

CITY OF LYNN

Honorable Jared C. Nicholson
Mayor



Department of Public Works
Parks Department

Andrew J. Hall, P.E.
Commissioner
Department of Public Works

Steven J. Babbitt
Chairman
Board of Park Commissioners

Kevin Gomez
Drew Russo
Mary Gatlin
Members
Board of Park Commissioners

PARK COMMISSION CONTACTS:

Lisa Nerich, DPW Associate Commissioner
Mike Aliferis, Assistant Superintendent of Cemetery/Parks
Dan Small, Park Ranger
April Peralta, Clerk – Park Commission

The Lynn Parks Department office located at the Dept. Of Public Works, 250 Commercial Street, Lynn Ma 01905 is open Monday-Wednesday-Thursday from 8:30 am - 4:00 pm; Tuesday 8:30 am – 8:00 pm; and Friday 8:30 am – 12:30 pm for your convenience. Or available by Email: aperalta@lynnma.gov

1/4/2022



2 | LYNN PARKS DEPARTMENT – MANUAL

LYNN PARK COMMISSION - LYNN PARKS DEPARTMENT

LYNN WOODS RESERVATION

LYNN WATER & SEWER COMMISSION

The Lynn Board of Park Commissioners enforces the rules and regulations for the use of any land in the City of Lynn held for park and playground purposes. The Park Commission reviews and approves requests for the use of public parks, playgrounds, fields, Lynn Woods and other city lands.

The Lynn Parks Department is a division of the Department of Public Works (DPW) and is responsible to coordinate and schedule all requests for park related use, in conjunction with the rules and regulations set forth by the Board of Park Commissioners. All requests for park use should be coordinated with the Parks Department prior to seeking Park Commission approval.

The Lynn Park Ranger is responsible for the day to day operation of the Lynn Woods Reservation and the City of Lynn's DPW, Park Commission and Water and Sewer Commission share jurisdiction and management of the Reservation. All requests for use of the Lynn Woods should be coordinated with the Park Ranger prior to seeking Park Commission approval.

The Lynn Water & Sewer Commission protects the public health and environment of Lynn's Ponds by creating a cleaner ocean environment through wastewater treatment. The City's naturally formed ponds and boat ramps (Goldfish Pond, Flax Pond, Sluice Pond, Cedar Pond, Floating Bridge, Briarcliff Lodge Boat Ramp and the MDC Boat Ramp) are maintained for the general public and neighbors who use the ponds for boating, fishing and swimming. The creation of ponds within the Lynn Woods (Walden's Pond, Breeds Pond and Birch Pond) is used as water supply sources, also under the jurisdiction of the Lynn Water & Sewer Commission.

RULES AND REGULATIONS

The City of Lynn (the City), through authority granted to the Board of Park Commissioners, hereby adopts the following policy concerning the use of the City's playing Fields, Courts, Trails and related Facilities.

- The City of Lynn Fields, Courts and Facilities are in the public domain and do not permit for random or impromptu use. However, all legally issued permits take preference over drop-in use at any site or on any playing surfaces.
- Regular meetings of a group of individuals for organized use require a Field Permit from the Board of Park Commissioners.
- All sports, events, ceremonies or performances must be approved by the Board of Park Commissioners.
 - The Board of Park Commissioners meets the first Tuesday of every month, unless otherwise posted.
- Fees may be charged and all requirements must be met for permits to be issued as defined in this policy.
- Soliciting, vending or advertising is prohibited except with Board of Park Commissioners approval.
- Field permits are "AS IS" conditions and are not obligated to provide equipment.
- Appropriate City of Lynn food permits must be secured and be visible when selling food or drinks. Permitting can be applied for at the Inspectional Services Department, Lynn City Hall.

DISCLAIMER: Information provided in this Manual is considered public information and may be distributed or copied. While the City of Lynn makes every effort to provide accurate and complete information, various data such as names, address, telephone numbers, may change prior to updating. The City welcomes suggestions and provides no warranty, expressed or implied, as to the accuracy, reliability or completeness of furnished data. The City does not control and cannot guarantee the relevance, timeliness or accuracy of outside materials. All City of Lynn Laws and Ordinances must be abided by in addition to these guidelines.

All Permits are issued by the City of Lynn regardless of race, color, sex, religion, ancestry, national origin, sexual orientation, disability, and any other class or characteristic protected by law.



