



---

*City of Framingham Parks and Recreation Department*  
*Special Event Permit Application Requirements*  
*Effective date: 12/1/2024*

---

## Special Event Permit Application Requirements

1. The permit applicant must read and adhere to the City of Framingham Parks and Recreation Department's Parks and Athletic Field use policy, permit application requirements, and special conditions of their approved permit.
2. Parks and Field Permit requests may be submitted by Framingham residents, schools, youth organizations, volunteer organizations, non-profit organizations, and businesses based in Framingham. Proof of residency is required, which may include documents such as a property tax bill (in good standing), utility bill, and vehicle registration.
3. Framingham Parks and Recreation suggests that applicants submit a permit request at least (minimum):
  - a. 30 days in advance of the planned event or activity for complex events.
  - b. 7 business days in advance of the planned event or activity for straightforward events.
4. The applicant must be the main point of contact for all correspondence, emails, phone calls, and meetings about the event.
5. The applicant will be required to attend follow-up and event logistics meetings with Parks and Recreation professional staff when deemed necessary.
6. The applicant or applicant's designee (approved by Parks and Recreation) must be onsite for the duration of the event.
7. Public parks and Athletic Fields under the management of The City of Framingham Parks and Recreation Department are open for use from dawn until dusk, except where facility lights are available until 10pm.
8. City of Framingham public parks and fields are available for usage by non-profit organizations that operate solely on a volunteer basis. These organizations must demonstrate that they are entirely volunteer-run, with no paid staff members. Priority consideration will be given to volunteer-based organizations that align with the city's mission of community engagement, youth development, and promoting health and wellness. While volunteer-based organizations received priority consideration, paid-staff non-profits will be evaluated based on their impact, inclusivity, and alignment with the City's goals. These organizations must demonstrate their commitment to community service and provide details of their programs and initiatives.



---

*City of Framingham Parks and Recreation Department*  
*Special Event Permit Application Requirements*  
*Effective date: 12/1/2024*

---

9. A complete description of the event or activity must accompany the permit application and include all activities planned, set up/breakdown time, event time, event date, rain date (if applicable), list of any equipment being used on the property during the event (tents, tables, chairs, generators, grills, portable toilets, inflatables, etc.), public safety plan, expected attendance/participants, parking plan, site layout, and list of vendors in attendance. Parks and Recreation Professional staff may ask for more information if deemed needed.
10. The Framingham Parks and Recreation Department may require permit applicants to have prior experience or proven capability in effectively managing the proposed event. References may be requested at the department's discretion. Sponsors must also have a positive standing, supported by references from past events.
11. Ceremonial, religious, and cultural gatherings are scheduled at the Farm Pond Amphitheatre area only.
12. Permit applicants are responsible for facility costs depending on the location, size, time, date of the event or type of activity planned. These costs may include but are not limited to, Parks and Recreation staff to monitor the site, assist with parking, facility maintenance and restoration, trash removal, access to the facility, use of City services (ie. electrical, equipment), police details, porta potty rentals, equipment rental, and key deposits.
13. Events/Activity that generate revenue for the permit holder, such as road races, festivals, and large-scale events may require special approval from the Framingham Parks and Recreation Commission. The Parks and Recreation Commission may request a list of expected expenses to run the activity or event, including any payroll or compensation expenses.
14. Requests for use of buildings, electrical service, fairground style parking, or large capacity parking will require Parks Staff on-site to facilitate and monitor access. This requirement will be set by department professional staff. The cost associated with on-site park staff will be the responsibility of the permit holder. Use of City utilities may incur additional fees.
15. Fitness/Health related events or activities may need to provide proof of qualification (current license, certificate, or degree) as a facilitator of the activity planned in addition to a Certificate of Insurance.



---

*City of Framingham Parks and Recreation Department*  
*Special Event Permit Application Requirements*  
*Effective date: 12/1/2024*

---

16. Framingham Corporate League requests require 75% of the roster must be employed at the business' Framingham location and the team must represent the Framingham Business.
17. Group requests part of a sport league must provide league game schedules showing reciprocal use in other communities, team rosters with a minimum of 50% Framingham residents.
18. Additional permits and licenses from other City Departments may be required based on the intended activities. It is the responsibility of the permit applicant to seek and obtain all required permits and licenses prior to permit approval. Below are some examples:
  - a. **Public Health Department 508-532-5470**– Cooking, selling and/or serving food (excluding prepackaged foods). Carnivals, Food Trucks, recreational camps, catering, and animal shows/zoo/rides.
  - b. **Fire Department 508-532-5930** – use of propane grills equaling more than 42lbs., propane generators, open flame, or any flammables.
  - c. **Police Department 508-532-5907** – Parade and 5K Run/walk events. Large events may require Police Details for public safety.
  - d. **Inspectional Services 508-532-5500** – Tents larger than 10'X10', and Signs.
  - e. **Licensing Department 508-532-5402**– Carnivals, Hawker/Peddler (selling items/food), and Alcohol.
  - f. **Facilities Management 508-532-5485** – Rental of City Commons, Cushing Memorial Chapel, and Nevins Hall.

