



**Mission:** The Parks and Recreation department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

## **Permit Cancellation Policy**

### **I. Introduction**

#### **A. Purpose**

To ensure that proper notification is communicated in regards to the cancellation of permitted fields and/or facilities.

#### **B. Objective**

To discontinue the use of field, lights, or facilities, vendors must provide appropriate notification by noon during a Monday-Friday rental and within 48 hours of a weekend rental. If a weekday rental occurs prior to noon on a week day, then notification must be made by 4pm prior to the cancellation date. For example, by 4pm the day before the rental date.

If pre-scheduled lights are no longer required for a field rental, then notification must be made by noon in order for the lights to be cancelled. Otherwise, all applicable light fees still apply. Should a permit holder fail to cancel their field/facility permit within the required time frame, then applicable fees still apply.

### **II. Overview**

#### **A. Department Philosophy**

The Parks and Recreation Department wants all rental vendors to be able to enjoy the use of their requested field and/or facility. Therefore, it is the intent of this policy to promote healthy communication regarding the cancellation process.

#### **B. Considerations**

Facility and/or field permits are made in accordance with the facility/field use policy. Parks and Recreation Department may have to close field due to weather. If weather prohibits use of a field then, the Department will notify vendors by 4:30pm. The vendors account will be credited if the Department cancels due to weather.

### **III. Definitions**

Facility refers to any building structure in which an event or activity will be held. Fields refers to any field which the Parks and Recreation Department oversees.