3 | LYNN PARKS DEPARTMENT – MANUAL

I. PERMITTED USES OF FIELDS AND COURTS

- Organized or regular use of the City's playing Fields/Courts by groups shall require a permit.
- When two or more applicants are on an equal footing and applying for the same space, priority will be given to the traditional in-season sport or split equally based on available field/court space.
- Allocations will be based on availability, scheduled renovations and turf control measures, implemented by the Parks Department and the Department of Public Works. (Simply because a field looks open and available, does not mean it will be permitted. It may be scheduled for renovation or have been renovated with controls that are not readily visible, or to have been deemed by the Parks Department to be at its maximum use level in light of its condition). The City will make a concerted effort to schedule field renovations and turf maintenance after the athletic season is over to maximize field availability. In addition to the tier (which will be issued pursuant to the priority tier system and other factors as described below) to which a permit holder belongs, consideration will be given to a Lynn-Based Sports Organization (LBSO) that has been a permit holder at a site in the past. As a general rule, a permit will be renewed yearly provided the holder has conducted itself in accordance with the conditions described in this policy. Items that will weigh in final decisions will be the past history an organization has developed with the Parks Department, length of time an organization has been at a particular site, how good a neighbor it has been to the surrounding neighborhood (i.e. parking, no alcohol use, noise, etc.), condition the field is left in after user is finished for the day (i.e. trash, field damage) and the ability of the group to conform to the rules and regulations of the Lynn Parks Department.
- Applicants that request a field during a season will only be considered for a site based on availability after the Tier 1 and Tier 2 permits have been issued. All Lynn-Based organizations will take priority over non-resident (<75% residents) organizations.
- **The field permit applicant or the responsible adults (League representative, coach, parent, proper adult supervision) shall be present at all times a field allocated to them is in use. No group activities should occur without proper adult supervision.**
- Reallocation or subletting of Fields/Courts by a permit holder is strictly prohibited unless approved by the Parks Department in advance. If permitted Fields/Courts are going unused, the unused dates and times may not be assigned to non-permitted users and are to be turned back to the Parks Department for allocation to other users.
- Unless specifically requested and approved by all applicable City Departments and Boards, it is understood that the function/activity to be held is not a fundraiser, which no admission is to be charged, that no tickets will be sold or collections taken and that no items will be sold.
- Any violation of the permit's terms, conditions and/or limitation shall be grounds for immediate revocation of the permit and denial of future applications for permits submitted by such team, group or organization.
- If a permit is revoked for failure to abide strictly by its terms, conditions and/or limitations, there shall be no refund of the permit administrative fee.
- By submitting an application, all applicants agree to conform to all City policies for playing Fields/Courts and related facilities use.
- The City requires a certificate of insurance naming, The City of Lynn as an additionally insured party for a minimum of \$100,000 per incident general liability coverage and \$300,000 aggregate general liability coverage.
- Required deposits and/or fees.
- Upon approval from the Park Commission Board and all required documents are received, a link via MyRec for scheduling, payments and uploading documentation will be provided.
- Requests via MyRec site will not be approved if times and dates not approved by Park Commission Board.
- ***The Board of Park Commissioners reserves the final authority to approve or disapprove all permit requests.***



4 | LYNN PARKS DEPARTMENT – MANUAL

PRIORITY TIER DESCRIPTIONS

Tier 1 Priority Use:

- Lynn Recreation Department Sponsored Programs.
- Lynn Public School Department Use:
 - o Lynn Public High School MIAA sanctioned athletic teams (e.g. soccer, softball, lacrosse, baseball, football, field hockey, tennis, track and field, etc.) games and practices.
 - o Lynn Public Middle School athletic team games and practices.
 - o Lynn Public School Physical Education classes.
 - o Lynn Public School/PTO special events such as school fairs, field days, etc.

Tier 1 users may take priority over any permit previously issued. Conflicts will be resolved on a case-by-case basis.

Tier 2 Priority Use: (Must have 75% or greater Lynn Residents)

- Lynn Private/Charter School (i.e. St. Mary's High/Middle School, KIPP Academy, St. Pius Elementary, Sacred Heart Elementary)
- Lynn-Based Youth Organizations, (i.e. Little League, Babe Ruth Baseball, Lynn Girls Softball, Lynn Youth Soccer, Lynn Youth Lacrosse, Lynn Youth Football, Lynn Pop Warner, etc.)

Tier 3 Priority Use:

- Other Youth Organization (A team that participates in area leagues will be considered provided that no fewer than fifty percent (50%) of the officially rostered.
- Lynn-Based Adult Leagues/Teams with >75% Lynn residents. (i.e. Lynn Parks & Rec Co-Ed Softball League)
- Groups with at least fifty percent (50%) Lynn residents or employees of Lynn businesses.

Tier 4 Uses:

- Other Organizations, Adult teams, AAU Leagues, groups, or leagues, which are otherwise qualified but cannot meet the Tier 3 requirements, will be considered. Such organizations will be accommodated on a case-by-case basis pending availability of field space.

Tier 5 Uses:

- One Time Use, Private Clinics, Camps, Church, Fundraisers and Tournaments or other special uses of playing field and/or related facility. *501C must be provided for Non Profit applications.

PERMIT APPLICATION PROCESS

Permit applications are available from the Parks Department beginning the first week in January. All permits applications must be heard by the Board of Park Commissioners. The Board of Park Commissioners meets the first Tuesday of every month, unless otherwise posted.

The following seasonal starting and ending dates are approximate and depend upon weather and field conditions. The City will determine the start and end dates each season. Failure to adhere to these dates may result in loss of field permits.

• Seasons

- ✓ Spring - approximately April 1st – June 30th
- ✓ Summer - approximately July 1st – August 31st **Adult Leagues August 15th
- ✓ Fall - approximately September 1st – November 30th

No refunds will be issued, but a rain date will be awarded in the event of cancellation due to weather. Permit holder must call the Parks Department Office, no later than the first business day following the rain out to receive rain dates.