## Certificate of Insurance Requirements

1. A Certificate of Insurance is required for all permitted activity except small private gatherings.
2. Event sponsor shall provide a Certificate of Insurance 1 week before event. A Certificate of Insurance shall be issued by insurance companies authorized to do business in the Commonwealth of Massachusetts. The City of Framingham must be named the certificate holder and the description shall state the certificate holder as additionally insured for a minimum of \$1,000,000 coverage for General Liability. A permit may be revoked or denied for lack of insurance.



---

*City of Framingham Parks and Recreation Department*  
*Special Event Permit Application Requirements*  
*Effective date: 12/1/2024*

---

3. Bounce House or Inflatables Company must provide a copy of the Massachusetts State License for Amusement Devices and Certificate of Insurance. The City of Framingham must be named the certificate holder and the description shall state the certificate holder as additionally insured for \$1,000,000 in General Liability. Inflatable devices must have proof of inspection of devices being used.

## Grounds for Denial of Request

To maximize the recreational use of Parks and Recreation properties, ensure the safety and convenience of the applicants and the general public, and preserve parks and fields from overuse and abuse, access to Parks and Recreation properties must be regulated. Framingham Parks and Recreation Department may deny a request if deemed in the City's best interest or for the following reasons:

1. The applicant is not a Framingham Resident or representative of a Framingham Organization (see "Parks and Athletic Field Use Policy").
2. Permit application is incomplete or submitted on short notice.
3. The proposed use or activity would conflict with previously planned programs/events. An alternate date and/or location may be proposed, if available.
4. The proposed use or activity is prohibited by federal, state, or local laws, regulations, ordinances, or bylaws.
5. The proposed use or activity would present an unreasonable danger to the health and safety of the applicant, attendees, or general public or would cause damage to the property. History of the applicant's use of City property will be considered.
6. The application contains misrepresented or false information.
7. The applicant fails to provide prior event experience.
8. The applicant fails to submit satisfactory references from previous events.
9. The applicant failed to provide the required insurance certificate, if requested.
10. The applicant failed to obtain additional permits as required from other City departments.
11. The anticipated event is likely too large or not in line with the intended use of the requested venue.
12. Previous event was misrepresented, caused property damage, caused unsafe conditions for attendees or the general public, or was the source of excessive noise or disturbance.



---

*City of Framingham Parks and Recreation Department*  
*Special Event Permit Application Requirements*  
*Effective date: 12/1/2024*

---

## Permit process

1. Permit request is submitted to the Parks and Recreation Department. Submitting a permit request does not guarantee an approved permit.
2. Permit requests are accommodated based on policy qualification, space availability, priority level, and date of receipt.
3. When the request aligns with our Use of Parks and Athletic Fields Policy and meets the permit application requirements, and the department is able to accommodate it, the permit holder will be notified via email or a letter of commitment.
4. A permit is created.
5. The permit holder will be notified to sign the permit.
6. Permit will be approved by the Parks and Recreation Director.
7. An approved permit will be provided to the permit applicant.
8. The permit holder must carry the approved permit with them during the permitted event.

## Permitting Priority Levels

The Framingham Parks and Recreation Department shall issue permits based on the priority levels below and historic use by the group/person. Returning permit requests take priority over new requests. Permit approval does not guarantee approval of future permits.

1. Level 1: Framingham Parks and Recreation Programs; City of Framingham sponsored events; Framingham based Public Schools; Framingham based Colleges.
2. Level 2: Framingham Youth and Adult Organizations; Framingham residents; Framingham Organizations (non-profit).
3. Level 3: Framingham Organizations (for-profit).
4. Level 4: Non-Framingham Organizations with previous permits (historic use).

## Cancellation Policy

Framingham Parks and Recreation reserves the right to cancel any permitted activity due to field/park conditions, weather conditions, or if in the City's best interest. The permit holder may cancel their activity at least 48 hours in advance to avoid charges for previously scheduled City resources. Cancellation notices will only be accepted during regular office hours.



---

*City of Framingham Parks and Recreation Department*  
*Special Event Permit Application Requirements*  
*Effective date: 12/1/2024*

---

## Parks and Field Descriptions

### Bowditch Athletic Field and Complex

Location: 475 Union Ave, Framingham, MA 01702

The Parks and Recreation professional staff uses a comprehensive approach to scheduling events at Bowditch Field. The use of Bowditch Field requires three or more park attendants to support the event. This requirement will be set by department professional staff based on the event's type, size, and length. The cost associated with the on-site Parks Attendant is the event sponsor's responsibility. Bowditch Field is reserved for the most prestigious events with significant community interest, programming that returns revenue to the city, and events that maximize the use of the unique facility features, including:

- Large seating capacity.
- Ability to control gate and attendance.
- Night lighting.
- High-quality track and field surfaces.

