

**Interested in renting field space in Winchester? If so, please follow the instructions below:**

1. To initiate the process, you **MUST** fill out the [Field and Court Request Form](#) and submit to [mblumsack@winchester.us](mailto:mblumsack@winchester.us) first.
2. If field is available, you must Provide liability insurance.
  - a. Any organized activity and activities that charge a fee must submit a professional liability insurance policy listing “The Town of Winchester” as additionally insured.
  - b. Resident individual rentals ( 1 time use, no fees) must complete and return the [Field and Court Liability Form](#) for each participant.
3. Winchester Public Schools and in town non-profit youth and adult groups receive priority and permits are issued based on the below timelines. Outside groups field assessment and availability will be determined after the priority group permits have been issued.

SEASON	REQUEST DEADLINE	PERMITS FINALIZED BY
Spring (4/1-6/30)	2/1	3/1
Summer weekday camp/clinics (7/1-8/31)	3/1	3/30
Summer weeknight/weekend (7/1-8-31)	5/15	6/15
Fall (9/1-11/30)	7/15	8/15

4. Invoice will be issued per the following fee structure.

	Grass (no light)	Light fee for Ginn Field (per hour)	Turf (per hour)	Knowlton Turf & Press Box (per hour)
<b>Tier 1 Town</b> Winchester Public Schools and Town Department	No charge	\$30	No charge	No charge
<b>Tier 2 Winchester</b> Youth Organizations	\$12 per participant/per season	\$30	\$125	\$150
<b>Tier 3 non- Winchester</b> Non-Winchester organizations	\$50 per participant/per season	\$45	\$125 (plus Personnel Maintenance Fee)	\$200
<b>Tier 4 Winchester</b> Adult Sports, casual 1-time users	\$20 per hour	\$45	\$125 (plus Personnel Maintenance Fee)	\$200
<b>Tier 5 non-Winchester</b> Tournaments, private for-profit organizations and casual non-Winchester 1-time users	\$40 per hour	\$65 per hour	\$150 (plus Personnel Maintenance Fee)	\$200

\*Personnel Maintenance fee is charged for rentals at Knowlton Stadium Turf for custodial costs billed at a 3 hour minimum.

Field fees are for a one-hour reservation. Ginn Light Fee is charged only one time per evening per organization (reservations until 10:00 P.M.).

Private camps and tournaments may be required to rent portable toilets and pay police details and DPW overtime for their event.

Private Camps, Clinics, and Tournaments: Full payment must be received before the date of the event to have a permit issued.

5. Remit payment.
6. Permit will be issued.

**Summer Camps & Clinic requests/fees:** Non-Winchester Recreation Clinics/Camps are defined as any clinic that is offered within the Town of Winchester that is not sponsored by Winchester Recreation. Camps must meet the Massachusetts minimum standards for recreational camps for children (105 CMR 430.00 [Click here](#) ) and be licensed by the Winchester Health Department. Groups must submit a copy of their professional liability insurance policy naming the town of Winchester as additionally insured at the time of request.

Clinics/Camps will be assessed fees of 15% of total gross income. To determine fees, requestors must submit a copy of their registration form and advertisements to the Recreation Department that lists the cost of the program with the field permit application to reserve the field space.

Camps and Clinics will be responsible for submitting a completed registration list and payment to Winchester Recreation on or before the first permitted field date to receive their permit.

### **Insurance and Indemnification Requirement**

As a condition of use, all organizations/field users shall maintain during the period of any entry upon the Town-owned field(s) general liability insurance, including coverage for bodily injury, wrongful death, and property damage, naming the Town of Winchester as additional insured. Such insurance shall include coverage for any equipment brought on the property by the organization, and any damage or claims relating thereto. In no event shall such insurance coverage be less than \$1,000,000 for an individual event and \$3,000,000 in the aggregate. The insurance coverage required hereunder shall be placed with insurance companies authorized to conduct business in Massachusetts.

Prior to using any Town-owned field, the organization shall provide the Town with a certificate of insurance indicating the Town is an additional insured on the policy(ies) and showing compliance with the foregoing provisions. The policy shall remain in effect during the term of use.

The named organization shall relieve, protect, indemnify, defend and hold harmless the Town of Winchester, and each of its officers, employees, volunteers, agents and assigns from any and all liability, loss, damage, costs, expenses (including, without limitation, reasonable attorneys' fees and expenses), causes of action, suits, claims, demands or judgments of any nature whatsoever, in law and equity, which are or may be brought against the Town or the organization or their agents, employees, successors and assigns under any existing or future claims involving death, injury or property damage suffered by any person relating in any way to the organization's use of Town-owned property or by the negligence of the organization, its invitees, agents, officers or employees.

Failure to provide the requisite insurance shall not relieve the organization of the foregoing provisions. Such indemnification shall survive the expiration or termination of use.

**FOR MORE DETAILED INFORMATION SEE OUR [Field Permit Policy](#)**