

## PARK POLICIES, REGULATIONS, & PERMITS GUIDE

### Table of Contents

Statement of Purpose.....	2
Contact Information & Office Hours.....	2
List of Parks and Athletic Fields .....	3
Map of Parks and Athletic Fields .....	4
Park Hours and Regulations.....	5
Permit Priority List .....	7
Fee Structure .....	8
Conditions, Terms & Limitations.....	10
Disciplinary Action Policy .....	13
Permit Application Procedure & Application Due Dates .....	14
Permit Application Required Documentation .....	15
Permit Application .....	16
CORI Verification, Promoting Diversity and Non-Discrimination .....	17
Indemnity Clause & Disclaimer.....	18
Macdonald Stadium Rules and Rental Application.....	19
Macdonald Stadium Fee Structure .....	24

Electronic version of the Malden Recreation Park Policies, Regulations, and Permits Guide can be found online at [maldenrec.com](http://maldenrec.com) or you can request a copy via email at [Parks&Rec@cityofmalden.org](mailto:Parks&Rec@cityofmalden.org).

**The City of Malden Recreation Department reserves the right to update and revise the contents of this Park Policies, Regulations, and Permits Guide at any time through the approval of the Stadium and Athletic Commission. Modifications if, as and where needed, on a case-by-case basis, is the sole discretion of the Malden Recreation Department Park Coordinator or his duly appointed representative and will be reviewed and decided upon, as needed.**

Cover Picture Credit: Paul Hammersley of Motion Music Media Group (3MG)

# Statement of Purpose

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*In accordance with Section 2.12.170 of the Code of the City of Malden as revised in 2020, the Recreation Department has developed the Park Policies, Regulations, and Permits Guide to assist in the scheduling and permitting of City of Malden fields and outdoor spaces. The outlined policies will streamline the processing of applications and the distribution of fields and outdoor spaces. A year-round calendar will be provided online at [maldenrec.com](http://maldenrec.com) to reflect availability of fields and outdoor spaces.*

## Contact Information & Office Hours

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**For inquiries and additional information about the parks, contact the Recreation Department at 781-397-7168 or email at [Parks&Rec@cityofmalden.org](mailto:Parks&Rec@cityofmalden.org)**

### **Malden Parks and Recreation**

Macdonald Stadium  
32 Pearl Street  
Malden, MA 02148

### **Office Hours:**

Mon, Wed, Thu 8:00 – 4:00PM  
Tue 8:00 – 7:00PM  
Friday, Saturday, Sunday – Closed

### **Recreation Department Staff**

Recreation Coordinator	Joseph Levine
Recreation Clerk	Laura Perez

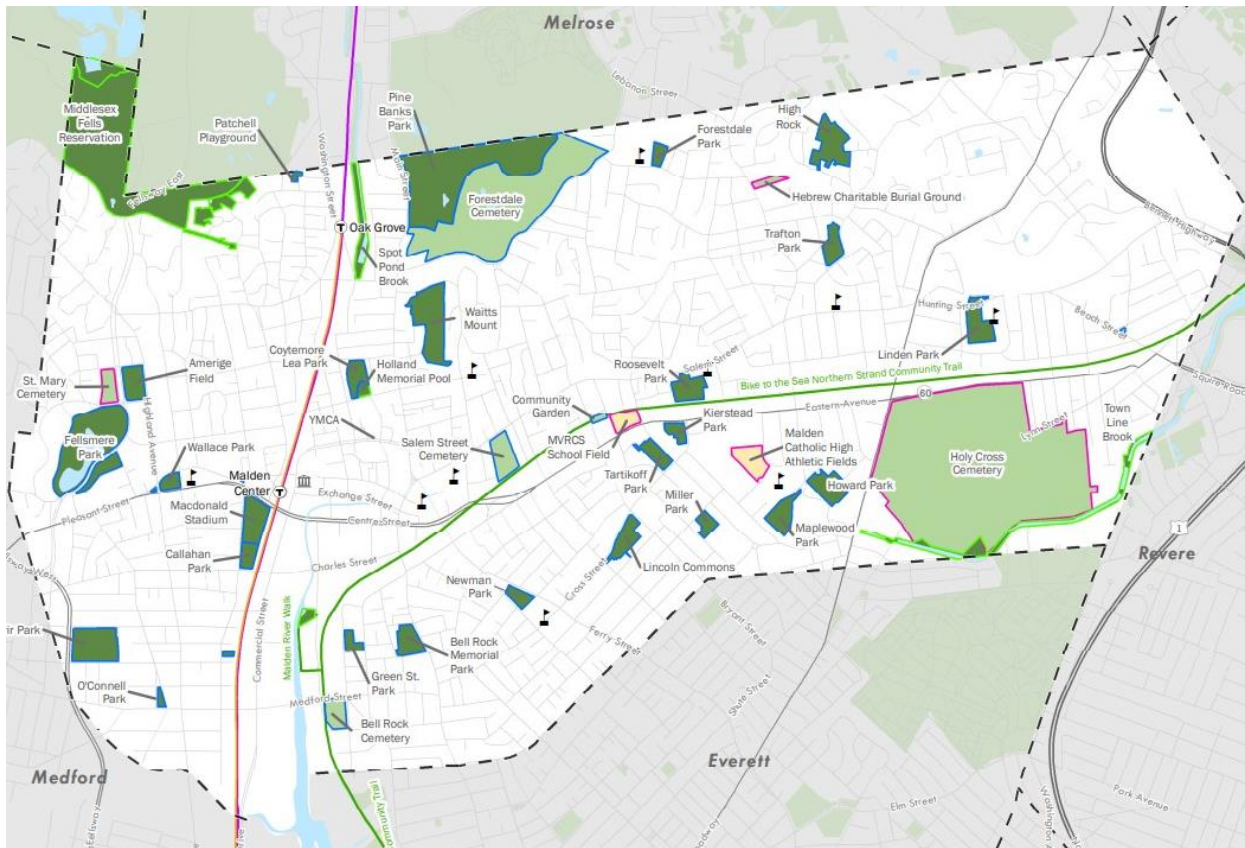
### **Other Contact Information**

Department of Public Works	781-397-7160
Board of Health	781-397-7049
Police Department	781-397-7171
Fire Department	781-397-7383
School Gym Permits	<a href="mailto:Pesposito@maldenps.org">Pesposito@maldenps.org</a>

