



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 30, 2023

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 2023 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.

Sincerely,
Board of Park Commissioners

Joseph DaSilva
Chairman