

# Newburyport Parks

## Reservation Policies & Procedures

Effective: March 1, 2023

### SECTION 1: List of Parks

**Atkinson Common-Lower** **447 Merrimac St**

Playground, 3 baseball diamonds (Founders, Pepe, Hawkes), ½ basketball court, restroom, parking

**Atkinson Common-Upper** **388 High St**

3 tennis courts, gazebo, lily pond, stone tower, lawn areas, walkways, formal gardens, restroom, parking

\*see Court Rules for policies on court use: courts available 8 am to 8 pm, individuals may not reserve courts, pickleball play is prohibited

**Atwood Park (including Garrison Gardens)** **12 School St**

Lawn area with benches, formal gardens, ½ basketball court, parking

\*not available for events with over 200 attendees (Group H)

**Bartlet Mall** **149 High St**

Playground, ½ basketball court, pond, walkways, on-street parking

\*no commercial activities of any nature are permitted unless for specific, nonprofit events that benefit the Newburyport community, unless approved by the City Council

**Bradley Fuller Park** **40 Low St**

Track, infield, 2 soccer fields, restroom, parking

\*no bicycles, mopeds, skateboards or roller skates are permitted on the track

**Brown School Playground** **42 Milk St**

Playground, basketball court, on-street parking

**Brown Square** **26 Green St**

Lawn, memorial plaza, statue, on-street parking

**Cashman Park** **244 Merrimac St**

Playground, baseball diamond, 2 basketball courts, 3 soccer fields, 1 multi-sport court, public boat launch, lawn area, off-leash dog area, restroom, parking

\*see Court Rules for policies on court use: courts available 8 am to 8 pm, individuals may not reserve courts, pickleball play is limited to the multi-sport court

\*dogs are allowed off leash from 7:30 am-9:00 am and 4:00 pm-7:00 pm year-round, dogs are not allowed off-leash on the playground, courts, baseball diamond, soccer fields or walkways

\*boat launch is under the jurisdiction of the Harbor Commission

**Cherry Hill Athletic Fields** **Daniel Lucy Way**

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2 soccer fields, parking

\*Cherry Hill Athletic Fields are leased by Newburyport Youth Soccer, any reservations must be approved by NYSA Board

**Clipper City Rail Trail**

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Rail trail

**Cornelius Doyle Triangle** **2 Ferry Rd**

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Lawn area with garden, walkway, benches and memorial, on-street parking

**Cushing Park (including Ayer's Playground)** **41 Kent St**

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Playground, basketball court, parking

**Hale Park** **218 Water St**

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\*private park, contact John Morris at [jgmorris63@gmail.com](mailto:jgmorris63@gmail.com)

**Inn Street Mall** **Inn Street Mall**

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Brick plazas, fountain/splash pad, benches, parking lot

\*through way from Pleasant St to Bullnose under the jurisdiction of the City Council, all other areas under the jurisdiction of the Parks Commission

\*no bicycles, mopeds, skateboards or roller skates are permitted

**Inn Street Playground** **25 Inn St**

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Tot lot, benches, parking lot

**Jason Sawyer Playground** **North Reservation Terrace**

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Playground, basketball court, restroom, parking

**Joppa Park** **201 Water St**

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Lawn area with benches and gardens, public boat launch, parking

**March's Hill** **33 High St**

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Lawn area, sledding hill, off-leash dog area, wooded bike and walking trails, on-street parking

\*dogs are allowed off leash from dawn to dusk, dogs are not allowed off-leash when children are sledding

**Market Landing Park & Mathews Memorial Boardwalk** **22 Merrimac St**

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\*under the jurisdiction of Waterfront Trust: contact Edith Heyck at [edith.heyck@verizon.net](mailto:edith.heyck@verizon.net)

**Market Square Bullnose** **Corner State & Merrimac Streets**

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Brick plaza with benches, on-street parking