## List of Parks and Athletic Fields

Inventory of Malden Open Space and Recreation Facilities	
Name of Site	Address
Amerige Park	Fellsway East/ Highland Ave
Bell Rock Memorial Park	Main Street
Northern Strand Community Trail	Abandoned Railroad ROW (Boston-Maine Saugus Branch)
Callahan Park	Pearl Street
Coytemore Lea Park	Mountain Avenue
Devir Park/Bruce Field	Fellsway West
Fellsmere Park/Pond	West Border Road/Savin Street/Fellsmere Rd
Forestdale Park	Forest Street
Green Street Park	Green Street
High Rock	Rockingham Ave
Howard Park (South Broadway Park)	Maplewood Street/Broadway
Kierstead Park	Eastern Avenue/Willow St
Lincoln Commons	Cross Street
Linden Park Hunting Field	Wescott Street
Macdonald Stadium	Route 60/Pearl Street
Maplewood Park	Maplewood Street
Miller Park	Harvard Street
Newman Park Ferryway Green	Cross Street
Patchell Park	Glen Rock Road
Pearl Street Playground	Pearl Street
Pine Banks Park	Main Street
Roosevelt Park	Salem Street
Tartikoff Park	Willow St/ Lyme St
Trafton Park	Granite St/Jacob Street
Waitts Mount	Leonard St/ Park St

# Map of Parks and Athletic Fields



Park List and Map sourced from the  
2017 Malden, MA Open Space and Recreation Plan



# Park Hours and Regulations

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## **Park Hours**

Public Parks are open from Sunrise to Sunset in the spring, summer, and fall, unless otherwise approved by the Stadium and Athletic Field Commission or permitted by the Malden Recreation Department. Winter season starts on December 15 through March 15, and grass fields and courts are restricted from permitted or organized use. Turf Fields may be permitted if there is no snow cover or safety concerns. Only Malden Public Schools, as listed on the priority list, are allowed use through the winter season. Individual Park hours can be located at [maldenrec.com](http://maldenrec.com).

## **Park Regulations**

- The following shall be considered illegal dumping per Section 9.04.020 of the City Code:
  - Disposal of trash generated by a business or residence and carried to the site of a barrel placed on city property for the convenience of users of sidewalks, parks, trails, or other outdoor areas of public facilities.
  - Disposal of trash generated by a business or residence and deposited in a dumpster located at a city owned or operated facility.
  - Violation of this ordinance is punishable as outlined in Sections 1.08 and 2.12.170.
- No person shall write upon, or wantonly mar, injure, deface, or destroy any building, fence, wall, guidepost, signboard, awning pole, lantern or any other structure or thing in or on any public street, park, or other place to which the public has a right of access.
- Except for approved park and municipal signs, no signs are permitted anywhere on City property or recreational areas without prior approval. Any improper signs will be removed and destroyed without notice.
- The city may periodically close a park for one or more seasons for rehabilitation. The city appreciates your patience and understanding when a field you intended to use is scheduled to rest or for maintenance. Proper notice will be posted and communicated.
- No ground fires are allowed in any park. Any fire for cooking is confined to grills and require the approval of the Malden Fire Department. A park permit is required prior to obtaining approval from the Malden Fire Department.
- In the event of inclement weather, fields may be closed. The Recreation Department and the Department of Public Works will work closely to ensure the safety of its users and the recreational area. All park closures and communication can be found at [maldenrec.com](http://maldenrec.com).
- Organized or regular use of the City's playing fields/courts by groups shall require a permit other than groups supervised by Malden public school or Malden Recreation Department staff. Regular lessons or activities at a field or facility involving two or more individuals who pay a fee shall constitute an organized use requiring a permit. Parks are available for use by individual members of the public without a permit.
- USE OF TOBACCO, NICOTINE OR MARIJUANA DELIVERY PRODUCTS PROHIBITED IN PUBLIC PARKS, PLAYGROUNDS, CEMETERIES AND ATHLETIC FIELDS
- THE CITY OF MALDEN'S ORDINANCES PERTAINING TO ALCOHOL IN PUBLIC PLACES IS STRICTLY ENFORCED ON ALL PROPERTIES UNDER THE JURISDICTION OF THE CITY OF MALDEN RECREATION DEPARTMENT. THERE IS NO ALCOHOL ALLOWED ON OR AT THESE FACILITIES AT ANY TIME. ANY VIOLATION OF THE CITY ORDINANCE WILL BE GROUNDS FOR IMMEDIATE REVOCATION OF SUCH PERMIT AND DENIAL OF FUTURE APPLICATIONS FOR PERMITS.

**Posted Park Rules - All Parks (Non-Turf)**

**PARK REGULATIONS**  
HOURS: SUNRISE TO SUNSET



**NO SMOKING**

PER THE MALDEN BOARD OF HEALTH RULES AND REGULATIONS, NO SMOKING, VAPING, ELECTRONIC SMOKING DEVICES OR USE OF ANY TOBACCO PRODUCTS ARE PERMITTED.





**NO HITTING/KICKING BALLS AGAINST FENCE**





**NO MOTOR VEHICLES**



**NO PETS**



**NO ALCOHOL**



**CLEAN UP AFTER YOURSELF**

**GROUP USE BY PERMIT ONLY**  
PERMITS ISSUED BY THE CITY OF MALDEN  
PARKS & RECREATION DEPARTMENT  
PARKS&REC@CITYOFMALDEN.ORG

**Turf Fields**

**TURF REGULATIONS**  
HOURS: SUNRISE TO SUNSET



**NO SMOKING**

PER THE MALDEN BOARD OF HEALTH RULES AND REGULATIONS, NO SMOKING, VAPING, ELECTRONIC SMOKING DEVICES OR USE OF ANY TOBACCO PRODUCTS ARE PERMITTED.





