



**Mission:** The Parks and Recreation department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

## **Parks & Recreation Ice Arena Permit Policy**

### **I. Introduction**

#### **A. Purpose**

Due to the growing demands for ice time at the rinks in the City of Somerville, the Parks & Recreation Department has developed the following rink permit policy to assist in the scheduling and permitting of City of Somerville ice time. The policy is intended to provide guidelines that will assist in the equitable distribution of ice time.

#### **B. Objective**

To clarify the process of requesting and applying for ice time permits. Adherence to this policy will be stringently enforced to encourage sustainable the use of resources.

### **II. Overview**

#### **A. Department Philosophy**

The Parks & Recreation Department understands that the City's ice arenas are important in supporting various programs within Somerville. In order to be good stewards of the resources provided it is imperative that proper procedures are in place and respected.

#### **B. Permitting Priority:**

The City of Somerville Parks & Recreation Department has set the following priorities for ice time permit distribution:

1. Somerville High School and all Somerville Public Schools
2. Somerville Parks & Recreation Department
3. Somerville Youth Organizations
4. Somerville Adult Organizations
5. Private, Parochial and non-Somerville Public Schools
6. Non-Somerville Resident Organizations

The Parks & Recreation Commission may grant a special permit to an organization that does not conform to the above written priorities. An organization must submit a special request in writing to the Commission and must come before the Commission at a regularly scheduled meeting to be eligible for a special permit. The Parks & Recreation Commission meets the 1<sup>st</sup> Monday of the month. Special requests must be submitted 5 business days prior to the meeting.

#### **C. Fees Collected:**

The fees collected by Somerville Parks & Recreation serve the following functions:

1. Reconciling expenses with revenues with the established enterprise fund.
2. A portion of the fees collected will be used to cover the administrative costs and required personnel services to operate facility.

#### **D. Fee Payment:**



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***Veterans Ice Arena:***

Youth Leagues \$200 per 50 minute period  
Adult Leagues \$225 per 50 minute period

***Founders Ice Arena:***

Youth Leagues \$170 per 50 minute period  
Adult Leagues \$180

\*\*\*Special rates for early morning rentals Monday-Friday. These rates do not apply to leagues or contracted agreements.

***Veterans Ice Arena:***

6am-Noon \$125 per 50 minute period

***Founders Ice Arena:***

6am-9am \$100 per 50 minute period  
9am-3pm \$150 per 50 minute period

**Function Room:**

The ice function room can be used for Somerville youth organizations or City department users as a part of their affiliation with the City of Somerville for up to 2 hours per day. The room must be requested for use using the online permitting system. [www.somervillerec.com](http://www.somervillerec.com)

Should the room be left untidy, damaged, or left in such a condition requiring a special cleaning or renovation the organization responsible will be charged a cleaning fee of \$100. Should any structural damage to building, furniture, or amenities occur the organization using will be charged the full costs of repair.

Private or other public users can permit the function room for private events, meetings, and/or gatherings. The fee for such use is **\$50 per hour**. There is also special pricing for purchase of ice time in combination use of function room. The room must be requested for use using the online permitting system. [www.somervillerec.com](http://www.somervillerec.com)

**Veterans Ice Rink \$300-** Includes 50 minutes of ice time, skate rentals, and use of function room.

**Founders Ice Rink \$255-** Includes 50 minutes of ice time, skate rentals, and use of function room.

\*\*\*\*\***ALL PERMIT FEES ARE NON-REFUNDABLE**\*\*\*\*\*

**E. Weight Room:**

1. Only permitted users are allowed in the weight room. Permits are given through the Parks & Recreation Department for organized clinics/program use only.