\*no bicycles, mopeds, skateboards or roller skates are permitted

**Maudslay State Park** **74 Curzon Mill Rd**

\*State park, call (978) 465-7223

**Moseley Woods** **14 Spofford St**

Playground, pavilion, 16 picnic tables, benches, lawn area, off-leash dog area, wooded trails, restroom, parking

\*dogs are allowed off leash from dawn to dusk year-round, dogs are not allowed off-leash in the parking lot, or on the playground, pavilion, or picnic areas

**Moulton Square** **Spofford & Ferry Rd**

Wooded area

**Newburyport Skate Park** **70 Low St**

Skate park, parking

**Patrick Tracy Square** **27-29 Pleasant St**

Brick plaza with tables & benches, on-street parking

**Perkins Park (and 270 Water St)** **Beacon Ave**

Playground, baseball diamond, basketball court, tennis/pickleball court, open lawn, on-street parking

\*see Court Rules for policies on court use: courts available 8 am to 8 pm, individuals may not reserve courts, reservations for pickleball are prohibited

\*270 Water St property is leased from National Grid and any reservations may require additional approvals

**School fields** **various**

\*Under the jurisdiction of the School Department, contact Steve Bergholm at [sbergholm@newburyport.k12.ma.us](mailto:sbergholm@newburyport.k12.ma.us)

**Washington Park** **Eppa Way**

Statue, walkway, on-street parking

**Woodman Park** **132 Crow Ln**

Playground, baseball diamond, ½ basketball court, soccer field, parking

## **SECTION 2: Policies and Procedures on Parks Reservations**

1. Parks usage must comply with section 11-5 [Rules and Regulations for all Public Parks and Playgrounds](#) of the Code of Ordinances, as well as all other city ordinances that apply to public areas.
2. For activities regulated by other sections of the City ordinance, additional authorization may be required from another City officer, Department, or the City Council. This may include, but not be limited to, serving alcohol and/or food, the need for a police detail, hosting events near the City's public boating docks, street closure and/or the use of adjacent streets and sidewalks. Please contact the City Clerk to inquire about other potentially necessary permits.
3. Newburyport's parks, playgrounds, fields, courts and pavilions are free to use on a first-come, first-served basis provided no reservations exist. Anyone showing a City Park Permit has precedence for use. However, reserving parties are not granted exclusive use of a park during the time of their reservation. No activities are permitted that would interfere with the use and enjoyment of the City's public parks and playgrounds (i.e. prevent the public from accessing the park), without prior written authorization from the Parks Commission.
4. Fees for parks reservations may be found under Appendix B – [Municipal Fee Schedule](#), section 2-J Parks and Recreation Fees. Non-profit organizations will receive a 50% fee discount on reservation fees, with proof of non-profit status. All fees are due 7 days before the reservation date.
5. Applicants are charged for the hours of their event only, and not for set-up and break-down time. Set-up and break-down time is limited to 1 hour on either side of the event. No set up is allowed outside the 1-hour buffer without permission from the Parks Manager and/or accruing additional fees.
6. A refundable security deposit of \$150 is required for all events with over 50 attendees (Groups G and H). Should damages be incurred during the event that require Parks Division repair, or should cleanup be required by City staff after the event, the security deposit will be forfeited. Refunds of security deposits will be at the discretion of the Parks Manager, and will be approved or denied within 3 days after the completion of the event. Applicants will be invoiced for all damages that are in excess of the security deposit.
7. Decorations and signage may be secured by tape only. Nails, screws, staples, and glue are prohibited. All decorations must be removed after the event by the applicant in order to avoid loss of security deposit.
8. No use of water or electrical receptacles is permitted, with the exception of public drinking fountains, without authorization from the Parks Manager.
9. Individuals may not reserve courts, only groups and organizations. Reservations for pickleball are not permitted at Perkins Park or Upper Atkinson Common. A full list of court rules may be found on the [Parks Commission](#) website.
10. The City will not be responsible for any equipment that is not the property of the City, at any time, in any park. No equipment may be brought into the parks without the permission of the Parks Manager. The City does not provide storage for equipment or goods and assumes no liability for lost, stolen or damaged items.

