



Norfolk Recreation Commission

Field Allocation & Field Usage Policy

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Issued by: Norfolk Recreation Commission

This document governs the allocation and use of Town of Norfolk athletic fields at the Freeman Kennedy School and the Pond Street Recreation Complex.

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1. Purpose

The Norfolk Recreation Commission (“Norfolk Recreation”) allocates athletic field space to Norfolk residents and organizations serving Norfolk residents fairly and equitably. Non-Norfolk-based organizations may be considered if time and conditions permit.

Norfolk Recreation currently allocates:

- Athletic fields at Freeman Kennedy School
 - Field/play space at the Pond Street Recreation Complex
- This policy outlines the procedures, requirements, and rules governing field allocation and use.

2. Dog Policy

No dogs (leashed or unleashed) are permitted on Norfolk athletic fields. Dogs are permitted on the perimeter walking path at the Pond Street Recreation Complex.

3. Field Allocation Policy

3.1 General Allocation Standard

Norfolk Recreation will consider all reasonable requests and will make every effort to accommodate as many organizations as possible. Organizations must have fields allocated to them—or obtain explicit permission from Norfolk Recreation—before using Town of Norfolk playing fields.

Requests received late may be difficult to accommodate and are considered after timely requests.

3.2 Priority for Allocation

Allocation priority is as follows:

1. Norfolk Community Organizations (predominantly Norfolk residents)
2. King Philip Community Organizations (high percentage of residents from Norfolk, Wrentham, and Plainville)
3. Mixed Community Organizations (Norfolk residents plus other towns)
4. Non-resident / Club / Private Organizations (few or no Norfolk residents), considered case-by-case

For King Philip Community Organizations, participants from towns outside Norfolk/Wrentham/Plainville are treated as non-residents and applicable non-resident fees apply.

4. Seasonal Field Opening/Closing

The goal is to open fields on or around April 1 and close the week of Thanksgiving. Norfolk Recreation may delay opening due to snow or other weather conditions that may harm field surfaces. Norfolk Recreation may close a field for a season to allow for repair and recovery.

5. Hours of Operation:

- **Weekdays during the school year:**
 - Fields are typically available starting at 4:30pm.
 - King Philip High School games and practices start at 2:45pm
 - Fields close and should be vacated by 9:30pm
- **Summer Hours and when school is not in session:**
 - Saturday and Sunday 8am – 9:30pm (or sunset, whichever is earlier).
 - On weekdays, fields are usually available after 4:30pm.
 - Hours are dependent on recreational programming and field maintenance schedules.

6. Field Allocation Requests (Email Process)

Field allocation requests are accepted via email as follows:

- **Spring/Summer season: requests accepted in the beginning of February**
- **Summer season: requests accepted in May**
- **Fall season: requests accepted in mid-August**

Earlier requests are encouraged.

Requests received after the applicable request window may be difficult to accommodate and may not be granted.

Organizations with overlapping seasonal needs should submit requests during each applicable request period.

7. Information Required for Field Allocation

Organizations must submit a completed Field Use Application (see Appendix A).

The following information is required unless noted otherwise:

7.1 Required

- Participant rosters including name and town of residence
- Schedule of requested dates, days, and times
- Certificate of Insurance naming the Town of Norfolk as additionally insured
- Field fees (due within one week of the Field Allocation Schedule being issued)

7.2 Strongly Recommended

- Number of coaches/assistant coaches/parent supervisors
- Field map showing Norfolk Recreation field designations and your organization's internal numbering/lettering

8. Field Allocation Schedule

The Field Allocation Schedule is the official allocation document.

Norfolk Recreation distributes the schedule to organizations via email (typically as an Excel spreadsheet) and posts the schedule on the Recreation Page at www.norfolkmass.gov

Organizations are responsible for providing accurate contact information and are encouraged to post and or distribute the schedule so it is available for coaches and families.

9. Field Use Fees

9.1 Purpose of Fees

Field fees support maintenance and improvement of Norfolk's playing fields and facilities, including repairs, materials, and contracted services. Norfolk Recreation reserves the right to charge additional fees when extraordinary repairs are required and/or temporarily close fields to protect safety and field quality.