**NO METAL CLEATS**





**NO HITTING/KICKING BALLS AGAINST FENCE**



**NO PETS**



**NO GUM, SEEDS OR FOOD**

WATER IN PLASTIC CONTAINERS PERMITTED





**NO ALCOHOL**



**CLEAN UP AFTER YOURSELF**



**NO MOTOR VEHICLES**

**GROUP USE BY PERMIT ONLY**  
PERMITS ISSUED BY THE CITY OF MALDEN  
PARKS & RECREATION DEPARTMENT  
PARKS&REC@CITYOFMALDEN.ORG

**Following Exception Applies: Dogs on leash are permitted at Waitts Mount and Trafton Park. Unleashed dogs allowed in the Trafton Dog Park between 7 AM and 9 PM.**



**CLEAN UP AFTER YOURSELF AND YOUR DOG**



# Permit Priority List

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## **The scheduling of the athletic fields and recreational facilities will be prioritized as follows:**

- Malden Public Schools Use:
  - High School sanctioned athletic team games and practices
- Malden Recreation Department sponsored programs, services, activities, and special events.
- Malden Youth Sports Organizations – Nonprofit
  - Youth Baseball, Youth Soccer, Youth Lacrosse, Youth Softball, Youth Field Hockey, Youth Basketball, Youth Football/Cheering
- Malden Adult Sport Leagues/Associations (50% or more Malden Residents. Team Roster must be provided complete with names and addresses, which may be verified)
- Malden Neighborhood Associations, Non-profit and Charitable Organizations
- Malden Businesses and Companies
- Non-resident organizations, businesses, groups, teams
- Single Day use permits will be prioritized for Malden Residents

## **Permits will not be issued due to the following conditions:**

- There is scheduled maintenance, restoration, improvements, or hazardous conditions.
- Usable Hours Threshold Reached – Starting Spring of 2024, The Malden Recreation Department and the DPW, will evaluate grass fields to determine usability tolerance. Recommended limitation of hours will be presented to the Stadium Commission for annual approval.
- The Park Coordinator has not formally opened the parks, fields, and facilities for the season.
- Inclement weather or flooding

## **Factors that assist in the decision to grant a permit:**

- Past history of the permit applicant with the City of Malden
- Past history of the permit applicant complying with the City of Malden policies and regulations

**Permits are not guaranteed from season to season.**



# Fee Structure

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All fees are on a per facility/field basis. For example, Devir Park contains two natural grass fields. Each field is a separate facility for purposes of reservation and fees.

All fees are waived for any organization or entity under the supervision or control of the City of Malden or the Malden Public Schools, including but not limited to all Malden Public Schools sponsored sports events, all City of Malden sponsored Department of Recreation activities, and any other event or activity determined by the Department of Recreation to be sponsored or under the control of the City of Malden or the Malden Public Schools.

## Standard Fee Schedule

Natural Grass Field	Synthetic Turf Field	Tennis/Basketball Etc. Courts	Additional Cost Lighting Any Field/Court
\$50 Per Hour	\$60 Per Hour	\$60 Per Hour	\$35 Per Hour

Fees are assessed on a per season basis. Seasons generally run for approximately 10-12 weeks and play-off games may be considered as part of the season.

When two or more permit holders are applying for the same park, field, or facility, priority will be given to the traditional sport in season.

## Discounts and Fee Waivers

The following discounts and waivers are available upon request. Organizations requesting a discount or waiver will be required to provide information requested by Recreation Department on an approved form to be considered for the discount or waiver.

### Malden Focused Youth Sports Organization

Permit fees will be waived for any Malden Based Youth Sports Organization able to demonstrate that greater than 90% of the program participants are residents of Malden, and that the organization has less than \$100,000 in liquid assets. Organizations must be willing to make available their financial records and rosters upon request.

### Malden Based Education Institution

Permit fees will be waived for any Malden Based Education Institution able to demonstrate that greater than 90% of the overall enrollment for the institution are residents of Malden. Education Institutions include but are not limited to non-profit and for-profit K-12 Institutions, as well as pre-schools.

For Education Institutions that do not meet the 90% threshold, as defined within this Fee Structure policy, a discount of 50% off the standard rates shall apply for those institutions where overall enrollment each year is comprised of at least 50% Malden residents.

All other Malden Based Education Institutions shall be charged the standard fee schedule unless they have a multi-year permit as outlined within this Fee Structure policy.

### Other Youth Based Organizations

Permit fees will be waived for organizations including daycares and any other youth focused organization where 90% or more of the overall enrollment are residents of Malden. For those that do not meet the 90% threshold, a discount of 50% off the standard rates shall apply for those organizations where overall enrollment each year is comprised of at least 50% Malden residents.

### Non-Sport Low Intensity Use – Single Day Permit

Single day permits are available for residents, organizations, and businesses for things such as weddings, holiday events, and other private events that are non-sports focused and are low intensity uses. The following fees shall apply:

### Non-Sport Low Intensity Use ONLY Fee Schedule

Natural Grass Field	Synthetic Turf Field	Tennis/Basketball Etc. Courts	Additional Cost Lighting Any Field/Court
4 Hour Block - \$100	Not Rentable	4 Hour Block - \$100	\$25 Per Hour

Fees will be waived for any Malden resident, Malden based business or Malden based organization requesting a single day use permit. Single day permits will only be approved at the above fee schedule for low intensity non-sports uses, such determination to be made at the sole discretion of the Department of Recreation. Otherwise, the standard fee schedule shall apply.

### Rates Subject to Change Without Notice

The above rates are subject to change without notice. Users are encouraged to review the latest fee schedule prior to requesting a permit.

### Malden Department of Recreation Rights Reserved

The Malden Department of Recreation shall have the right to issue a permit to an individual or organization that does not conform to the above fee schedule or does not comport with other policies in this guide when the Department, in its sole discretion, determines that doing so is in the best interest of the greater public good. Each decision shall have no bearing on any similar request and shall not obligate the department with regards to any future requests from the same party or of a similar nature from another party.

### High Intensity Users Multi-Year Permits

High intensity users are encouraged to pursue a multi-year permit that will allow for the user and the City to agree on terms and conditions that may provide discounts from full rates in exchange for other benefits received for the public good. Things that can be considered in a multi-year use permit request include but are not limited to the user taking on maintenance responsibility and reciprocity that allows the City use of facilities under the control of the requested user.

Multi-year use permits (greater than one year) must be approved by the Malden City Council.

