



**Applicant Information**

Name of organization \_\_\_\_\_  
Contact name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Scheduling Information**

Date of Application \_\_\_\_\_

**We request use of:**

- |                                                            |                                                                 |                                                                  |
|------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Atwood Park – South End           | <input type="checkbox"/> Cushing Park                           | <input type="checkbox"/> Perkins Park - South End                |
| <input type="checkbox"/> Basketball Court                  | <input type="checkbox"/> Basketball Courts                      | <i>(For ball field please use "Field Use Permit Form")</i>       |
| <input type="checkbox"/> Tennis Court                      | <input type="checkbox"/> Joppa Park at the Sea Wall - South End | <input type="checkbox"/> Basketball Courts                       |
| <input type="checkbox"/> Brown Square                      | <input type="checkbox"/> Jason Sawyer Playground - Plum Island  | <input type="checkbox"/> Tennis Courts                           |
| <input type="checkbox"/> Cashman Park - North End          | <input type="checkbox"/> Basketball Court                       | For Moseley Pavilion please go to                                |
| <i>(For ball field please use "Field Use Permit Form")</i> | <input type="checkbox"/> Pavilion                               | <a href="http://www.Moseley Woods.com">www.Moseley Woods.com</a> |
| <input type="checkbox"/> Basketball Courts                 | <input type="checkbox"/> March's Hill                           |                                                                  |
| <input type="checkbox"/> Tennis Courts                     | <input type="checkbox"/> Basketball Court                       | <input type="checkbox"/> Rail Trail                              |

Dates/days requested \_\_\_\_\_

Time slot requested \_\_\_\_\_  
*(1 1/2 hour blocks)*

Activity \_\_\_\_\_ Number of attendees \_\_\_\_\_

**IF YOUR ORGANIZATION SERVES YOUTH UNDER 18 YEARS OLD PLEASE INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:**

- A statement of your organization's purpose including, if applicable, website, program information, brochures
- A copy of a Certificate of Insurance
- A notarized letter stating that the organization runs criminal history, CORI checks, on all staff and volunteers
- A copy of proof that the organization is certified to perform CORI checks through the State of Massachusetts

*It is expressly understood and agreed that the regulations of the Parks Commission are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to, or loss of, City Property in consequence of such use of the accommodations described above, and engages to make the same good without any expense to the City. The undersigned also further agrees to promptly pay such charges as may be made for the accommodations requested.*

**Authorized Applicant Signature** \_\_\_\_\_

Submit to Parks Commission mail slot in City Hall or mail to:  
City of Newburyport Parks Commission  
P.O. Box 550  
Newburyport, MA 01950

Direct further inquiries to  
Lise Reid, Parks Administrator, 978-463-3545, [nportparkscommission@yahoo.com](mailto:nportparkscommission@yahoo.com)  
See page 2 for Rules and Regulations and contacts for use of other parks and recreational facilities

For Parks Commission Use
Date reviewed _____
Approved _____
Rejected _____
Comments
_____
_____
Donation received _____