9.2 Payment & Compliance

- All field-related fees must be paid within one week of receiving the Field Allocation Schedule and before field use begins.
- A valid Certificate of Insurance is required before any organization may use or prepare fields.
- Checks must be payable to Norfolk Recreation.
- Failure to pay fees or submit required documentation may result in loss of field access.

9.3 Types of Fees

Organizations are generally responsible for two fee categories:

- **Field Use Fee** (per participant, per season, where applicable)
- **Portable Toilet Fee** (based on participant totals, per season, where applicable)

9.4 Portable Toilet Fees (Spring/Fall)

Portable toilet fees are due at the same time as field use fees. If an organization uses fields for any portion of a month, it must pay for the full month.

- 250+ participants: \$1,350/season (3 units for 3 months)
- 150–249 participants: \$900/season (2 units for 3 months)
- 100–149 participants: \$700/season (1.5 units for 3 months)
- 50–99 participants: \$450/season per month (1 unit)
- 26–49 participants: \$225/season (0.5 units per month)
- 25 or fewer participants: \$150/season
- ***Summer portable toilet fees:*** Add \$500 for approximately 5–8 weeks of extended use.

9.5 Lighting / Field Lights (Freeman Kennedy Fields)

Use of lights at Freeman Kennedy Fields is \$50 per hour, or part of an hour.

10. Field Use Fees (Participant Fees)

10.1 Norfolk and King Philip Public Organizations

Spring and Fall Fees:

All sports other than Baseball and Softball:

- \$30/player for Norfolk, Wrentham, or Plainville residents
- \$40/player for residents of any other town

Baseball/Softball:

- \$40/player

Summer Fees: (July 1–August 30):

Organizations using fields during the summer must pay summer fees in addition to any spring/fall fees, as applicable:

- \$30/player (Norfolk/Wrentham/Plainville)
- \$40/player (all other towns)

10.2 Non-resident / Club / Private Organizations

All applications are evaluated individually. Schools may receive consideration. Typical fees are \$100 per hour per field with a \$100 minimum fee per use.

11. Special Events & Tournaments

- Large events or tournaments require Norfolk Recreation approval in advance.
- Tournaments require a separate Tournament Permit Application and should be submitted at least 21 days in advance (found at the end of this policy).
- No events are permitted at Freeman Kennedy School while school is in session or on professional development days.
- Additional applications for permits, if required, are the responsibility of the hosting organization (For example, the Select Board gives Parade and permits).
- Fees for additional portable toilets, police and or fire detail, and parking attendant requirements may apply.
- Fees are due no later than one week before the tournament.
- Fees are determined case-by-case. Consideration may be given when only King Philip (KP) towns participate.
- Field fees will be charged if entrance/participation fees are collected.

12. Water Use / Water Bills

Water use at irrigated Freeman Kennedy fields may be billed separately. Organizations are responsible for irrigation management and associated water charges, payable to the Town Treasurer unless otherwise authorized. Water fees are not included in standard field use fees.

13. CORI/SORI

Organizations must comply with Massachusetts CORI requirements for adults with contact with children. SORI checks are required for volunteers/coaches/affiliates age 18 and over. Non-compliance may result in loss of field access.

14. First Aid / CPR / Concussion Training

Norfolk Recreation strongly encourages all coaches to maintain current First Aid, CPR, and Concussion Training certifications.

- Concussion training is required for at least one coach per team.

15. Insurance Required

A Certificate of Insurance naming the Town of Norfolk as additionally insured is required with each application.

- **No organization may use or prepare fields without a current insurance certificate on file with Norfolk Recreation.**

16. Weather-Related Field Closures

16.1 Authority and Notice

Norfolk Recreation will announce weather-related field closures when practicable. Closure notices will be communicated to the Organization President or designated representative, who, in turn, is responsible for and agrees to notifying all coaches, officials, and other affected parties.

Norfolk Recreation has final, binding authority regarding field closures and field use. In any dispute between Norfolk Recreation and an organization, coach, referee/official, or other representative, Norfolk Recreation's decision is final.

16.2 When No Formal Closure Is Announced

If Norfolk Recreation does not formally announce a closure, coaches and referees/officials must determine whether weather or field conditions present safety risks to participants/spectators or risk damage to the fields. Decisions must account for both immediate safety and long-term field impacts.