5 | LYNN PARKS DEPARTMENT – MANUAL

REQUIRED DOCUMENTATIONS

• **No permit will be considered unless the following conditions are met at the time of application:**

1. An application is completed and signed by a team/league representative.
 2. A roster (with names, addresses and telephone numbers) demonstrating compliance with the residency requirements of the Tiers.
 3. Certificate of Insurance.
 4. CORI Documentation (Youth organizations – under 18 - only) – A letter from the organization stating that ALL volunteers in the organization have been CORI checked and approved by the organization.
 5. A list of all Board Members.
 6. Adult organizations may submit copies of certified league rosters and copies of driver’s license for all listed participants as evidence of residency requirement.
 7. Tier 5 Users are required to provide a 501C, proving Non Profit Status. In the correct name and address of the organization.
 8. Permit fees is listed at the end of this document. The Parks Department will issue a permit/invoice based upon the Tier Category the organization falls under. **All permit fees are due upon receipt of the permit.** No future permits will be issued to a group/organization until all outstanding fees are paid.
- Tier 1 & 2 Applicants requesting use of any field or facility must be requested by the school Athletic Director, Principal or PTO President.
 - All completed permit requests received by the Parks Department on or before the seasonal (i.e. spring, summer and fall) deadline will be considered shortly following the seasonal deadline. Permits received after the seasonal deadline will be contingent availability space.

Following is an approximate timetable for submission of playing field and related facility applications and issuance of permits.

	Spring Season	Summer Season	Fall Season
Application Period	January 1 st	April 1 st	June 1 st
Documentation & Fee Deadline	March 15 th	June 15 th	August 15 th

Please be aware that reservation requests for use will be accepted on a first come-first serve basis.

- Once issued a permit, use of the playing Fields/Courts and related facilities covered by such permit is strictly limited to the terms, conditions and limitations. These shall include, without limitation, all applicable City ordinances and such further rules and regulations as may be promulgated and in effect from time to time by the City and/or the Recreation Department.

FIELD PERMITS MAY BE REVOKED

- Exceeding booked field use time
- Use of wet fields
 - Appropriate notices will be posted and maintained by the Department of Public Works at all playing Fields/Courts and related facilities that may be under renovation. Playing on a *closed* area will result in the immediate cancellation of permit. Refunds will NOT be issued.
 - It shall always be the responsibility of the permit holder to determine if an activity can be held due to wet or unfavorable conditions.
 - Teams are not allowed to practice or play games on any field that has standing water or muddy surfaces on it, or during thunder storms/lightning activities.
 - Teams will be held responsible for the repair of any field on which they played in standing water, muddy, wet or unfavorable conditions and caused damage to the field. Failure to pay for repairs will be sufficient to revoke all future permit use.
 - Teams will be held responsible for any field damage caused by misuse. Misuse of a field or related facility and failure to pay for repairs will be cause to revoke all future permit use.
- No person shall carry on his person, sell, give away or consume any alcohol or other controlled substances at fields/facilities
- Failure to remove all trash; littering
- Parking issues
 - Cars parked on fields/courts and other grass areas



6 | LYNN PARKS DEPARTMENT – MANUAL

- Cars parked in neighboring driveways and on access areas required for ambulances, municipal vehicles, visiting buses and handicapped sticker parkers
- Failure to adhere to City Ordinances
 - Noise violations
- Users actions of trespassing abutters private property
- Users urinating on fence lines and fields
- The City of Lynn Dog Ordinance stipulates that owners of dogs and/or other animals shall be responsible for the removal of any fecal matter deposited by his animal on public walks, recreation areas or private property. Failure of guests, attendees and participants to comply may result in revocation of permit and or fines
- No Golf playing on fields
- No Bon Fires, Fire Pits or Fireworks
- Appropriate City of Lynn food permits and food trucks must be secured and be visible when selling food or drinks.
 - Additional approval is required by the Board of Park Commissioners. Permitting can be applied for at the Inspectional Services Department, Lynn City Hall, 3 City Hall Sq., Lynn Ma 01901. **Note: Food Trucks are not allowed on all City Parks.**

Equipment

- Goals and other equipment ancillary to the use of City playing Fields/Courts and/or related facilities may be made available. If made available, the permit holder may use such goals or other equipment but shall do so at its own risk.

- The permit holder shall be responsible for all damages or loss of such goals or other equipment resulting from its use.

- The permit holder is responsible to ensure that all equipment that is used is returned to its original location on the site after each use.

- There is no guarantee that the permitted field will be lined. Field lining is not included in the administrative permit fee. If the league or organization requires lines, it is the responsibility of the permit holder to make arrangements for field preparation in reasonable time with the Parks Superintendent.

- Users are not permitted to perform any type of maintenance on the City Fields/Courts without the approval of the Department of Public Works.

- Portable Restroom Rentals are at the users cost and responsibility. Portable Restrooms are required for any events or games lasting more than 5 hrs. Portable Restrooms must be chained to fencing, locked and secure at all times. Portable Restrooms must be delivered and removed no more than 48 hours from start and end of event or season.

-League owned equipment such a containers, goals, sleds and light towers must be heard by the Board of Park Commissioner yearly for review of maintenance and liability. All should be chained and secure all times of non-use. The City of Lynn is not responsible for any stolen or damaged items.