# Conditions, Terms & Limitations

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All permits issued by the Malden Recreation Department are subject to conditions, terms and limitations as defined by federal and state laws, local ordinances and the Malden Recreation Park Policies, Regulations, and Permits Guide including the *Indemnity Clause and Disclaimer*. Violations are subject to our disciplinary policy.

- **HOURS** – Fields and Outdoor Spaces are opened from sunrise to sunset unless otherwise authorized by the Recreation Department. Permit holders scheduled after high school use are required to remain off the field / court until the completion of the high school use. Only sanctioned high school games may override and delay the start of a scheduled permit. No coach, parent, or player is allowed along the sidelines or on the field during sanctioned high school games.
- **DAMAGES** – Damages caused by aggressive or negligent use of a park, playground structure, athletic facility, fields, or park equipment of any kind will be assessed 100% of the cost to correct, replace or repair to the offender. Trucks and heavy equipment are not permitted on grass fields. Damage to grass fields will be the financial responsibility of the permit holder.
- **MAINTENANCE AND UPKEEP** – The permit applicant, organization, league, or group is not allowed to perform any maintenance or upkeep on any fields, grounds, or facilities without prior specific approval from the Malden Department of Public Works Director.
  - Lining of the fields is the responsibility of the Malden Department of Public Works.
  - The permit holder, organization, league, or group is responsible to make sure that all trash is properly disposed into trash or recycling receptacles. If after an event, activity, or game it is found that additional clean-up is necessary, the permit holder will be charged accordingly.
- **EVENTS** – The permit holder must be present at the facility during the time stated on the permit issued. No events or activities will be permitted that are considered likely to damage fields, irrigation systems or resources. Festivals, concerts, and like events will not be permitted on turf fields. Exceptions will be made for City department sanctioned events with approval through the Stadium Commission. Malden Recreation reserves the right to require additional staff to monitor or supervise an event.
  - Malden Recreation reserves the right to require a police detail for a permit applicant depending on the size of the event. The cost for any required detail or additional staff will be the responsibility of the permit applicant.
  - Equipment of any kind must be approved by the Malden Recreation Coordinator at least 24 hours prior to the day of the event.
  - If the permitted organization, league or group is serving food, it is their responsibility to obtain any necessary Board of Health permits prior to the event.
  - The permitted organization, league or group must acquire special approval for the playing of live music in or at any field/facility.
  - No food carts or food vendors are allowed within any Malden Recreation facilities without prior approval and permits issued by Malden Recreation Department.
  - No possession or consumption of alcohol or smoking is allowed within any public park, playground or athletic facility.
  - A representative of your organization must have a copy of their permit in hand at each permitted event in case any conflicts or questions arise.

- **THE CITY OF MALDEN’S ORDINANCES PERTAINING TO ALCOHOL IN PUBLIC PLACES IS STRICTLY ENFORCED ON ALL PROPERTIES UNDER THE JURISDICTION OF THE CITY OF MALDEN RECREATION DEPARTMENT. THERE IS NO ALCOHOL ALLOWED ON OR AT THESE FACILITIES AT ANY TIME. ANY VIOLATION OF THE CITY ORDINANCE WILL BE GROUNDS FOR IMMEDIATE REVOCATION OF SUCH PERMIT AND DENIAL OF FUTURE APPLICATIONS FOR PERMITS.**
  
- **CONDUCT** – Conduct unbecoming or illegal of an individual, group, or team, such as, but not limited to, foul language, public urination, illegal drug use, smoking, alcohol consumption, or other conduct considered to be a public nuisance will be reported to the proper authorities and will be subject to penalties of such actions. Anyone exhibiting such conduct shall be asked to leave immediately.
  - Direct and insubordinate disobedience of the Park Coordinator, or his duly appointed representative, will result in immediate revocation of a park permit.
  - The Recreation Department personnel reserve the right to enter all fields, parks and facilities at any time during any and all use for the observation of activities.
  
- **COMMUNICATION** – The designated contact person or secondary person should make all communications to the Malden Recreation Department.
  - The permit applicant is responsible for informing all of the League Board members, general members, coaches, assistants, volunteers, parents/guardians and players of **ALL** rules, regulations, conditions, terms and limitations regarding use and conduct on the fields/facilities as defined in this guide.
  - If a permitted event is **not** held due to unforeseen conditions the permit contact person **MUST** contact Malden Recreation Department immediately.
  - If the permit holder is not going to use a field/facility, the unused dates and times may not be assigned or transferred. These dates and times must be made aware to the Malden Recreation Department immediately.
  
- **TURF FIELD SPECIFIC CONDITIONS** – All conditions within General Conditions, Terms & Limitations, if applicable, are also considered part of the Turf Field policies and include the following:
  - Only molded cleats (**no metal**) are permitted on the turf. High heeled shoes are NOT permitted.
  - NO beverages except water will be permitted on the turf and **ONLY** plastic water bottles are permitted – NO GLASS.
  - Sharp objects, including golf clubs, tent stakes, corner flags or other objects that can penetrate the surface of the field are NOT permitted.
  - Food items of any kind including chewing gum are NOT permitted.
  - Nuts and sunflower seeds are NOT permitted.
  - Tobacco and alcohol products are NOT permitted.
  - Burning materials of any kind are NOT permitted.
  - Sport drinks or liquids other than water are NOT permitted.
  - Pets are NOT permitted.