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2. All participants are required to be supervised by a qualified fitness facilitator. No one can be in the weight room unless supervised by a permitted coach or fitness facilitator.
3. All participants must sign liability waivers with Somerville Public Schools or with Somerville Parks and Recreation.
4. While in the weight room there is **no** cellphone use. This can cause distractions for other participants. You need to be fully engaged and attentive while using the weight room area.
5. **No horse-play.**
6. Wear proper work-out attire (T-shirt, shorts/sweatpants, and sneakers). No slides, flip flops, jean, or work boots.
7. No gum chewing or food in the weight room.
8. Only water allowed. No sport drinks please.
9. Unload and load free weights carefully and treat machines carefully.
10. If you do not know how to use a certain machine or how to do a certain exercise please ask your coach or fitness facilitator.
11. Put away all weights after using them. If you brought it out, you put it back.
12. Sanitize equipment after use.
13. There is no slamming of the weight equipment.

### III. **Permitting Procedures:**

#### ***How to apply for Ice Rink Permits:***

1. Go to the website [www.somervillerec.com](http://www.somervillerec.com) to make a facility reservation request.
2. You will need to create an organization or personal account with a user name and password.
3. Once an account is created you can:
  - Login
  - View the calendar and openings
  - Choose Veterans Ice Rink, Founders Ice Rink, Veterans Weight Room, or Veterans Function Room.
  - There is a “notes” section in which you can add additional information such as special request, description of event, etc.
  - Submit the request
4. Once we receive the request, we will confirm with you either by email or phone based on the nature of the request. Keep in mind there are times when we have to wait to receive Somerville school events/sports requests before we can confirm.
5. If we cannot confirm your requests immediately, you will be notified that your request is “pending”. This means that we have to wait on the high school or other Somerville schools before confirming. Requests are on the 1<sup>st</sup> come, 1<sup>st</sup> serve basis. Based on when you submitted your



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request, you will be 1<sup>st</sup> in the queue, 2<sup>nd</sup>, 3<sup>rd</sup> etc. We intend to communicate with you regarding your request within 2 business days of submission.

6. The ice time rental should be permitted within 5 business days of the date requested.
7. In order to be permitted rent ice time, every organization/individual must adhere to the applicable Somerville Parks & Recreation Code of Conduct policies and procedures. You can view the Code of Conduct policies and procedures on the Parks & Recreation website under the Department Info tab. Your acceptance and payment of a permit confirms your compliance to such Code of Conduct expectations.
8. **Payment is due 30 days prior to rental for reoccurring ice rentals.** For one time rentals, payment is due 10 days prior to permitted date. If the ice rental date is prior to 10 days, then payment is due immediately.

**Cancellations:** To discontinue the use of reoccurring ice rentals, vendors must provide appropriate notification within 30 days of a rental or payment still applies. To discontinue ice time of non-reoccurring rentals, vendors must provide at least 48 hour notice or payment still applies. All cancellations must be made through the MyRec online system.

#### IV. **Organized City Leagues and Athletic Organizations**

Organized City Leagues and Athletic Organizations are defined as any in town organization that is requesting ice time for four or more dates during a specific season. The Parks & Recreation Department will make its best effort to accommodate each league's request. If two or more organizations requests conflict, the Parks & Recreation Department will handle the situation as fairly and equitably as possible.

##### 1. **Apply for Ice Time Permits**

The league president or athletic director shall apply for the ice time permits necessary for the season by the designated deadline.

##### **Season Deadline:**

- **Fall** June 30<sup>th</sup> (Season: September 1<sup>st</sup>-December 31<sup>st</sup>)
- **Winter** September 1<sup>st</sup> (Season: January 1<sup>st</sup>-April 30<sup>th</sup>)
- **Summer** April 1<sup>st</sup> (Season: May 1<sup>st</sup>-August 31<sup>st</sup>)

##### 2. **Emergency Permits**

Because some things cannot be controlled and urgent matters may arise throughout the season, ice time may be permitted after the schedule has been submitted. If an emergency matter arises, the league president shall contact the Parks & Recreation Director. The Parks & Recreation Director will work with the league president to try to meet the desired need, as much as possible, to help the team/teams involved. Emergency permits should not be used on a regular basis. If a pattern seems to form with an individual organization, such organization may lose their emergency permit right.