- ***Any violations of such permit's terms, conditions and/or limitations shall be grounds for immediate revocation of such permit and denial of future applications for permits submitted by such team, group or organization.***
- ***If a permit is revoked for failure to abide strictly by its terms, conditions and/or limitation, there shall be no refund of the permit fee or hourly fees.***
- ***The permit holder(s) must be in possession of the permit at the playing Fields/Courts and/or related facility, and be prepared to produce the permit upon proper request by representatives of the Lynn Department of Public Works, or any City official, including the police. Failure to produce a valid permit when requested is grounds for expulsion from the playing field or related facility, and such further action as the City may determine to be appropriate under the circumstances.***
- **Any exceptions to any regulations and city ordinances related to use of facilities in the City must be approved in writing by The Board of Park Commissioners.**

In submitting an application for a permit under this policy, the applicant:

- ✓ Agrees that he/she will abide by the rules of the City, their representatives and designees;



7 | LYNN PARKS DEPARTMENT – MANUAL

- ✓ Recognizing the possibility of physical injury associated with use of playing Fields/Courts and related facilities, and in consideration for the Board of Park Commissions accepting his/her/its application for a playing field and related facility use permit, hereby releases, discharges and/or otherwise indemnified the City, its several departments and agencies (including the Department of Public Works), any sponsoring Lynn Based Organizations, and their respective officers, directors, coaches, committees, employees, attorneys and associated personnel, including the owner of playing Fields/Courts, facilities and/or equipment utilized under, or in any way in connection with any field use permit which may be granted hereunder, of and from any claim, demand, action, cause of action, suit or liability arising as a result of the applicant's use of any City playing field or related facility.

THE PARKS DEPARTMENT RESERVES THE RIGHT

- i. To require evidence of adequate liability insurance for a minimum of \$100,000 per incident general liability coverage and \$300,000 aggregate general liability coverage as a condition to the issuance of any playing field and/or related facility use request.
- ii. To have such insurance name the parties indemnified in this paragraph named as an additional insured and loss payees: City of Lynn, 3 City Hall Square, Lynn Ma 01901.
- iii. To require a police detail. It may be required as a condition to any permit issued. It is recommended that any event with 200 plus attendees have a police detail. The cost of such a police detail shall be borne by the permit holder, at such rates as are in effect from time to time established by the Police Chief.
- iv. To revoke permits issued for violation of Policy, City Ordinance or Parks Department Rules and Regulations.
- v. To cancel events or enforce health safety protocols.
- vi. To request additional information for proof tier.

Failure of leagues, teams, or individuals to enforce these penalties as directed may result in loss of permit for the organization. No refunds for any fees will be refunded for events missed due to suspension or loss of permit.

Checklist for permit application: No action will be taken on permit application until all aspects are complete.

1. Completed Application and signed Acknowledgement of Receipt of Policy statement, page 12.
2. Rosters signed by league officials authenticating residency requirements for Tier 2 & 3 users. Tier 5 Applications must provide a 501C if applicable.
3. Copy of Driver's License of all participants on roster as supporting residency requirements for Tier 3 adult users.
4. For all youth organizations using the City's fields, courts, and facilities, a letter from the organization's administrators stating that all volunteers have been CORI checked as required by MA state laws.
5. Liability of Insurance Binder
6. Payment of all required field permit fees.
 - a. Annual Permit Fee unless otherwise noted.
 - b. Fees are based on two-hour blocks of time unless otherwise noted.
 - c. Use of lights, electric, restrooms and/or DPW Employee is subject to additional fee.

	Youth	Adult	Light Fees	Tier Description
Tier 1	N/A	N/A	No Charge	Parks & Rec., Lynn Public Schools
Tier 2	\$240.00 Security Deposit	N/A	\$35/Hour <i>if applicable</i>	Lynn Private/Charter Schools, Lynn Based Youth Organizations >75% Residents
Tier 3	\$240.00 Security Deposit	\$240.00 Security Deposit	\$35/Hour <i>if applicable</i>	Other Youth Organizations >50%, Lynn Based Adult Leagues >75% Residents
Tier 4	\$240.00 Security Deposit	\$240.00 Security Deposit	\$35/Hour <i>if applicable</i>	Other Organizations, AAU, Adult Teams <50% Residents
Tier 5	\$240.00 Security Deposit	\$240.00 Security Deposit	\$35/Hour <i>if applicable</i>	Private Clinics, Tournaments, Fundraisers, One Time Use



8 | LYNN PARKS DEPARTMENT – MANUAL

Other Fees *If applicable*

Lynn Woods Rose Garden	\$100.00 Security Deposit	Weddings
DPW Worker Per Employee	\$160.00 4 Hr. Minimum	\$40.00 Additional Hour
DPW Worker Per Employee Sunday Rate	\$200.00 4 Hr. Minimum	\$50.00 Additional Hour
Electric (Not Lighting)	\$120.00 4 Hr. Minimum	\$30.00 Additional Hour
Restroom	\$60.00 one-time cleaning fee	

II. PERMITTED USE OF LYNN COMMONS BAND STAND

The following is *NOT* allowed

- Nails, nail guns, staples any kind into the structure is NOT allowed
- Tacks are NOT allowed
- NO Tape; scotch tape, duct tape, electrical tape, double sided tape – any type of tape
- Crepe Paper/Crepe Paper Ribbon is NOT allowed - as the dye can stain the structure
- Balloons cannot be attached to the structure
- No Vehicles including food trucks

The following is allowed

- Ribbon(s) may be tied around posts and railings – but must be removed at the conclusion of the event
- Potted plants may be used and must be removed at the conclusion of the event
- Balloons must be attached to an anchor which can be set in/on the structure and must be removed at the conclusion of the event

Restrooms and Electricity is available at the Gazebo, for an additional cost.

- Use of PA systems and music must be kept at a reasonable volume

Reservation of Lynn Commons Band Stand follows the same tiers and fees schedule, required documentation and regulations as found in the “PERMITTED USES OF FIELDS AND COURTS” found in Section I. of this policy.