- Bicycles or other unapproved vehicles are NOT permitted. Only authorized maintenance vehicles are permitted on the turf field.
  - Marking or painting on the turf or any of the facility playing surfaces is NOT permitted.
  - Only approved athletic equipment is permitted on the field.
- **EQUIPMENT** - Permit holders must remove all equipment from a facility at the end of each individual use unless specially allowed by their permit.
- Any storage structures to be placed or moved must specifically be approved by the Ward Councilor and the Park Coordinator.
- **RAIN/WET CONDITIONS POLICY** – The Malden Recreation Department reserves the right to close any field or park facility due to inclement weather or safety conditions. Should this situation occur, a suitable alternative date would be provided, or funds refunded. If your rental date is rained out, please call the Malden Recreation Department office to make other arrangements.
- Playability test after rainy conditions: If there are puddles on the fields or you step on any portion of the field and water squishes out from under your shoe, the field is closed with no game play and/or practice. Playing on wet fields poses a safety hazard and causes severe field damage.
  - **There shall be no grass sports field use by groups during rainy or snowy condition.**
- **INCLEMENT WEATHER POLICY** – Any decision to cancel a permitted activity is made by the permit holder and/or secondary point of contact for the permit holder. The Malden Recreation Department reserves the right to cancel an activity if it is deemed unsafe to continue with the activity.
- Organizations, leagues, groups, or persons are not allowed to practice nor have a game on any field if there is standing water or is slippery or during a thunder, lightning, hail, or snowstorm. A field should not be shoveled to clear snow, ice or water in order to use field without the Parks Coordinator approval. Any damage resulting to a park or field because an organization, league, group, or other permit holder did not comply with conditions will be held responsible for all repairs and costs associated with repairs and will be subject to our disciplinary policy.
  - If the permit holder cannot utilize their permit due to inclement weather, the permit holder must contact the Malden Recreation Department to reschedule a make-up based on availability and/or may request to be considered for a full refund if a single use permit was issued.
- **CANCELLATION & REFUND POLICY** – All cancellations, regardless of time, need to be communicated to the Malden Recreation Department immediately. It is the permit holder’s responsibility to communicate cancellations directly to the Malden Recreation Department and provide reason for the cancellation. Adjustments to the schedule need to be made prior to the schedule dates of the event. If changes take place on the day of the event, an email and/or text need to be sent at that time to ensure lighting schedules and staff are updated. Adjustments will not be made after the dates have passed. Refunds will be reviewed on a case-by-case basis.

# Disciplinary Action Policy

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**Any violation of the permit conditions, terms and limitations can result in loss of permits and future permit requests. Fines may be applied in cases of destruction of property due to vandalism, misuse of a permit, use of field without a permit or use of a field when fields are deemed closed.**

1. First Offense – Written warning to permit holder from the Parks Coordinator with copy of letter filed with the City of Malden.
2. Second Offense – Permit Suspension for the season. Communication will be written and copy of letter will be filed with the City of Malden.
3. Third Offense – (Includes new season) Permit Revocation. Permit Holder will not be eligible for issuance of permits going forward.

**Malden Recreation Department reserves the right to ban any individual and those governed within a league, team or group who has violated policies from using the parks, fields, and facilities.**

# Permit Application Procedure & Application Due Dates

- All applicants must be at least 18 years of age to apply for a permit with the Malden Recreation Department.
- Application, required documentation and deposit must be received prior to issuance of permit.
- Applications are reviewed on a first come first serve basis and availability of fields are not guaranteed season to season, unless you have been granted a special permit through the Malden Recreation Department.
- With increasing demands for use of athletic fields and park uses, the Malden Recreation Department may not be able to accommodate every application or request. Therefore, the Malden Recreation Department reserves the right to use its priority based system and discretion when issuing permits.
- No permits will be issued before the application deadline for each season.
- Leagues, groups or individuals are responsible for completed CORI checks on all coaches, volunteers or any adult involved with children less than 18 years of age.
- **Use of parks, fields and facilities awarded to a permit holder will be made public on the Malden Recreation website, [maldenrec.com](http://maldenrec.com). All awarded permit holders will be required to submit a practice, game or playoffs schedule that will be used to publish reserved facilities on the site.**
- Permitting Procedure:
  1. Fill out application – All fields on the application must be filled out to prevent delays in processing. If a field does not apply to your request, place N/A on the line.
  2. Review fee structure to determine fees due for the season.
  3. Collect all required documentation and prepare to pass it in with application.
  4. Mail/Drop-Off Completed Application and Required Documentation to:
 

Malden Recreation Department  
32 Pearl Street  
Malden, MA 02148
  5. If permit is awarded for use of park, field or facility:
    - i. Submit Complete Rosters at least 48 hours prior to first date requested.
    - ii. Submit Completed Schedule at least 48 hours prior to first date requested.
    - iii. Submit Payment for Permit(s) at least one week prior to first date requested.  
(Make checks payable to: City of Malden)
    - iv. Permit will be invalid if the above is not completed.

## SEASONAL PERMIT APPLICATION DUE DATES

<u>Season</u>	<u>Season Term*</u>	<u>Due Date</u>	<u>Permit Issued</u>
Spring	4/1 thru 6/19	February 15 <sup>th</sup>	March 1 <sup>st</sup>
Summer	6/20 thru 8/31	May 15 <sup>th</sup>	June 1 <sup>st</sup>
Fall	9/1 thru 11/30	July 15 <sup>th</sup>	August 1 <sup>st</sup>
Winter	12/1 thru 3/31	October 15 <sup>th</sup>	November 1 <sup>st</sup>
<b>*Dates are subject to change due to weather and field conditions.</b>			

# Permit Application Required Documentation

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## Required by the seasonal due date:

- Permit Application completed and signed with date.
- Contact information of Primary permit holder and Secondary contact. These are the only two individuals who will be communicating with the Malden Recreation Department that will be allowed to make any decisions related to the permit issued.
- Signed copy of the Malden Recreation Department Consent of CORI verification form
- Signed copy of the Malden Recreation Department Indemnity Clause & Disclaimer form
- Proof of Insurance: If application is approved, prior to issuance of the permit, the applicant must submit proof of property damage and bodily injury insurance shall be in the form of a Certificate of Insurance issued by your insurance agent naming the City of Malden as an additional insured.