Use of wet fields, even once, may cause significant turf damage and may require reseeding and extended closures, including mid-season closure.

Sports organizations are responsible for educating coaches to prevent unsafe play and to avoid field damage. High-use areas (including the center of the field and goalmouths) must be specifically assessed.

16.3 Baseball/Softball—Infield Requirements

- For baseball and softball, the condition of the infield material is the highest priority. Standing water may be removed only by pump, field sponges, or towels. Standing water must not be raked or pushed into the grass.
- “Speedy-Dry” and similar products are prohibited on Norfolk playing fields.
- Abide by the Raking Rules posted at every field.

16.4 Field Use Prohibited

Do Not Use Fields When:

1. It is raining or has just stopped raining; prolonged light rain may create unsafe conditions and/or cause field damage.
2. Standing water is present on the field, infield mix, or grass.
3. The ground is water-logged or “squishy” underfoot, including when water can be heard when walking.
4. Footing is unstable or slippery, particularly in high-use areas (grass and infields).
5. Thunderstorm activity or lightning is detected within five (5) miles, even if lightning is not visible.
6. Thunder or lightning can be seen or heard; fields must be vacated and participants must shelter in vehicles or leave the premises.
7. A sudden heavy downpour or flash rain occurs during a game or practice.
8. Thunder is seen or heard; teams must vacate all field areas, including dugouts.

17. COMPLIANCE:

17.1. Conduct, Trash, Weather Closures, Hours, Parking

Organizations are responsible for:

- The distribution of the Field Allocation schedule to coaches, participants, and visiting teams.
- Good sportsmanship and respectful conduct towards all.
- Trash removal and site cleanliness (failure may result in loss of field time and/or \$50/hour cleanup billing)
- Complying with all weather closure guidance and safety rules
- Following hours of operation and school/town event restrictions
- Parking and traffic rules (including emergency road restrictions at the Freeman Kennedy School)
- Compliance with all federal, state, and local laws and Town/DPW requirements
- Ensuring all participants, parents, and visiting teams know there are no dogs allowed on Norfolk Playing fields.

17.2 Failure to comply with Norfolk Recreation Field Allocation and Use Policy may result in one or more of the following:

- (a) Forfeiture of the field permit for the remainder of the season without refund
- (b) assessment of field repair fees as determined by the Norfolk Recreation Commission
- (c) loss of permitting eligibility for the following season.

17.3 Norfolk Recreation reserves the right to revoke allocations for non-compliance, unsafe behavior, or misuse of facilities.

If you have any questions about any policy or procedure, please contact Norfolk Recreation at recreation@norfolkmass.gov.

Appendix A — Applications and Agreements

The following forms are provided for convenience. Forms may be submitted via email, dropped off in person, or by USPS mail.

- **Recreation Field Use Application**
- **Norfolk Recreation Field Policy and Use Agreement**
- **Norfolk Recreation Tournament Agreement**



RECREATION FIELD USE APPLICATION

1 Liberty Lane, Norfolk, MA 02056, Recreation@norfolkmass.gov

Name of Organization: _____ Date: _____

Is your organization a 501(c)3? If so, please supply the full registered name, name of

President and Treasurer: _____

Address on file with the State: _____

Your name, role, phone, and email: _____

Your organization's start and end date this season: _____

Please list the requested fields with dates and times. Attach an additional list if necessary:

TOTAL NUMBER of players in your organization this season: _____

Please provide a breakdown of the number of players by age as follows:

# of players age 5 & under: # of Practices per week?	# of times 5 yrs. & under play games per week?
# of players ages 6-8: # of Practices per week?	# of times 6-8 yrs. play games per week?
# of players ages 9-11: # Practices per week?	# of times 9-11 yr. play games per week?
# of players ages 12-14: # of Practices per week?	# of times 12-14 yr. play games per week?
# of players ages 15-17: # of Practices per week?	# of times 15-17 yr. play games/week?
# of players ages 18+: # of Practice per week?	# of times 18 yrs. or older play games /week?