III. PERMITTED USE OF LYNN WOODS RESERVATION

The Lynn Woods Reservation was founded in 1881, is a 2,200 acre municipal forest park located in Lynn, Massachusetts. The Woods offers over 30 miles of scenic trails for hiking, running, horseback riding, mountain biking (not allowed during the winter), cross-country skiing, and nature walks. Three active reservoirs provide pretty pond-like scenery among natural forestland, as well as clean water for the City of Lynn. Dungeon Rock is a well-loved underground tunnel with a history of pirate lore and treasure seekers. The Rose Garden, Houghton Horticultural Garden, and Amphitheater areas provide more formal settings to explore.

Park Ranger

In the City of Lynn, there is one full-time Park Ranger assigned to oversee the day-to-day operation of Lynn Woods. The Park Ranger works in cooperation with the Lynn Water and Sewer Commission, the City of Lynn Department of Public Works and Office of Economic & Community Development, as well as community groups such as the Friends of Lynn Woods and the New England Mountain Bike Association. Collectively, these groups try to achieve maintenance, administrative, educational, and safety objectives throughout the Reservation. Jurisdiction and management of the Lynn Woods Reservation is shared by the City of Lynn’s DPW, Park Commission and Lynn Water & Sewer Commission.

You may contact the Park Ranger for cultural and history tours of the sites and trails. When planning a group outing, check with the ranger for seasonal updates, closures. Seasonal events, tours and programs are posted on the bulletin boards located on both entrances to the Woods. The Park Ranger performs his duties from the Lynn Woods Park Headquarters located at the entrance to Penny Brook Road. He may be reached by telephone (781) 844-0363 or by e-mail at LynnWoodsRanger@aol.com.

Rules and Regulations

- ✓ Hours -Sunrise to Sunset. For your safety and the protection of the woods, the reservation is closed at night.
- ✓ Biking -You must stay on officially marked trails only. Official trails will have a colored paint blaze and are on this map. Take the time to learn the layout of the trail system so that you will not accidentally ride on an illegal or closed trail. If it isn’t on the map it isn’t an official trail. Biking is not allowed on the trails marked "foot traffic only".



9 | LYNN PARKS DEPARTMENT – MANUAL

- ✓ Horse-back Riding -Riding is permitted on orange blazed fire roads only. Please do not run horses or ride on the hiking trails.
- ✓ Dog Walking -City Ordinance for restraining dogs is in effect throughout the reservation. Owners are responsible for removing waste from trails, roads and parking lots. Pets are prohibited from entering in or upon reservoirs due to the potential for contaminating our drinking water supply.
- ✓ Swimming -No swimming or boating is permitted in any of the reservoirs in the reservation as they are all used for Lynn's drinking water supply.
- ✓ Fishing -Fishing is prohibited due to the impact on the water supply.
- ✓ Hunting -Hunting is prohibited due to conservation concerns.
- ✓ Fires -No fires are allowed. Fire has been a major threat to the forest in Lynn Woods. In order to prevent future fires from destroying the woods, we cannot allow grills, stoves, bon fires or fireworks to be lit.
- ✓ Motorized Vehicles -ATV and dirt bike riding are prohibited due to safety and conservation concerns. All motorized vehicles are subject to confiscation.
- ✓ Other -Camping and paintballing are prohibited.

Cross Country Racing

The Lynn Woods is heavily utilized for teams and individual races, mostly on dirt roads and trails. Footing can be difficult in parts, although challenging and hilly, markings must be temporary and be removed immediately after the event.

- ❖ Recommended markings include traffic cones, vinyl flags on wire stakes, vinyl flagging tape, ribbons.
- ❖ All pray chalk or lime – prohibited.
- ❖ The use of paint, spray paint, temporary spray paint, and athletic field marking paint and any aerosol products of any type is prohibited.
- ❖ Fastening signs to trees with staples, screws or nails is prohibited.

Rose Garden

The Lynn Woods Rose Garden is typically used for wedding ceremonies. No equipment is provided. No Alcohol is allowed in the Lynn Wood Reservation. All details must be discussed with the Lynn Woods Park Ranger prior to approval by the Park Commission Board.

People working the events are allowed to drop off equipment for the event but must immediately after the event. All parking for events must be in legal parking spaces within the park or surrounding neighborhoods. Attending a permitted event does not give attendees the right to park illegally and violators will be ticketed and/or towed.

Due to the large number of requests received each year by groups wishing to use Lynn Woods for various events, including road races, walks, fundraisers, etc., the Lynn Park Department reserves the right to deny requests.

Reservation of Lynn Woods Reservation follows the same tiers and fees schedule, required documentation and regulations as found in the "PERMITTED USES OF FIELDS AND COURTS" found in Section 1. of this policy.

IV. USE OF PONDS AND WATER WAYS

City Ordinance Regarding Gold Fish Pond, Flax Pond and Sluice Pond Use:

IN THE YEAR ONE THOUSAND NINE HUNDRED EIGHTY-NINE (1989), AN ORDINANCE RELATIVE TO SPEED LIMITS ON FLAX AND SLUICE PONDS. Be it Ordained by the City Council of the City of Lynn and by the authority of the same as follows, to wit:-

SECTION 1 - No person shall operate any motorboat or vessel as those terms are defined in General Laws, Chapter 90B, Section 1 on Flax or Sluice Ponds so as to violate General Laws, Chapter 90B, Section 8.

