

CITY *of* LOWELL



BOARD OF PARKS POLICY HANDBOOK

Parks Department
133 Stedman Street
Lowell, MA 01852

Phone: (978) 674-4171

Recreation Department
107 Merrimack Street, 4th Floor
Lowell, MA 01852

Phone: (978) 674-4175

Email: recreation@lowellma.gov

Web: www.lowellrec.com



TABLE OF CONTENTS

Introduction

1-2

How to Request a Permit

3

Guidelines

4

Rules and Regulations

5

Priority Users

6

Permit Fee Structure

7-8

Payment and Cancellation Policies

9

Department Contact Information

10



INTRODUCTION

The Board of Parks is a five member volunteer Board that meets the last Wednesday of each month. Board of Parks agenda items need to be submitted by 5pm the Wednesday prior to the meeting, through the website. Please note that the November and December meetings are cancelled most years.

- The Board of Parks permits certain designated areas, special events in parks, and any "unintended field usage" requests. Page (2) is a partial list of areas and events that fall under the Board of Parks. Some parks are only permitted for special events since the areas are considered passive parks or playgrounds.
- The Board of Parks has jurisdiction and authority to act in all instances for the promotion and conduct of recreation, play, sport or other similar acts with regard to the use of playgrounds, parks, stadiums, etc. in accordance of MGL c. 45.
- The Board of Parks also handles issues with permits and permit holders that caused damage, has unpaid fees, or any other problems that arise.

To contact the Board of Parks Secretary, please email at bopadmin@lowellma.gov.



INTRODUCTION

Board Permitted Parks which includes, but is not limited to:

All Cawley Memorial Stadium Complex Areas

Shedd Park Pavilion

Armory Park

Edward J. Walsh Soccer Complex

Harmony Park

Hadley Park

Hovey Park

Kerouac Park

Kittredge Park

Lucy Larcom Park

Muldoon Park

North Common Amphitheatre Stage

Rotary Club Park

South Common

Tyler Park

All Concession Stands

Below is a list of events that the Board of Parks approves, no matter the park location chosen:

Weddings

Showers

Private Parties

Cookouts

Field Days

Tournaments

Rain Dates

Reductions in approved permit dates and fees

Non-Intended Field Usage (i.e. kickball on a soccer field, football on a baseball field)



HOW TO REQUEST A PERMIT

Anyone requesting usage of a City owned field needs to go to www.lowellrec.com and create an account. All requests are handled and submitted through the website.

1. Start by selecting a desired location.
2. Enter a start date and time, as well as an end time. If it is a recurring event, then click the recurring event box and select which days of the week it will occur and an end date.
3. Requests for most facilities must be made in two hour blocks, i.e. 2, 4, 6, 8, 10, or 12 hours. Cawley Stadium, Shedd Park Pavilion and any other facility needing custodial services must be requested in four hour blocks, i.e. 4, 8 or 12 hours.
4. The next page will ask you to confirm the dates requested and let you know which dates, if any, may not be available.
5. This page is also where you review your contact information and list a purpose of the event, head count, and any extra information you may want to provide. Once a permit is approved, information may not be added or amended without Board of Parks approval at a meeting.
6. At the bottom there are links to review the guidelines and rules for park usage prior to continuing. Once reviewed you can acknowledge the rules and continue.
7. Once confirmed, both the Recreation office and yourself will receive an email confirming submission of your request. If you do not receive an email, then you did not complete the process.
8. Once the office reviews the request, you will be notified if you are required to attend a Board meeting, along with date, time and location of that meeting.
9. At the meeting, the item will be discussed and you will be asked about the event and what your needs are. A fee is determined at the time of the meeting. Upon approval at the meeting, the fee is required to be paid by credit card on the website two weeks before the event date or within 48 hours of approval if the request falls short of the two week deadline. No changes may be made to the request with out attending another meeting.
10. Once paid, you will be able to print your permit from your online account.



GUIDELINES

Per the City of Lowell's Board of Parks ("**BOP**"), the use of City Parks ("**Facilities**" or "**Facility**") and associated recreational areas ("**Areas**" or "**Area**") are subject to: permit reservations for a specific date/time, fees, and permitting regulations which govern the use of facilities and areas.

The following fee information has been adopted by the BOP, and is subject to change:

- Permits for Cawley Stadium areas and the Shedd Park Pavilion area are scheduled in 4-hour time slot blocks as follows, and may include an additional custodian fee:
 - Resident Adults are subject to a fee, to be determined by the BOP, per 4-hour block
 - Non-Resident Adults are subject to a fee, to be determined by the BOP, per 4-hour block
 - Non-Resident Youths are subject to a fee, to be determined by the BOP, per 4-hour block
- Permits for all other facilities and areas are scheduled in 2-hour time slot blocks as follows:
 - Resident Adults are subject to a fee of \$25 per 2-hour block
 - Non-Resident Adults are subject to a fee of \$100 per 2-hour block
 - Non-Resident Youths are subject to a fee of \$60 per 2-hour block
- Resident fees are applied to any person(s)/organization(s) with residence within the City of Lowell. Non-Resident fees are applied to all others.
- Additional permit fees may be required, as determined by the BOP and based on a variety of factors, including but not limited to: the location of the event, the quantity of people at the event, the time of the event, and other amenities requested from the City.



