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## Requesting a Permit to Reserve a Facility or Area

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:
  - *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 **\$50 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.
- **Cancellation Policy:**
  - Issued permits are generally not refunded in the event of a cancellation by the requestor.
  - Any permit cancelled by the City of Lowell will result in a credit of your account being issued
  - Rain dates must be submitted at the time of the original request, and will result in a fee for each date requested.
  - Unsafe conditions will be dealt with on a case by case basis, and may require attendance of a Board of Parks meeting.

Procedures for requesting a Permit to reserve a Facility or Area are described below

- All requests are processed in the order in which they are received, subject to the following:
  - Not all Facilities or Areas are available for reservation, and not all dates/times may be available.
  - All Lowell High School extra-curricular programs receive first priority to Facilities and Areas for practice and games.
  - If a Resident and Non-Resident submit a reservation request for a Facility or Area simultaneously, Residents will receive preference.
- All organizations or households must have an online account established on the MyRec system at <http://lowellrec.com>.
  - The MyRec account is free, and is designed to help track, manage, and expedite your request(s).
  - All Area Permit requests are tied to your online account.
- Permit requests to reserve a Facility or Area must be made online at [www.lowellrec.com](http://www.lowellrec.com).
- Permit requests through [www.lowellrec.com](http://www.lowellrec.com) will be reviewed by the appropriate permitting authority to help you identify whether or not your request needs to be forwarded to the BOP for additional review and approval.
  - The BOP often reviews requests to use an Area by organized groups, as well as requests to use an Area for a non-intended use (e.g., playing Ultimate Frisbee in a Little League field).
  - If your request needs to be forwarded to the BOP for review and approval, you will be required to attend the BOP meeting. Failure to have representation at the BOP meeting will result in the request being denied by the Board.
  - The BOP meets the last Wednesday of every month. November and December meetings are often cancelled by the BOP, so please plan accordingly.
  - Unless otherwise noted on the City of Lowell website ([www.lowellma.gov](http://www.lowellma.gov)) the deadline to place your request to reserve an Area onto the BOP Agenda is 5:00PM on the Wednesday prior to their meeting.
- The BOP will help guide you through any additional requirements you may need to comply with in order to ensure a successful event.
  - Depending on the event, you may be required to:
    - Request additional permits from other City Departments (e.g., License Commission, Special Events, etc.).
    - Establish a Police Detail or a Trash Bond, cover Custodial Fees or Electrician Fees.
  - These requirements are reviewed on a case-by-case basis, and depend on a variety of event factors.
- When submitting a request, please be specific and only request the dates and times that you will definitely use.

- When requesting field Areas for organized group play time
  - Schedules should be submitted to [recreation@lowellma.gov](mailto:recreation@lowellma.gov).
  - Rain dates MUST be submitted during the initial request.
- When submitting a request, please indicate the type of request for each date/time requested as follows:
  - Special Event (e.g., wedding, birthday party, etc.)
  - Outing
  - Sporting Event
  - Game Time
  - Practice Time
  - Tournament
- Payments may be made in person or online.
  - While credit card payments are not required, they are offered as a courtesy option which requires you to be responsible for any credit card payment fees.
  - All organizations or households must have an online account established on the MyRec system at <http://lowellrec.com>.
  - When paying in person:
    - The City will accept payments in the form of Money Order, Treasurer's Check, or Personal check.
    - Personal checks with insufficient funds are subject to additional fees, permit termination, reservation cancellation, and a requirement for all future payments to be made by Money Order, Treasurer's Check, or online by credit card (if you choose to do so).
  - When paying online:
    - The City will not request or retain any credit card information, nor process online payments on your behalf.
    - Online payments are subject to either a 3.5% or \$3 convenience fee (whichever is higher).
      - Convenience fees are billed and collected by a 3<sup>rd</sup> party.
      - Convenience fees will appear on your credit card statement as a second transaction, separate from the actual permit, with a description of "RegFeePayments" which you are responsible for paying in order to use your credit card as a payment method.
      - Neither the BOP nor the City of Lowell receives any portion of the convenience fees, as they are not part of your permit.
      - Convenience fees are NOT refundable under any circumstances.