## Required by the first day of requested use:

- Roster including names and address of all registered participants as of permit application date (48 hours prior to first day of requested use)
- Payment of fees for the season (48 hours prior to first day of requested use)
- Schedule of practices, games or playoffs including times for each field requested. (One week prior to first day of requested use)



# Permit Application

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## MALDEN RECREATION DEPARTMENT

32 Pearl Street, Malden MA 02148

[Parks&Rec@cityofmalden.org](mailto:Parks&Rec@cityofmalden.org)

Office: 781-397-7168

### PARK & FIELD APPLICATION

League/Team Name or Company Name:

League/Team Permit Holder:

Address:

Permit Holder Title/Position:

City, State, Zip Code:

Email Address:

Phone #:

Cell#:

**Second Responsible Person who will assist the Permit Holder supervise teams and spectators and will ensure compliance of same as outlined in the Malden Recreation Park Policies, Regulations, and Permits Guide.**

Second Responsible Person:

Title/Position:

Address:

Email Address:

City, State, Zip Code:

Phone #:

Cell#:

**Age Group:**

**Type of Activity:**

**Season Requested:**

Youth

Spring

Fall

Adult

Summer

Winter

**Equipment or Other Requests:**

### REQUESTED FIELDS & PARKS

<u>Field/Park Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Day(s) of week &amp; Time</u>

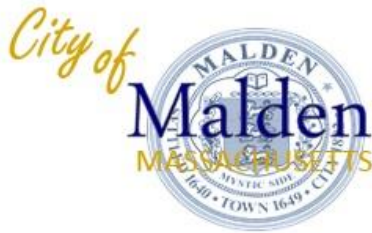
It is understood and agreed that the permit holder will abide by the policies set forth in the Malden Recreation Park Policies, Regulations, and Permits Guide or permit holder, league, group or team may be subject to permit revocation. Permit will not be considered valid until all required documentation, including payment, has been received by the Malden Recreation Department.

Permit Holder Signature / Date

Secondary Responsible Person/Date

# CORI Verification, Promoting Diversity and Non-Discrimination

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## MALDEN RECREATION DEPARTMENT

32 Pearl Street, Malden MA 02148

[Parks&Rec@cityofmalden.org](mailto:Parks&Rec@cityofmalden.org)

Office: 781-397-7168

### CORI Verification, Promoting Diversity and Non-Discrimination

Print Name of Permit Holder:

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Print Name of Organization/League/Group:

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Permit Season:

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**Promoting Diversity and Non-discrimination.** During the term of this Agreement the organization shall not discriminate against any person on the basis of race, color, religion, gender or national origin. By signing this agreement, the organization agrees to promote diversity and inclusion by making reasonable efforts to accommodate low- and moderate- income participants.

**As the permit holder, I provide this written confirmation that CORI checks are completed on all coaches, volunteers or any adult involved with children under the age of 18 years old.**

Permit Holder Signature:

Date:

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### **Witness Signature**

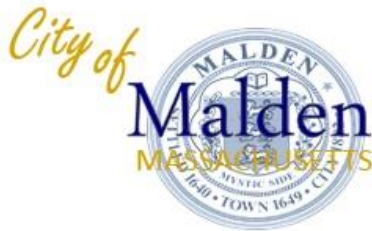
Secondary Responsible Person Signature:

Date:

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# Indemnity Clause & Disclaimer

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## MALDEN RECREATION DEPARTMENT

32 Pearl Street, Malden MA 02148

[Parks&Rec@cityofmalden.org](mailto:Parks&Rec@cityofmalden.org)

Office: 781-397-7168

### INDEMNITY CLAUSE & DISCLAIMER

I have read, understood and agree to all of the rules, regulations, terms, conditions and limitations listed in the Malden Recreation Park Policies, Regulations, and Permits Guide and understand the consequences of not complying with these policies. In consideration of being permitted to use the Malden Recreations fields and facilities, I, on behalf of the members and players from my organization, league or group, shall indemnify, defend and hold the City of Malden, its dependents, employees and officials harmless from any and all claims, demands, liabilities, actions, cause of actions, cost and expenses, including attorney fees arising out of the use of the playing fields, parks, facilities and equipment. Any one person or group utilizing any Malden Recreation facilities, fields, parks, and equipment will do so at their own risk.

The permit will be immediately revoked for the use of alcohol, any illegal substance, and violation of the law and any behavior deemed inappropriate by the Malden Recreation Department or City of Malden representatives. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Malden Recreation Department Park Coordinator or his duly appointed representative reserves the right, in the interest of public safety, to discontinue all activities or dismiss the person or persons detrimental to the activity.

All incidents or accidents should be reported to the Malden Recreation Department immediately.

**My signature below indicates that I have read and agree to the above disclaimer, received and read a copy of the “Malden Recreation Park Policies, Regulations, and Permits Guide”, and will fully abide by the terms, conditions, and provisions contained or referred to therein.**

Signature of Permit Holder:

Date Signed:

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

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

\_\_\_\_\_  
City, State, Zip Code:

\_\_\_\_\_  
Work #:

\_\_\_\_\_  
Cell #:

\_\_\_\_\_  
Permit Season:

\_\_\_\_\_  
Organization/League:

# Macdonald Stadium Rules and Rental Application

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## MACDONALD STADIUM

32 Pearl Street, Malden MA 02148

[Stadium@cityofmalden.org](mailto:Stadium@cityofmalden.org)

Office: 781-397-7168

### **THE FOLLOWING RULES MUST BE STRICTLY OBSERVED BY PERMIT HOLDER, AND ALL PERSONS USING MACDONALD STADIUM FOR SPORTING EVENTS**

1. In the event of inclement weather, the Recreation Coordinator shall make the final decision concerning postponing or cancelling of activities. Personal safety and possible field damage are primary concerns. Games or practices canceled by Permit Holder will not be rescheduled. Any rescheduling of games or practices will be determined on a case-by-case basis. Please see Macdonald Field Cancellation Policy.
2. The Permit Holder agrees not to exceed Stadium seating capacity of 4,980 persons at any time.
3. Parking in the South End Zone Lot is permitted under the direction of the Recreation Coordinator. Such parking is limited to use by coaches and City officials only.
4. There is NO PARKING at the municipal lot on Pearl and Charles Streets or on any side streets in the area. Teams and their guests MUST park in the parking garages located at:
  - CDB Garage, 170 Centre Street
  - Jackson Street Garage, 7 Jackson Street
5. Permit Holder must always be considerate of Stadium neighbors.
6. Permit Holder is responsible for clean-up of the concession stand if it used. There is no storage at the concession stand.
7. Persons under age 18 are NOT allowed in the Press Box. Only a Stadium employee is permitted to open the Press Box and operate the scoreboard. Teams are responsible for providing announcers. An additional fee will be collected for use of the press box and scoreboard. No public address system will be utilized prior to 10:30 AM.
8. Use of locker rooms is NOT permitted.
9. Callahan Park is separate from and is NOT included in the use of Macdonald Stadium. Callahan Park may not be used for team warm-ups or other activities. Permit Holders must ensure that their athletes and spectators remain out of Callahan Park.
10. Public restrooms are available and will be open for use.
11. There is NO storage for team equipment.
12. Children under age 12 are NOT permitted in or around the area of the long-jump pit and runway.
13. Athletes and spectators may not hang from or pull on the soccer goals and nets.
14. No one is permitted underneath the bleachers at any time.
15. Children must be properly supervised by a responsible adult at all times.
16. Pets are NOT permitted in the Stadium at any time.
17. Smoking is NOT permitted anywhere on the Stadium property, or within 50 feet of the Stadium entrance. Smoking is NOT permitted along the sidewalk adjacent to the Stadium.
18. Bicycles, roller blades, scooters and skateboards are NOT permitted in the Stadium.
19. NO GLASS beverage containers are permitted anywhere on the Stadium property– plastic only is permitted.
20. Alcohol is NOT permitted.