RULES & REGULATIONS

Per the City of Lowell's Board of Parks ("**BOP**"), the use of City Parks ("**Facilities**" or "**Facility**") and associated recreational areas ("**Areas**" or "**Area**") are subject to: permit reservations for a specific date/time, fees, and permitting regulations which govern the use of facilities and areas.

All regulations must be adhered to at all times while in City facilities, areas, and other public property. Violations may result in permits being revoked, and violators may be subject to arrest and prosecution as applicable.

1. Facilities and areas are generally accessible and open April through October from dawn to dusk, though the actual hours may vary according to available sunlight, the use of night time lighting, and times as detailed on permits issued by the BOP.
2. All Lowell High School extra-curricular programs receive first priority to areas for practice and games.
3. All groups must dispose of their own trash, unless custodial services are paid for.
4. Alcoholic beverages are not permitted on any public property or area without proper licensing.
5. No dogs are allowed in any facility or area.
6. Fire arms, destructive weapons, sling shots, bow and arrows, and fireworks are prohibited from public property and areas.
7. The use of fire and charcoal cooking grills is strictly prohibited from any area, except by special permit. Propane is not allowed at any facility or area.
8. Golfing/practice is prohibited.
9. Unauthorized vehicles are prohibited from driving/parking on any area, without written permission from the BOP.
10. Reallocation or subletting of fields by a permit holder is strictly prohibited. If permitted fields are going unused, the unused times and dates must be turned back to the Recreation Department for allocation to other users.
11. If necessary, these regulations shall be enforced by the City of Lowell Police Department, who shall cause the immediate termination of any activity that violates these regulations.



PRIORITY USERS

Below is a list of the priority user groups. The requests of these users are permitted first. Fields that they typically use will not be addressed until their requests are submitted and approved. Any requesting conflicts with these users will be denied in the favor of the priority user. Further conflicts will then be addressed by the Board of Parks at the next available meeting.

- Lowell High School
- Lowell Catholic
- Lowell Based Youth Organizations
- Returning Non-Profits
- Returning Adult Users
- Lowell Residents on a first come, first serve basis
- Non-Residents, on a first come first serve basis
- All other requests submitted, on a first come first serve basis



PERMIT FEES STRUCTURE

Park General Use Permit

- Resident Adult - per 2 hour block- \$25
- Non-resident Adult - per 2 hour block- \$100
- Resident Youth - per 2 hour block- \$0
- Non-Resident Youth - per 2 hour block- \$60

Cawley Stadium Baseball Field-Alumni

- Resident Adult - per 4 hour block- \$150
- Non-resident Adult - per 4 hour block- \$250
- Resident Youth - per 4 hour block- \$0
- Non-Resident Youth - per 4 hour block- \$250

Current 2024 fee structure

Cawley Stadium

- MIAA Sports Event \$1.00 per ticket/Person
- Resident Adult - per 4 hour block- \$200
- Non-resident Adult - per 4 hour block- \$400
- Resident Youth - per 4 hour block- \$0
- Non-Resident Youth - per 4 hour block- \$400

Lights

- Baseball Light Charge (Alumni) - per 4 hour block- \$50
- Stadium Light Charge (Cawley) - per 4 hour block- \$100
- Practice Field Light Charge - per 4 hour block- \$75
- Additional Electrician Charge May Be Required (\$200/4hr block)

(Shedd Park Lord Pavilion/Cawley Stadium/OT Needed)

Custodian Fee - per 4 hour block- \$120

Practice Fields

- Resident Adult - per 2 hour block- \$15
- Non-resident Adult - per 2 hour block- \$20
- Resident Youth - per 2 hour block- \$0
- Non-Resident Youth - per 2 hour block- \$15

Softball Fields

- Resident Adult - per 2 hour block- \$100
- Non-resident Adult - per 2 hour block- \$150
- Resident Youth - per 2 hour block- \$0
- Non-Resident Youth - per 2 hour block- \$150

Services

Late Fee - Per Permit- \$25

Fixed Charges

Lights - General Park Use- Rate Contractual

Special Events

- Less than 1 hour - \$0
- 1 Hour to 4 hours - \$30
- More than 4 hours - \$15
- Custodian fee (Lord Pavilion/Cawley Stadium) - per 4 hour block- \$120
- Over Time Fee- Per Hour- \$50



PERMIT FEES STRUCTURE

NEW fee structure for 2025

PARK GENERAL USE PERMIT		
Resident Adult	Per 2-hour block	\$25.00
Non-Resident Adult	Per 2-hour block	\$100.00
Resident Youth	Per 2-hour block	\$0.00
Non-Resident Youth	Per 2-hour block	\$60.00
PASSIVE PARKS		Fee will be determined by the Board of Parks, on a case by case basis
TOURNAMENTS		Fee will be determined by the Board of Parks, on a case by case basis

