

REQUESTS BY SCHOOL GROUPS FOR USE OF OUTDOOR AREAS

The Needham Park and Recreation Commission now schedules ALL fields and tennis courts in town, INCLUDING *Memorial Park*. **This Information should be shared with anyone at each school looking to use outdoor space.**

A permit is required for ALL school uses, including the school day. Do not assume after-school space is available – make sure a permit is obtained.

School Day, Physical Education, Recess, KASE

The regular school day is blocked off at each school for physical education, classes, recess, and KASE. Pollard is given space at DeFazio during the regular school hours, and the High School is given space at Memorial Park. *No time is blocked off before school, so make sure a request is submitted for any activities.*

High School, Middle School, Community Education, NEDP

The next scheduling block at the end of the regular school day goes to High School Athletics. After that, *if there is space remaining*, it can be scheduled for other schools who want to do long-term programs, i.e. Middle School athletics or High School clubs. *Middle School athletic requests are made by the High School Athletic Director and must be submitted through his office. It is HIGHLY RECOMMENDED that the Athletic Director be consulted prior to submitting the requests.* Needham Extended Day is given space at the schools where they are located.

PTC, Other School Events

All school requests for non-school hours, including one-time PTC events, must be submitted in writing by late June for Fall events and early January for Spring events. These events will be scheduled into the full permit, prior to any community use. Any event requested after the deadlines will require negotiating for space with the community group that has been given the permit. The deadline for community groups to request space is typically a week later.

“Captain’s Practices” cannot be held on any field without a permit. The Athletic Director has strict regulations and guidelines on what is permitted, so all questions should be referred to that office.

Teachers or staff that would like to “auction” off an activity, i.e. play tennis with students, must submit a special event request form and receive approval prior to offering the activity.

Group permits may not be shared with any other group without the permission of the Park and Recreation Director.

Priorities

See Joint Policy for Scheduling for specific details on priorities.

- 1) Needham Public Schools: a) Varsity; b) Junior Varsity and Freshmen; c) Middle School and Elementary School programs, PTC events, other school events
(athletics has weekday priorities, including varsity night games)
- 2) Needham Youth Organizations *(have priority on weekends, with some exceptions)*
- 3) Needham Adult Organizations
- 4) Youth/Adult Groups that include 50% of team members that live or work in Needham
- 5) All other groups

Car Washes

Permits can be requested on the first work day of January for car washes at Claxton Field. Car washes are permitted on most Saturdays from early April through late September. Due to demand, each group may only schedule one car wash in a year. An adult supervisor, ages 18 or older, must sign the permit. There is a \$10 fee for each car wash.