##### 3. **Liability Insurance**

Applicant shall maintain commercial general liability insurance, with respect to the premises and its appurtenances, issued by insurance companies authorized to do business in the Commonwealth of Massachusetts, naming the City of Somerville as an additional insured, in an amount not less than One Million Dollars (\$1,000,000) combined single limit for both bodily injury and property damage. Applicant



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shall deliver to Somerville Parks & Recreation Department prior to commencing use of the field/facility, the policies of such insurance, or certificates thereof.

By submitting a permit Application or Request, Applicant acknowledges receipt of the Somerville Parks and Recreation Department Playing Field/Facility Policy and Rules and agrees to INDEMNIFY and HOLD HARMLESS the City of Somerville, and its officials, employees, agents, and representatives, against any and all injury, loss, or damage, and any and all claims for injury, loss, or damage, of whatever nature arising out of the use of the requested field or property, or caused by or resulting from any act, omission, or negligence of the applicant, or anyone claiming under the applicant (including, but not limited to officers, agents, invitees, guests, students, volunteers, of the applicant, and employees or contractors of the applicant), at, about, or upon the premises.

All users agree to hold the City of Somerville, and its officials, employees, agents, and representatives harmless from all property damage or personal injury, including death, resulting from the issuance of any permit, license, or other form of approval, or relating to the use of the facilities, grounds, equipment, fields, or furniture.

#### **4. Concussion Policy for Youth Athletes**

**Concussions Are Serious.** Medical providers may describe a concussion as a “mild” brain injury because concussions are usually not life-threatening. Even so, the effects of a concussion can be serious.

This policy provides guidelines for the prevention and management of sports-related head injuries. It shall apply to youth athletes who sustain head injuries or concussions while participating in Somerville Parks and Recreation Department (Department) sports programs and/or programs held at fields and/or facilities permitted by or supported by the Department.

The objective of this policy is to protect the physical and mental health of our youth athletes through the prevention and management of head injuries sustained during participation in organized youth sports. This objective will be achieved by educating the general public and youth leagues on how to prevent sports-related concussions, recognize the signs of concussions, report concussions appropriately, and determine when a participant is ready to return to play.

The Department recognizes the importance of education and sports-related concussion and head injury prevention associated with contact sports.

Youth sport leagues and sports programs using facilities and/or fields permitted or supported by the Department are required to adhere to the standards established in this policy regarding concussion prevention, training, and reporting. This policy outlines specific reporting requirements, including procedures for making an initial report and for following up post-recovery.

All Department program staff, coaches, and volunteers who participate in organized youth athletic activities, as well as coaches and volunteers of youth sports-related organizations using facilities and/or fields permitted or supported by the Department shall complete an annual training on the prevention and



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recognition of sports-related head injuries and the associated health risks, including second impact syndrome. Documentation of such training shall be maintained by the user group organization and verified by the Department prior to issuing permits for facility and/or field use each season.

All personnel, coaches, and volunteers participating in youth athletic activities at fields and/or facilities permitted or supported by the Department shall be required to complete concussion education training through one or more of the following approved programs:

1. CDC's concussion education training: [www.cdc.gov/concussion](http://www.cdc.gov/concussion) Use the Concussion in Youth Sports training module. Then choose **Launch the Course** on right hand side.
2. NFHS concussion course: <https://nfhslearn.com/courses/61064/concussion-in-sports> This course is more geared toward High School coaches.
3. Concussion education event sponsored by the Department.

Independent youth leagues not under the Department are required to:

1. Provide the Department with a letter verifying the completion of concussion training by their staff, coaches, and volunteers. The letter must be signed by the youth league's board of directors.

**Any questions please contact:** Jill Lathan, Parks & Recreation Director via email at [jlathan@somervillema.gov](mailto:jlathan@somervillema.gov) or via phone at 617-625-6600 ext. 2983