



City of Fall River
Massachusetts
Department of Community Maintenance

CEMETERIES • TREES • PARKS • SANITATION • ENGINEERING
STREETS & HIGHWAYS • TRAFFIC & PARKING • VEHICLES

Parks Division

PAUL E. COOGAN
Mayor

NANCY SMITH
Parks Manager

January 31, 2020

Dear League/Organization Contact:

Please be advised that the Board of Park Commissioners has determined that the following information MUST be submitted by leagues requesting field permits and is a requirement for ALL leagues. The Park Director will no longer be allowed to issue any season permits if all of the following is not submitted and approved by the Board.

- Letter of Request for field usage with Name of Contact Person, email & telephone number
- League Rosters listing names & addresses of all players & division clearly labeled
- Proof of Leagues 501-c3 status (990 Form or IRS Charitable organization income tax submittals)
- Copies of all draft banners for 2020 banner sponsors
- League schedules for ALL fields requested-each field should have a separate schedule & opening day dates & time
- Copy of league liability insurance policy the list the City of Fall River as an additional insured
- Leagues Certificate of Solicitation from the MA Attorney General's Office

The Board is requesting that this information be submitted no later than February 28, 2020. Please be advised that the sooner your league submits ALL of the requested information, the sooner the league field permits can be issued.

Sincerely,
Board of Park Commissioners

Marcy Ytkin
Chairwoman