SECTION 2 - No person shall operate any personal watercraft, such as a Jet Ski, surf jet, or wet bike on any pond in the City of Lynn of less than seventy-five acres.

SECTION 3 - For purposes of this ordinance a personal watercraft means a small vessel which uses an inboard motor powering a water jet pump as its primary source of motive power and which is designed to be operated by persons sitting, standing or kneeling on the vessel. The term includes but is not limited to a Jet Ski, wet bike or surf jet, so called.

SECTION 4 - Whoever violates this ordinance shall be punished by a fine of fifty Dollars (\$50.00) for each offense.

SECTION 5 - The provisions of this ordinance shall be enforced by harbor masters and assistant harbor masters and by police officers of the City of Lynn.



10 | LYNN PARKS DEPARTMENT – MANUAL

SECTION 6 - All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 7 - As provided in General Laws, Chapter 90B, Section 15, this ordinance must be approved by the Director of The Division of Motorboats of the Commonwealth of Massachusetts. Once such approval is received, this ordinance will be published in a newspaper of general distribution in the City of Lynn to be effective five (5) days thereafter.

V. USE OF LYNN COMMUNITY GARDEN

A network of community gardens exists across the city on municipal lands including parks, schools, and public housing sites. Therefore, these gardens fall under the jurisdiction of the City of Lynn. Volunteer community garden coordinators at each site are responsible for day-to-day management of the gardens, but it is the responsibility of all gardeners to act as caretakers of the gardens. The following policies were developed by a collective of community garden stakeholders across the city, and approved by the City of Lynn Board Park Commissioners.

Community gardens are cultivated and maintained spaces where volunteers work collectively to achieve a common goal of growing fresh, healthy produce in our city. In order to be successful, community gardens require a high level of dedication, commitment, and an investment of time, energy, and resources. The City encourages gardeners to share ideas, resources, seeds, and recipes; plan garden events; and work together to maintain garden sites as beautiful, safe, vibrant urban spaces.

General Qualifications

1. You must live in Lynn.
2. You must agree to abide by the document, the Lynn Community Garden Manual.
3. You must be willing to share your full contact information with the City of Lynn, Community Garden Coordinators, and other gardeners.
4. You must have an active interest in gardening, sustainability, and healthy living.

Plot Allocation, Registration, and Fees

- ❖ Plots are assigned on a first-come, first-served basis with preference given to returning gardeners in good standing and new gardeners who qualify for public assistance. Plots are assigned by Community Garden Coordinators in this order:
 - Returning gardeners
 - Returning gardeners wishing to change plots
 - New gardeners
 - Returning gardeners requesting additional plots
- ❖ Each individual gardener or family shall be allotted not more than one garden plot, with ability to request up to one additional plot if available after all gardeners are accounted for. After July 1, gardeners may request additional unassigned plots at no charge for the remainder of the season.
- ❖ Each garden must be used by a minimum of 4 gardeners at any given time.
- ❖ Each garden shall charge an annual fee for participation of at minimum \$25. The Volunteer Garden Coordinator at each garden will collect and either:
 - Maintain a record of all funds, and will provide copies of these records to the City of Lynn on an annual basis; or submit funds to The Community Gardens account within Department of Public Works
- ❖ Collected fees may be used by each garden, as seen fit by consensus of member gardeners.

Garden Building and Organization

- ❖ All produce must be grown in raised beds with a water permeable fabric cover or a geotextile fabric at the bottom of the raised beds.
- ❖ The lumber used for the construction of the beds must be untreated, and 10% of beds must be wheelchair accessible.
- ❖ All soil within the raised bed must be from approved soil sources as permitted by Lynn DPW.
- ❖ The dimensions of each garden plot, and the overall layout of each garden, will be approved by Lynn's Park Commission.
- ❖ Tools, soil, seeds and other materials must be provided by the gardeners themselves initially and on an ongoing basis. The Food Project may be able to provide materials and labor for garden construction.

Planting and Maintenance

- ❖ Use of synthetic or toxic pesticides, fertilizers, or herbicides is prohibited.
- ❖ Weeds in the areas within and immediately surrounding the individual gardener's plot will be kept at a minimum.
- ❖ Edible produce or flowers may be grown in each garden.



11 | LYNN PARKS DEPARTMENT – MANUAL

- ❖ Tall plants (e.g. corn, sunflowers) should be planted thoughtfully and kept to a reasonable height so as not to shade neighboring gardeners' plots.
- ❖ Common areas and walkways cannot be used to grow edible produce, unless approved by the Lynn Park Commission.
- ❖ No plants shall be used that are listed as invasive or potentially invasive on the Massachusetts Invasive Plant Advisory Group list of invasive plants, including quickly spreading herbs such as mint, unless they are potted. The planting of trees, shrubs, bushes, and any non-native species is prohibited, unless written consent is provided by the City of Lynn.
- ❖ Gardeners are responsible for maintaining their own plots and must be present throughout the duration of the growing season. If gardeners leave before the end of the growing season, they must notify the Volunteer Garden Coordinator.
- ❖ Gardeners must show activity in their assigned garden plot by the end of May.
- ❖ Plots must be prepared for winter by weeding and leaving each garden clear, mulched or cover cropped no later than the end of November.
- ❖ The growing of cannabis is unlawful in all Lynn Community Gardens.

