



**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 18, 2022

Dear League/Organization Contact:

Please be advised that the Board of Park Commissioners has determined that the following information **MUST** be resubmitted by leagues requesting field permits and is a requirement for **ALL** leagues. Do not submit incomplete applications as permits will not be issued if **ALL** of the following is not submitted and approved by the Board. The only items that would not be able to be submitted at time of application would be schedules & rosters.

- Letter of Request for field usage with Name of League Contact Person, email & telephone number – (Only one designated contact person per league. **ONLY** this person will address Board with any league concerns)
- League Rosters listing names & addresses of all players & division clearly labeled
- Proof of Leagues 501-c3 status document- (990 Form or IRS Charitable organization income tax submittals)
- Copies of all draft banners for 2022 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 that list the City of Fall River as an additional insured
- Leagues Certificate of Solicitation from the MA Attorney General's Office
- ALL LEAGUES/ORGANIZATIONS **MUST** SUBMIT A PLAN OF PROTOCOL TO MEET-COVID-19 RESTRICTIONS/GUIDELINES FOR ANY USE OF A PARK PROPERTY

The Board is requesting that this completed information be submitted ASAP. Please be advised that the sooner your league submits **ALL** of the requested information, the sooner the Board can consider moving forward to issue permits.

Sincerely,  
Board of Park Commissioners

Joseph DaSilva  
Chairman