**Chapter 11 Parks and Recreation, Article III Recreation Areas, Section 11-51**

1. All other city ordinances applying to public areas also apply to these parks, including but not limited to the following:
  - a. Dogs must be leashed and animal waste cleaned up and disposed of pursuant to Chapter 3, Article 2 of the Code of Ordinances.
  - b. No littering is allowed.
  - c. No vandalism, damage or defacement or other acts of willful destruction of property is allowed.
  - d. Loud noise, music, and other sounds are prohibited from 10:00 pm to 7:00 am pursuant to Section XI-G of the zoning ordinance.
  - e. No snowmobiles, motorcycles, motorbikes or other motorized vehicles, with the exception of wheelchairs are allowed unless specifically authorized by city council vote.
  - f. For other activities regulated by city ordinances, additional authorization may be required by the appropriate city authority.
  - g. No activities are allowed that would potentially endanger members of the public.
2. No activities are allowed which would disturb the quiet use and enjoyment of said parks without authorization.
3. No commercial activities are allowed without authorization.
4. No commercial activities of any nature shall be allowed on any portion or section of the Bartlett Mall unless for specific, non-profit events that benefit the Newburyport community as approved by the Bartlett Mall Commission.
5. No unauthorized vehicular parking is allowed in areas other than parking lots, in accordance with signage in the parking area. No unauthorized vehicles are allowed in areas other than driveways and parking lots.
6. Alcoholic beverages are not allowed without authorization.
7. Horses are not allowed except as authorized.
8. No Dogs shall be allowed on tennis courts, fountains or other restricted park areas.
9. No bicycling, rollerblading, snowboarding, or skateboarding is allowed on park play equipment or site furnishings, including benches, curbs, walls, statuary, handrails, fountains, ponds, tennis courts, playing fields, etc. In some locations, as indicated by signage, bicycling, rollerblading, and skateboarding are not allowed at all.
10. Trash receptacles in parks are intended for the collection of refuse related to park use; the disposal of other items in park trash receptacles is not allowed. There is no dumping of private yard waste.
11. No unauthorized posting of bills, signs, or any other materials is allowed.
12. No fires are allowed except in approved, specified locations.
13. No fireworks are allowed without written permission from the Fire Chief.
14. No firearms are allowed.
15. No unauthorized camping is allowed.
16. No unauthorized change of any sort to the property, vegetation, equipment or structures in the park is allowed, including trimming, pruning, removal or harming of plantings.
17. No unauthorized use of water or electrical receptacles in the park is allowed with the specific exception of drinking fountains.
18. No unauthorized soliciting is allowed.
19. Athletic field lighting shall be turned off by 10:00 p.m.
20. Said authorization may also be denied on any of the following grounds:
  - a. the application for permit (including any required attachments and submissions) is not fully completed and executed;
  - b. the application for permit contains a material falsehood or misrepresentation;
  - c. the applicant is legally incompetent to contract or to sue and be sued;
  - d. the applicant or the person on whose behalf the application for permit was made has on prior occasions damaged park property and has not paid in full for such damage, or has other outstanding and unpaid debts to the relevant commissions;
  - e. a fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular park or part hereof;
  - f. the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the park's commission and previously scheduled for the same time and place;
  - g. the proposed use or activity is prohibited by or inconsistent with the classifications and uses of the park:
21. Fines for violation of these rules shall be established by city ordinances.
22. Any application made pursuant to these rules and regulations shall be processed in order of receipt and the authorizing board or commission shall decide whether to grant or deny an application within 30 days unless, by written notice to the applicant, it extends the period an additional 15 days.
23. Denial of an application for a permit shall clearly set forth the grounds upon which the permit was denied and, where feasible, shall contain a proposal by the relevant commission for measures by which the applicant may cure any defects in the application for permit or otherwise procure a permit.

In reference to the foregoing, the board or commission that may authorize activities is as follows:

1. For all city parks not otherwise specified here, the Parks Commission is the authorizing agency. Application for activities should be made to the Parks Commission.
2. For Atkinson Common, the board of commissioners of Atkinson Common is the authorizing agency. Application for activities should be made to the board of commissioners of Atkinson Common.
3. For Market Landing Park and other Waterfront Trust property, the Newburyport Waterfront Trust is the authorizing agency. Application for activities should be made to the Newburyport Waterfront Trust. At times when organized activities are authorized, the permitted person or organization has exclusive right to use the designated area, and others shall not disrupt the activity or intrude on the area.
4. For Bartlett Mall, the board of commissioners of Bartlett Mall is the authorizing agency. Application for activities should be made to the board of commissioners of Bartlett Mall.
5. For Moseley Woods, the board of commissioners of Moseley Woods is the authorizing agency. Application for activities should be made to the board of commissioners of Moseley Woods.

**CITY INFORMATION**

Mayor's Office, 978-465-4412/Fax 978-465-4434  
Donna Holaday, Mayor  
Lois Honegger, Executive Secretary

Parks Administrator, 978-463-3545  
Lisë Reid