Common Areas and Shared Resources

- ❖ Common areas are the responsibility of all gardeners and must be clean, free of all debris and maintained.
- ❖ Each garden's Volunteer Garden Coordinator will communicate with the Department of Public Works to ensure that trash and weeds are removed.
- ❖ Pathways must be 3 feet wide to accommodate wheelchairs and strollers.
- ❖ Tools must not be kept in the common areas or in the garden plots. With the special permission of the City of Lynn, the gardeners may maintain a locked tool shed at their own expense.
- ❖ All gardens, adjacent pathways and fences will be clear of trash and litter; waste must be managed and compost bins (if used) must be used appropriately at each site.
- ❖ Gardeners will not garden in or pick plants from any plot other than their own unless given permission by the other plot user.
- ❖ Children under 15 years of age must be accompanied by a parent or guardian at all times when visiting the garden.
- ❖ Pets are prohibited from entering the garden.
- ❖ Drugs, alcohol and smoking are prohibited in or around the community garden.
- ❖ Vehicles are prohibited from parking in community gardens outside designated roads, or unless granted permission from Lynn DPW. Garden Leadership and Accountability Community Garden Coordinator

Community Gardens Coordinator

- ❖ The Community Garden Coordinator (CGC) is a volunteer leadership position. The CGC will act as the liaison between your community garden, the City of Lynn and other community partners. There will be 1-2 CGCs per garden to manage the gardeners and activities at the site, collect applications and fees, assign plots, and organize and enforce the individual garden's guidelines.
- ❖ Plot fees are waived for active CGCs.
- ❖ If any problems arise in the garden, please contact your CGC to find a solution first (unless there is an emergency), and then contact Lynn DPW.
- ❖ CGCs will be in contact with gardeners on a regular basis to share pertinent information regarding the garden and upcoming events, and to inform gardeners of any violations to the guidelines.
- ❖ Should a CGC wish to step down from their role, they will help identify a replacement for their position. Failure of the CGC and/or volunteer gardeners to identify a replacement may result in a suspension of rights to use the parcel.
- ❖ To ensure broad representation among leadership in community gardens, individual CGCs or organizations acting as CGCs may manage no more than one community garden per calendar year on city park property, unless granted an exception by the Park Commission.
- ❖ CGCs may organize events to promote the Garden with prior approval from the Board of Park Commissioners

Violations of Community Garden

- ❖ Each garden will be subject to an annual inspection.
- ❖ Failure to comply with these guidelines may result in a loss of garden plot (without refund) and/or future gardening privileges. The Community Garden Coordinator and/or City of Lynn will issue one written or emailed warning to any gardener who faces the loss of their plot and/or future gardening privilege due to violation of the guidelines.
 - If the gardener fails to come into compliance or arrange a suitable solution with the Community Garden Coordinator within 1 month of the date of the written warning, the gardener may be required to forfeit their plot and/or lose future gardening privileges.
- ❖ All appeals for plot forfeiture must go before the Board of Park Commission.



12 | LYNN PARKS DEPARTMENT – MANUAL

Release of Liability

- ❖ The community garden program is a volunteer program.
- ❖ Gardeners, their families, friends, and other guests may participate, AT THEIR OWN RISK.
- ❖ No liability of any kind will be taken on by the City of Lynn.
- ❖ The City will not be held responsible for injury, theft, or accidents occurring in the garden.

Important Garden Contacts

Cook Street Park Community Garden, 54 garden beds

Located at approximately 58 Cook St., Lynn MA 01902 (near Ford Elementary)

- ❖ Cook Street Park Community Garden is overseen by The Highlands Coalition; for more information about their work see <https://www.facebook.com/CookStreetParkCommunityGarden/> or <https://hclynn.co/>
- ❖ Applications and fees to join Cook Street Park Community Garden should be given to David Gass, Director of The Highlands Coalition: 781-595-8701 or dagass22@gmail.com

Ames Playground Community Garden, 33 garden beds

Located at approximately 30 Strawberry Ave, Lynn MA 01904 (near the intersection of Boston & Franklin St.)

- ❖ Applications to join Ames Community Garden should be mailed or submitted in person to Department of Public Works, Attn: Ames Community Garden, 250 Commercial St., Lynn MA 01905.
- ❖ Questions? Contact AmesPlaygroundCommunityGarden@gmail.com

Warren Park Community Garden, 20 garden beds

Located at approximately 57 Warren St., Lynn MA 01905 (just east of Commercial St., south of Lynn Commons)

- ❖ Applications and fees to join Warren Park Community Garden should be mailed or submitted in person to Lynn Department of Public Works, Attn: Warren Park Community Garden, 250 Commercial St., Lynn MA 01905.
- ❖ Questions? Contact warrenparkcommunitygarden@gmail.com

Department of Public Works

- ❖ Lisa Nerich, Associate Commissioner (lnerich@lynmma.gov ; 781-268-8000 X12); 250 Commercial St., Lynn MA 01905.
 - For questions about garden logistics, water use, fee collection, Park Commission support, and dispute resolution.

The Food Project

- ❖ Jenn Coverdale, Lynn Urban Agriculture Manager (jcoverdale@thefoodproject.org ; 781-346-6726 X44)
- ❖ For questions about The Food Project’s community gardens and farms.

Have questions not answered here? Contact LynnCommunityGardens@gmail.com or follow us on Facebook at

<https://www.facebook.com/LynnCommunityGardens>

ACKNOWLEDGEMENT OF RECEIPT OF POLICY

The undersigned, an applicant of a playing field and/or related facilities use permit, acknowledges that the undersigned has received and read a copy of the “City of Lynn Parks Department Manual”, and understands and will fully abide by the terms, conditions and provisions contained or referred to therein.