How many or what % of players are from Norfolk? _____

Wrentham _____ Plainville _____ Other towns _____

Are other organizations practicing or scrimmaging on Norfolk fields with your teams? _____ If so, how many days per week do they scrimmage or have games

in Norfolk? _____ On which days? _____

What is the age range of these players? _____

Is your organization having any large events, such as an opening day celebration? _____

If yes, please provide dates, times, and title of the event(s) with a short description:

Contact name/email/phone for event:

How many additional people/parked cars do you expect to have at this event?

Please note that there may be fees related to large events, including but not limited to additional portable toilet fees and trash fees. No Organization may play/prep fields without a valid certificate of insurance on file.

- FIELD FEES ARE DUE within 1 week of the disbursement of the location schedule.
- MAKE CHECKS PAYABLE to: Norfolk Recreation, 1 Liberty Lane, Norfolk, MA



Norfolk Recreation Field Policy and Use Agreement

The applicant whose name appears above and, if different, the person signing this form/agreement as a representative of the organization, attest that the above information is accurate at the time of application, and if the information changes, the organization's representative(s) will update Norfolk Recreation promptly. Furthermore, these parties agree to be responsible for disbursing the information found in Norfolk Recreation's Field Allocation and Field Use Policy to all persons using the fields associated with their organization and this permit.

Organization (printed name): _____

Organization address: _____

By signing below, I, _____, certify that I have authority to represent the Organization and that the Organization has received, read, understands, and agrees to comply with the Town of Norfolk's Field Allocation Procedures and Field Usage Policy, including all fees and payment deadlines. Failure to comply may result in revocation of permits, additional fees, and/or loss of future field access. The Organization is responsible for ensuring all rules are followed and the facility is left neat and orderly.

The Organization will comply with all applicable federal, state, and local laws, requirements, and governmental orders/advisories (including public health guidance when in effect) while using Town facilities. Violations may serve as cause for the Town to terminate use.

CORI/SORI assurance: The Organization certifies that all adults who may have direct and/or unmonitored access to children (including coaches, volunteers, officials, board members, and administrative staff) have completed required CORI/SORI checks and meet the Organization's standards of suitability.

Indemnification: To the fullest extent permitted by law, the Organization agrees to release, indemnify, defend, and hold harmless the Town of Norfolk and its officers, employees, volunteers, agents, and attorneys from any and all claims, damages, liabilities, or expenses arising out of or related to activities conducted or hosted by the Organization on Town facilities.

Authorized Representative Signature: _____

Printed Name: _____ **Date:** _____

Email address: _____

Phone Number: _____

Alternative Contact person name/email/phone: _____



Norfolk Recreation Tournament Application

One application per tournament/event

Sponsoring Organization(s) (name & address):

Is your organization a 501c3? ☐ Yes ☐ No If yes, attach documentation.

Primary Contact (name / phone / email):

Tournament/Event Name & Brief Description (participants & purpose):

Requested Fields (dates, start & end times):

Anticipated # Teams: _____ Players & Coaches per Team: _____

Games per Field per Day: _____

Estimated Spectators per Day: _____ Max Games per Team: _____

Entry Fee per Team (required): _____

Names of Participating Teams & Hometowns (attach list if needed; updates due 1 week prior):

Certificate of Insurance naming the Town of Norfolk as Additional Insured (required): ☐ Yes ☐ No

Requested Town Field Work / Preparation (if any):

Site Responsibilities:

Fields must be left in the same or better condition than upon arrival. Baseball and softball fields must be groomed between games and at the end of each day. The hosting organization is responsible for all trash management during and after the event, including emptying barrels, replacing liners, securing full bags for pickup (or placing in a container if available), and removing loose trash from fields and parking areas immediately after the tournament. Any anticipated Town assistance must be requested above.

Police details are the responsibility of the hosting organization. Will Police details be hired?

☐ Yes ☐ No If yes, how many and for what hours: _____

Additional portable toilets needed? ☐ Yes ☐ No (fees apply)

Questions: Please email recreation@norfolkmass.gov

Fees will be determined upon completion and submission of your application.

Attestation:

I certify that the information provided is accurate and complete and that all required fees will be paid on time. I further certify that all coaches, officials, and team representatives have completed required CORI/SORI checks and meet organizational suitability standards; individuals convicted of crimes involving harm to others will not be permitted to work or volunteer.

Applicant Signature: _____ **Date:** _____

Print Name: _____ **Organization:** _____