



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

February 14, 2024

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, with ages & divisions clearly labeled
- Proof of Leagues 501-c3 status document- (990 Form or IRS Charitable organization income tax submittals)
- Copies of all draft banners for 2024 banner sponsors **(List of previously approved banners & draft copies of all new banners before going to print)**
- 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

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.

Deadline for submission: March 15, 2024

Sincerely,
Board of Park Commissioners

Joseph DaSilva
Chairman