21. Chewing gum or taffy-like products are NOT permitted.
22. Golf or golf equipment is NOT permitted.
23. Javelin, discus or shot equipment is NOT permitted.

#### **THE FOLLOWING RULES APPLY TO THE TURF FIELD**

1. Only molded cleats (no metal) are permitted on the turf. High heeled shoes are NOT permitted.
2. NO beverages except water will be permitted on the turf and ONLY plastic water bottles are permitted – NO GLASS.
3. Sharp objects, including golf clubs, tent stakes, corner flags or other objects that can penetrate the surface of the field are NOT permitted.
4. Food items of any kind are NOT permitted.
5. Nuts and sunflower seeds are NOT permitted.
6. Tobacco and alcohol products are NOT permitted.
7. Burning materials of any kind are NOT permitted.
8. Sport drinks or liquids other than water are NOT permitted.
9. Pets are NOT permitted.
10. Bicycles or other unapproved vehicles are NOT permitted. Only authorized maintenance vehicles are permitted on the turf field.
11. Marking or painting on the turf or any of the facility playing surfaces is NOT permitted.
12. Bags of any kind are NOT permitted on the turf field.
13. Only approved athletic equipment is permitted on the field.

#### **THE FOLLOWING RULES APPLY TO THE TRACK**

1. The track surface is a rubber-based mix and is easily damaged. Permit Holder must ensure that no heavy objects or materials will be placed on or dragged across the track. NO beverages except water will be permitted on the track and ONLY plastic water bottles are permitted – NO GLASS.
2. Cleats are NOT permitted on the track. To access the turf, athletes must cross over the track only on the rugs provided by the Stadium.
3. Marking or painting on the track surface is NOT permitted.
4. In order to reduce the possibility of property damage or injuries to spectators, only coaches and athletes are permitted on the track and turf.

**The Rules are not an exhaustive list of permitted or prohibited conduct. Any other conduct which could give rise to a dangerous condition or could result in the possibility any form of injury to person or damage to property is prohibited. Noncompliance with these Stadium Rules may result in the loss of future Stadium use. Material noncompliance may result in immediate termination of Stadium use. Permit Holder shall be fully responsible for any damages to the Stadium, track or turf resulting from Permit Holder's Use.**

**These rules are subject to modification by the Stadium Commission from time to time. The Malden High School Athletic Department reserves the right to reschedule any outside renter with as little as 24 hours or less notice. Due to unforeseen schedule changes caused by but not limited to weather, state tournaments, field availability, etc., MacDonald Stadium track and field facility awards the Malden High School Athletic Department first priority in facility usage.**

Received, read, and acknowledged:

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Permit Holder Initials



**MACDONALD STADIUM**  
32 Pearl Street, Malden MA 02148  
[Stadium@cityofmalden.org](mailto:Stadium@cityofmalden.org)  
Office: 781-397-7168

**MACDONALD STADIUM WEATHER CANCELLATION POLICY**

Please read this ENTIRE page for important information about cancellation/postponement notification, field closure and make-up games and practices.

Our goal is to host as many games and practices as possible with ultimate respect for player safety and not damaging our field.

As is the case in New England, weather may change very quickly. If a storm moves through Malden, we may be forced to cancel games at or close to game time. As Macdonald Stadium has a synthetic grass field, if a heavy downpour or thunderstorm occurs but moves out of the area, games and practices will NOT be canceled due just to rain or wet fields.

The Malden Recreation Department Park Coordinator will arrive at the Stadium at least an hour prior to the game to assess the following:

1. Field conditions
2. Weather conditions
3. Weather forecasts (which are not always reliable)

Please contact your league representative for notifications about game and practice cancellations or postponement. We will make every effort to make cancellation decisions one hour prior to a game or practice start time, however, this may not always be possible.

To reschedule a cancelled game or practice, please contact the Stadium Commission [stadium@cityofmalden.org](mailto:stadium@cityofmalden.org).

**Permit Holder's Initials:** \_\_\_\_\_



**MACDONALD STADIUM**  
 32 Pearl Street, Malden MA 02148  
[Stadium@cityofmalden.org](mailto:Stadium@cityofmalden.org)  
 Office: 781-397-7168

**APPLICATION FOR SPORTING EVENT USE OF MACDONALD STADIUM FACILITY**

**FOR REGULAR USERS OF THE STADIUM:** *As many teams regularly use the Stadium, is strongly recommended that applications are completed and submitted online by the following deadlines:*

- (1) Spring and summer sports: **By January 1<sup>st</sup>**                      (2) Fall sports: **By July 1<sup>st</sup>**

**FOR OCCASIONAL USERS:** *To be timely considered by the Stadium Commission, which meets on the second Tuesday of each month, if needed, this Application must be completed and received by the Stadium Commission by no later than the 1<sup>st</sup> of the month in which use is requested. Festivals, concerts, and like events will not be permitted on the stadium turf field. Exceptions will be made for City department sanctioned events with approval through the Stadium Commission.*