SHEDD PARK PAVILION		
Resident Adult	Per 4-hour block	\$50.00
Non-Resident Adult	Per 4-hour block	\$200.00
Resident Youth	Per 4-hour block	\$0.00
Non-Resident Youth	Per 4-hour block	\$120.00

CAWLEY MEMORIAL STADIUM COMPLEX		
MIAA Sports Event	\$1.00 per ticket/person	
WILLIAM "BILLY" RIZOS TURF FIELD		
Resident Adult	Per 4-hour block	\$200.00
Non-Resident Adult	Per 4-hour block	\$400.00
Resident Youth	Per 4-hour block	\$0.00
Non-Resident Youth	Per 4-hour block	\$400.00
ALUMNI BASEBALL FIELD		
Resident Adult	Per 4-hour block	\$150.00
Non-Resident Adult	Per 4-hour block	\$250.00
Resident Youth	Per 4-hour block	\$0.00
Non-Resident Youth	Per 4-hour block	\$250.00
MARTIN SOFTBALL FIELD		
Resident Adult	Per 4-hour block	\$100.00
Non-Resident Adult	Per 4-hour block	\$150.00
Resident Youth	Per 4-hour block	\$0.00
Non-Resident Youth	Per 4-hour block	\$150.00
ALL OTHER CAWLEY STADIUM FACILITIES		
Resident Adult	Per 4-hour block	\$50.00
Non-Resident Adult	Per 4-hour block	\$200.00
Resident Youth	Per 4-hour block	\$0.00
Non-Resident Youth	Per 4-hour block	\$120.00

OT NEEDED FOR SHEDD PARK LORD PAVILION/CAWLEY STADIUM/ADDITIONAL SERVICES		
CUSTODIAN FEE	Per 4-hour block	\$150.00
Over Time Fee	Per 1-hour	\$50.00

LIGHTS		
Cawley Stadium - Turf Field	Per 4-hour block	\$100.00
Cawley Stadium - Alumni Field	Per 4-hour block	\$75.00
Cawley Stadium - ALL OTHER FACILITIES	Per 4-hour block	\$50.00
Additional Electrician Charge May Be Required	Per 4-hour block	\$200.00



Payment Policy

Payments are due two weeks prior to the start date of the permit. If a request falls short of the two week deadline, the permit must be paid in full within 48 hours after the Board meeting.

Cancellation Policy

All permits are subject to the following cancellation policy:

- Issued permits are generally not refunded in the event of a cancellation by the requester.
 - **Payment reimbursements** may be given only for extenuating circumstances.
- Refunds resulting in **a credit of your account** being issued are:
 - Any permit cancelled by the City of Lowell.
 - Account credit refunds approved by the Board of Parks.
- Rain dates must be submitted at the time of the original request, and will result in a fee for each date requested.
 - If custodial services are needed, only one custodian fee will be charged.
- Unsafe conditions will be dealt with on a case by case basis, and may require attendance of a Board of Parks meeting.
- Credit card convenience fees incurred when paying online are NOT refundable under any circumstance.



DEPARTMENT CONTACT INFORMATION

CITY PARK PERMITS:

- **Recreation/Board of Parks**

107 Merrimack Street, 4th Floor, Lowell, MA 01852
(978) 674-4175

PARK MAINTENANCE, CITY MAINTENANCE & WASTE REMOVAL:

- **Parks**

133 Stedman Street, Lowell, MA 01852
(978) 674-4171

Superintendent of Parks—(978) 674-1820

- **Public Works**

1365 Middlesex Street, Lowell, MA 01851
(978) 674-4111

- **Solid Waste & Recycling**

1365 Middlesex Street, Lowell, MA 01851
(978) 674-4309

SPECIAL EVENT PERMITS (EVENTS & FILMING):

- **Cultural Affairs & Special Events**

375 Merrimack Street, Room 7, Lowell, MA 01852
(978) 674-4260

ALCOHOL OR OUTDOOR AMPLIFICATION USE:

- **License Commission c/o Law Department**

375 Merrimack Street, 3rd Floor, Lowell, MA 01852
(978) 674-4156

FOOD PERMITS & INSPECTIONS:

- **Development Services**

375 Merrimack Street, 2nd Floor, Room 55, Lowell, MA 01852
(978) 674-4145

EMERGENCIES, POLICE/FIRE DETAILS & COOKING/GAS PERMITS:

(IN CASE OF EMERGENCY, DIAL 911)

- **Lowell Fire Department**

99 Moody Street, Lowell, MA 01852
Main Office—(978) 674-4588

- **Lowell Police Department**

50 Arcand Drive, Lowell, MA 01852
Main Office—(978) 937-3200
Detail Office—(978) 674-4503
Traffic Division—(978) 674-4505