11. Reservation use shall be limited to the purpose stated on the contract. City of Newburyport park facilities may not be sub-leased or used for the purpose of making a profit.
12. The person signing the reservation contract must handle all transactions, inquiries or changes and be present at the site of the reservation during the reservation.
13. A signed 'Release and Waiver of Claims' must be on-file 7 days prior to the reservation.
14. The City of Newburyport will always be given priority, and the City reserves the right to change or cancel any reservation that may conflict with City events and activities. In instances where reservations must be cancelled due to conflicts with City events, a full refund will be given.
15. Cancellations and refund requests must be made through the Department of Public Services by contacting (978) 465-4464 during regular business hours (M-F 7AM-3PM). Cancellations made more than 1 week in advance will receive a full refund or credit for a future reservation. Cancellations made within 1 week of the event will not be refunded. Refund requests due to inclement weather will only be considered in extreme conditions and if the weather occurs during the hours specified on the reservation agreement.
16. The City reserves the right to revoke an agreement and/or suspend reservation privileges should any of these policies not be followed. Refund requests in this instance will not be honored.
17. Reservations for park permits must be made on-line at [www.newburyportma.myrec.com](http://www.newburyportma.myrec.com) Those needing assistance with reservations may contact the Department of Public Services at (978) 465-4464 during normal business hours (M-F 7AM-3PM). All reservations will be reviewed for completeness and either approved by DPS administration, or the applicant will be contacted for additional information and/or notification of additional approvals needed. Any event involving groups with over 50 attendees, the general public, commercial sales, alcohol, food, horses, fires, camping and/or street closures must complete a 'One-day use permit' application, which can be found on the [Parks Commission's website](#) and submit it, along with a map of the impacted areas, a signed 'Release and Waiver of Claims', proof of insurance, and proof of other required Board, Commission, Department, Police, Fire, Harbormaster or Council approvals, to the Department of Public Services, with the expectation that a public meeting will be required with the Parks Commission. Such applications for large events will be uploaded and accessible through the [City's online permit portal](#) so the City and the applicant may track the progress of approvals.
18. Reservation requests that fall ONLY under the following parameters, and do not involve the general public, commercial sales, alcohol, food, horses, fires, camping and/or street closures may be approved by the Parks Admin and do not need Parks Commission approval:
  - a. Reservations by City Departments, including Newburyport Public Schools
  - b. Recurring reservations by exclusively youth leagues
  - c. Recurring reservations by organizations, including adult sports leagues
  - d. Recurring reservations by organizations that do not charge end-users any fee to participate, including pick-up leagues
  - e. Special events held by individuals or groups with up to fifty (50) attendees
19. Reservation requests that fall under the following parameters must be approved by the Parks Commission. Applicants must fill out an application with all pertinent information (see 17

above) a minimum of two (2) weeks prior to a regularly scheduled Parks Commission meeting in order to be heard during that meeting:

- a. Special events held by individuals or groups with more than 50 attendees.
  - b. Reservations that include the general public, commercial sales, alcohol, food, horses, fires, camping and/or street closures.
20. Permit applications and supporting materials must be submitted to the Parks Admin, and will be processed in the order of receipt. The Parks Admin will determine whether the application is complete before submitting it to the Parks Commission for review. Application and checklist may be found on the [Parks Commission](#) website. An application may be denied if not fully completed, if there is insufficient supporting material, or if the park is already reserved for that date and time.

### **SECTION 3: Permit checklist**

- \_\_\_ Fully completed 'one day use permit' application
- \_\_\_ Map showing location of event and any equipment/materials to be brought on-site (see printable maps on the Parks Commission website)
- \_\_\_ Proof of non-profit status if requesting 50% discount
- \_\_\_ Certificate of Insurance
- \_\_\_ Signed 'Release and waiver of claims'
- \_\_\_ Proof of any additional approvals by other City officers, Boards or City Council, if required