NOTE: A signature for “Acknowledgement of Receipt of Policy” is required to issue permits

Signature	Date
Print Name	League Position



LYNN PARKS & PLAYGROUNDS

Park/Playground	Address	Park Amenities
Ames Playground	42 Strawberry Avenue	Play Structure, Community Gardens
Barry Park	50 Waterford Street	Play Structure, Senior Baseball Diamond, 2 Softball Diamonds, 2 Little League Fields, Multi Use Space
Bennett Street Playground	168 Bennett Street	Play Structure
Breed Park, Bowser Complex	90 O’Callaghan Way, In front of Breed Middle School	2 Baseball Diamonds, 2 Softball Diamonds
Briarcliff Lodge & Boat Ramp	112 Kernwood Drive	Boat Ramp
Camp Kiwanis, Lynn Special Needs Camp	106 Pennybrook Road	Play Structure, Basketball Court, Splash Pad, NP Multi Use Space
Clark Street Playground	98 Clark Street	Play Structure, Pickle Ball, Bocce Ball, Little League Field
Cook Street Playground	58 Cook Street	Play Structure, Community Gardens, Multi Use Courts
Filene Playground	630 Western Avenue	Play Structure
Flax Pond Playground	650 Chestnut Street	Play Structure, Splash Pad, Basketball Court, Tennis Court
Flynn Field	16 Dungeon Avenue	Little League Field
Frasier Field	365 Western Avenue	Play Structure, Baseball Stadium <i>(See Stadium Commission)</i>
Frey Playground	285 Walnut Street	Play Structure, 2 Softball Diamonds, 2 Senior Diamonds, Basketball Courts, Tennis Courts, Multi Use Court, Multi Use Space (Includes Dungeon Ave Little League Field)
Gallagher Playground	50 Ontario Street	Play Structure, 2 Softball Fields, 2 Little League fields, Senior Baseball Diamond, Basketball Courts, Multi Use Court, Multi Use Space
G.E. Field	663 Summer Street	Tennis Courts, Baseball Diamond, Softball Diamond, Horse Shoe Pit, Multi Use Space
Goldfish Pond	40 Lafayette Park	Pond, NP Space
Gowdy Park	42 Tuscan Road	Play Structure, 2 Little League Diamonds, Tennis Courts, Basketball Court, Multi Use Court
Harbor Landing	Blossom St (off Lynnway)	NP Space
Henry Avenue Playground	198 Henry Avenue	Play Structure, Basketball Court
High Rock Park	30 Circuit Avenue	Play Structure, Multi Use Court,



14 | LYNN PARKS DEPARTMENT – MANUAL

		NP Space, High Rock Tower
Hood Park	186 Holyoke Street, Across from Lynn Classical	Play Structure, Basketball Court, Multi Use Space
Keaney Park, Memorial Park	83 Memorial Park Avenue, Behind Lynn English High School	Play Structure, 2 Senior Diamonds, 3 Softball Diamonds, Little League Field, Basketball Courts, Tennis Courts, Multi Use Space
Kiley Playground	66 Sanderson Avenue	Play Structure, Basketball Courts, Tennis Court, 2 Little League Fields, Splash Pad
Lynn Commons	North & South Common Street	Gazebo, Multi Use Space
Lynn Woods Pennybrook Entrance	106 Pennybrook Road	Basketball Court, Multi Use Space, Rose Garden
Lynn Woods Great Woods Entrance	100 Great Woods Road	Basketball Court, Little League Softball Field, Play Structure
Magnolia Ave Playground	58 Magnolia Avenue, Behind Pickering Middle School	Play Structure, Baseball Diamond, Basketball Court, Tennis Courts, Multi Use Space
Manning Field	76 Locust Street	Turf Multi Use Space (See Stadium Commission)
Marian Gardens Playground	18 Anderson Lane	Play Structure, Basketball Court
Marshview Park	826 Boston Street	Gazebo, NP Space
Neptune Blvd Park, McManus Park	137 Commercial Street, Behind Lynn Tech High School	Play Structure, Skate Park, Splash Pad, Softball Diamond, Senior Diamond, Multi Use Space
Northern Avenue Playground	41 Northern Avenue	Play Structure, Multi Use Court
Northern Strand Community Trail (Linear Park)	Boston Street to Bennett Street	NP Space, Walking/Bike Path, Play Structure, Community Gardens
Reinfuss Field	290 Broadway	Little League Field
River Street Place Waterfront	15 River Street Place	<i>Under Construction, NP Space</i>
Sagamore Street Playground	100 Sagamore Street	NP Space
Sheridan Street Playground	23 Sheridan Street	NP Space
Smith Street Playground	98 Smith Street	Play structure, Basketball Court
Warren Street Park	59 Warren Street	Play Structure, Basketball Courts, Community Gardens
Williams Avenue Playground	80 Williams Avenue	Play Structure

- ❖ Multi Use Space- Open Space based on season of sport. May overlap with other fields or diamonds. (i.e. Football, Soccer, Field Hockey, Rugby)
- ❖ Multi Use Court- Concrete Surface, no basketball hoops. (i.e. Street Hockey)
- ❖ Np Space- Non Playable Space, small areas not used for sports.