### Cushing Memorial Park

Location: 60 Dudley Road, Framingham, MA 01702

Cushing Memorial Park presents the residents of Framingham and surrounding communities with a unique central park experience. The Park was developed with three specific considerations as identified in the approved Master Plan: promotion of open space and recreation, health, and local history. The Park's primary purpose is to provide informal passive recreation for users. The department does not intend to schedule the Park with organized activities. Exceptions may be made at the discretion of the Parks and Recreation Director, Parks and Recreation Commission, or the Mayor only when the Park contributes to events of widespread community interest compatible with the surroundings and the Parks and Recreation Mission Statement. Cushing Memorial Park is open from dawn until dusk.



---

*City of Framingham Parks and Recreation Department*  
*Special Event Permit Application Requirements*  
*Effective date: 12/1/2024*

---

### Farm Pond Park

Location: Dudley Road, Framingham, MA 01702

Farm Pond Park offers 26 Acres of open green space with a staging area that can hold small scale ceremonial, religious, and cultural gatherings. The Park is open to the public for passive recreation (walking, running, biking, etc.) from dawn until dusk. Special features of this park include:

- Multi-use recreational pathway (paved).
- Wooded trails.
- Views of Farm Pond.
- Shaded areas with picnic tables (seasonal).
- Enclosed Dog Park
- Skate Park
- Snow Shoeing and Cross-country Ski trails (Seasonal, weather dependent).

### Fuller Synthetic Turf Field

Location: 31 Flagg Drive, Framingham, MA 01702

Fuller Synthetic Turf Fields are permitted based on the historic use of school fields. During the school year, Framingham Public School athletics and programs are prioritized.



# City of Framingham

## Framingham Parks, Recreation & Cultural Affairs

Bowditch Field Athletic & Cultural Complex  
475 Union Avenue, Framingham, MA, 01702  
Phone: 508-532-5960

[parks.recreation@framinghamma.gov](mailto:parks.recreation@framinghamma.gov)

[www.framinghamma.gov/parks](http://www.framinghamma.gov/parks) - [www.framinghamrec.com](http://www.framinghamrec.com)

---

### Special Event Request Form

Today's Date: \_\_\_\_\_

#### APPLICANT INFORMATION

Permit Applicant Name: \_\_\_\_\_ DOB (18+): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Website: \_\_\_\_\_

Business Address: \_\_\_\_\_

Non-Profit (Yes/No): \_\_\_\_\_ If Yes, 501(c)(3) or Tax-Exempt Document **Required**

Previous Permit (Yes/No): \_\_\_\_\_ Previous Permit #: \_\_\_\_\_

#### EVENT INFORMATION - Detailed Event Outline Required

Event Title: \_\_\_\_\_

Event Type: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Event Date \_\_\_\_\_ Event Time (start and end): \_\_\_\_\_

Requested Location: \_\_\_\_\_



# City of Framingham

## Framingham Parks, Recreation & Cultural Affairs

Bowditch Field Athletic & Cultural Complex  
475 Union Avenue, Framingham, MA, 01702  
Phone: 508-532-5960

[parks.recreation@framinghamma.gov](mailto:parks.recreation@framinghamma.gov)

[www.framinghamma.gov/parks](http://www.framinghamma.gov/parks) - [www.framinghamrec.com](http://www.framinghamrec.com)

Yes No

### PLEASE ANSWER THE QUESTIONS BELOW

1. Are you a Framingham Resident or representative of a Framingham organization?
2. Are you the main contact responsible for this event?
3. Do you have previous experience managing similar events?
4. Will you need access to restrooms?
5. Will you need access to electricity?
6. Will there be any amplified sound?
7. Will there be any inflatable devices/bounce houses?
8. Will there be food available?\*
9. Will there be tents, tables or chairs?\*
10. Will there be any propane grills or generators?\*
11. Will there be a fee charged to general public or participants?
12. Are you able to provide general liability Insurance?
13. Have you read the permit requirements?
14. Have you read the Parks and Athletic Field Use Policy?

\*May require additional permits from other City of Framingham Department

**Please provide more detail of your event/activity on page 3.**

As the permit applicant, I acknowledge that I have read, received, and understand the Field Use Permit Policy and the requirements of my application for a permit. I agree to follow all policy and application requirements. I hereby certify that all the information I have provided is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please provide complete details of your event on this page:**