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

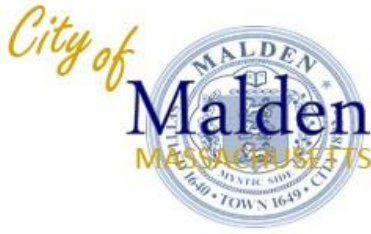
<p><i>If this Application is approved and is signed by the Chair of the Stadium Commission, this Application along with the materials referenced herein shall become the Agreement between the parties.</i></p> <p>Name Of Proposed Permit _____</p> <p>Holder Organization: _____</p> <p>Address: _____</p> <p>Contact Person: _____</p> <p>Relationship to Permit Holder: _____</p> <p>Phone Number: _____</p> <p>Email Address: _____</p>	<b>TIER</b>
<p>Responsible Person who will supervise Permit Holder’s teams and spectators and will enforce compliance of same to Macdonald Stadium Rules:</p> <p>Name: _____ Email address: _____</p> <p>Address: _____ Mobile phone: _____</p>	
<p>One-Time Request:    <input type="checkbox"/></p>	<p>Recurrent/Seasonal Request: <input type="checkbox"/></p>
<p>TYPE OF ACTIVITY:</p>   	

Date(s) of Use	Day of Week	Game or Practice	Start Time	End Time	Total Hours
Fee	No. of Days	No. of Hours	Rate per Hour	Fee Subtotal	
Field Use					
Concessions					
Score Board/Press Box					
Cleaning Fee					
			<b>TOTAL FEES</b>		

1. If required by the Commission, and provided in the completed Application, the Permit Holder will at its expense provide a police detail by arrangement with and subject to the requirements of the Malden Police Department.
2. An initial deposit payable to the City of Malden by certified check or money order in the amount of \$\_\_\_\_\_ will be due upon execution of this Agreement, representing one-half of the Total Fees due.
3. The balance of \$\_\_\_\_\_ due to the City of Malden will be paid by certified check or money order no later than fifteen (15) business days after the first date of use.

<b>FOR OFFICE USE</b>	
<b>Stadium Commission Approval Date:</b> _____	
<b>Police Detail:</b> <b>Required</b> <input type="checkbox"/> <b>Arranged</b> <input type="checkbox"/> <b>Insurance Certificate Provided:</b> <input type="checkbox"/> <b>Date Received:</b> <i>(Attach Certificate)</i>	<b>Paid at Signing of Application:</b> _____ <b>Date Received:</b> _____ <b>BALANCE OWED:</b> _____ <b>Due By:</b> _____ <b>Date Received:</b> _____ <b>Total Fees Collected:</b> _____





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 32 Pearl Street, Malden MA 02148  
[Stadium@cityofmalden.org](mailto:Stadium@cityofmalden.org)  
 Office: 781-397-7168

**AGREEMENT**

\_\_\_\_\_, the Permit Holder, and \_\_\_\_\_, the Responsible Person, understand that by signing below that they each individually agree to comply with and be responsible for all attendees' compliance with all applicable Stadium Rules governing use of the Stadium facilities which Rules are attached hereto and incorporated herein.

Permit Holder agrees that the Permit Holder shall comply both with the Rules and with all applicable City ordinances, Massachusetts laws and regulations, and further agrees that the Permit Holder is subject to immediate termination of access to and use of the Stadium for failure to comply with any of the foregoing. In the event of any such termination, all funds previously paid shall be forfeited and Permit Holder shall be responsible for payment of any and all outstanding fees.

The Permit Holder agrees to maintain at Permit Holder's expense, in full force and effect during the entire period of Permit Holder's use of the Stadium, comprehensive general liability insurance coverage in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate applicable to use of the Stadium and insurance for damage to the property or environs in the amount of \$100,000.00, and to add the Commission and the City of Malden, its officers, agents and employees, as additional insureds on such policies for all claims arising out of this Agreement. A certificate evidencing such coverages satisfactory to the Commission must be provided by the Permit Holder upon the execution of this Agreement.

The Permit Holder agrees to indemnify and hold harmless the City of Malden, and the Commission, including their officers, agents and employees, from any and all claims, demands, actions, costs, damages, liabilities and expenses of any and every kind and nature, including reasonable attorney's fees, arising out of or relating in any way to the use of the Stadium, and does hereby release the City of Malden and Commission, including their officers, agents and employees, from any liability whatsoever for any property damage, personal injuries, claims, demands or liabilities to any person or entity using said premises while the same is under the control and supervision of the Permit Holder, its agents, servants or employees.

**The undersigned have read and understand and agree to the Macdonald Stadium Agreement and Cancellation Policy, which is attached hereto and incorporated herein.**

**PERMIT HOLDER**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**RESPONSIBLE PERSON**

By: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**STADIUM COMMISSION**

By: \_\_\_\_\_  
 \_\_\_\_\_, duly authorized

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

# Macdonald Stadium Fee Structure

TIER	ORGANIZATION	BASE RATE	Field Lights	Press Box/ Scoreboard ADDITIONAL CHARGE	Concession Stand ADDITIONAL CHARGE	Cleaning Fee ADDITIONAL CHARGE
1	Malden Public Schools Mayor's office/City Events Recreation Department activities and events	No Charge	No Charge	No Charge	No Charge	No Charge
2	Malden Based Non-Profit Youth Sports Organizations (Practice Only) <i>(Roster must contain 90% Malden youth to qualify for rate)</i>	\$200 per season	No Charge	N/A	N/A	N/A
3	Malden Based Non-Profit Youth Sports Organizations (Games) <i>(Roster must contain 90% Malden youth to qualify for rate)</i>	\$25 per hour	No Charge	\$100 per day	\$100 per day	\$200 per day
4	Non-Malden Youth and Adult Sports Organizations (Including Non-Malden Non- Profits)	\$145 per hour <i>(2 hour minimum)</i>  \$125 per hour <i>(50 hours or more per season will be charged a reduced hourly rate)</i>	No Charge	\$100 per day	\$100 per day	\$200 per day
5	For Profit Organizations	\$250 per hour	\$35 per hour	\$125 per day	\$125 per day	\$200 per day

**NOTE:**

- Police details may be required, and any charges therefor are NOT included in the above fee structure.
- To qualify for Tier 2 and Tier 3 rates, practices and games must include the participation of Malden teams as outlined in the rosters provided by the organization with their application to use Macdonald Stadium.

