



**DEPARTMENT OF PUBLIC WORKS  
147 HAMPSHIRE STREET  
CAMBRIDGE, MA 02139**

**PERMIT APPLICATION FOR PARKS & PUBLIC  
AREAS  
FOR NON-ATHLETIC EVENTS ONLY**

**Athletic events require approval from the Recreation Department  
Contact Kevin Clark at (617) 349-6238**

**Non-athletic Event**

**Name of Person/Organization**

**Location Requested**

**Date Permit to Take Effect      Times Requested: From      To**

**Description of Event and/or Special Requests:**

**Applicant has received a copy of the DPW Park & Public Area Policy**

**How many people expected to attend?**

**Person(s) responsible for cleanup?**

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**Signature of Applicant**

**Home Telephone**

**Address**

**Work Telephone**

A Public Gathering of 200 or more people may require a police detail and/or DPW personnel in attendance at the expense of the applicant. Please call (617) 349-4846 for further information. Note: All scheduled and reserved City of Cambridge sponsored Public Events have priority over non City events. Failure to comply with any of the procedures (see attached sheet) may result in immediate cancellation of Permit and possible penalty fees. Applications must be submitted two (2) weeks prior to requested date. Questions concerning park use should be directed to Operations Manager at (617) 349-4846 or Superintendent of Parks & Forestry at (617) 349-4880.

**PLEASE RETURN APPLICATION TO DPW AT THE ADDRESS LISTED ABOVE  
OR FAX COPY TO ANNETTE RODIBAUGH, OPERATIONS MANAGER AT (617)  
349-4868.**

**FOR OFFICE USE ONLY**

**Permit:**            **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

**Area Park Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Permit Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Superintendent of Parks & Forestry**

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Lisa Peterson, Public Works Commissioner**

**Special**  
**Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF CAMBRIDGE  
DEPARTMENT OF PUBLIC WORKS  
PARK & PUBLIC AREA POLICY**

The City of Cambridge is instituting a policy governing permits for use of fields and/or parks.

- **Proof of residency will be provided to the satisfaction of the City of Cambridge.**
- **Residency requirement that at least 50% of the participants must be residents of Cambridge.**
- **Cambridge based companies sponsoring requests for permits, must certify that all participants are employed by and on the payroll of the company/industry.**
- **Fields and/or parks cannot be reserved by telephone.**
- **Sunday restriction, Cambridge Common athletic field can be reserved after 12PM.**
- **Permits are not transferable.**
- **Approved permits shall be used for designated areas only.**
- **All vehicles should be in assigned parking areas only.**
- **Events must remain open to the general public.**
- **Some events may require approval of other City Agencies.**
- **Use of tents, canopies, and/or amplification of music will require special permission. Permitted tents can be secured with sandbags or concrete blocks only, use of stakes is prohibited.**

**The following is prohibited in parks, fields, and open areas:**

**Use of alcohol, drugs, firearms, fireworks, explosives, littering, animals, making fires (cooking), undue noise, public nuisances, disturbing the peace, soliciting, loitering, and destruction of property.**

**Cambridge School Department and other City agency activities must be allowed to finish their activities before permittee may use the park/play field. The City of Cambridge reserves the right to revoke permits or change schedules. If permits cannot be used because of inclement weather, a credit will be given for future use.**

***Person(s) or Organization(s) permitted to use facilities shall protect the property from abuse and shall be responsible for any damage occurred in connection with or in consequence with such use. Such person(s) and/or organization(s) shall be responsible for the behavior of person(s) attending and shall furnish if necessary, at their own expense, fire, police detail or other protection as the City of Cambridge may direct.***