

**PARK AND RECREATION COMMISSION  
TOWN OF NEEDHAM, MASSACHUSETTS**

**ATHLETIC FIELD  
CONSTRUCTION, RENOVATION and/or  
IMPROVEMENTS**

**Process for Requests from Organizations for Projects**

The Needham Park and Recreation Commission requires organizations to follow the process below when requesting to fund or build a renovation or construction project at an athletic field or adjunct facility:

- 1. President of the organization (or like-position) submits a written proposal on letterhead, or utilizing attached form.** The primary leader of the organization must show his/her support for the project, on behalf of the organization.
- 2. Director of Park and Recreation and the DPW Superintendent of Parks and Forestry review the request.** Meeting(s) may be required to confirm details of the project. Proposals requiring additional information will be returned to the organization, and will not be brought to a vote of the Park and Recreation Commission.
- 3. Director of Park and Recreation and DPW Superintendent of Parks and Forestry make a recommendation to the Park and Recreation Commission.** Organizations may be requested to have a representative attend the Park and Recreation Commission's meeting to provide project details or answer questions.
- 4. If approved, the Director of Park and Recreation will provide written guidelines that must be followed in order for project to proceed.** All state and Town regulations and policies will be followed.
- 5. Once the project is completed, the President of the organization shall submit a letter to the Park and Recreation Commission requesting acceptance of the completed project.** The Director of Park and Recreation will submit a written cover letter stating that the project was completed according to the agreed upon terms. The Park and Recreation Commission will not accept a project that has not been completed according to the terms.
- 6. The Director of Park and Recreation will forward the organization's letter with a cover letter to the Town Manager and the Board of Selectmen for acceptance.** By state law, the Board of Selectmen must accept every gift to the Town of Needham. In submitting the letter, the organization is officially moving the liability associated with the completed project over to the Town of Needham.

**PARK AND RECREATION COMMISSION  
TOWN OF NEEDHAM, MASSACHUSETTS**

**PROJECT PROPOSAL  
Athletic Fields and Park Facilities**

**ORGANIZATION:**

**DATE SUBMITTED:**

---

**Contacts:**

**President:**

**Day Phone:**

**Address:**

**E-Mail:**

**Project Coordinator:**

**Day Phone:**

**Address:**

**E-Mail:**

---

**Project Description and Reason(s) for Request:**

**Estimated Costs/Funding Sources:**

---

**Long-Term Maintenance Needs and Plan:**

---

**Site Needs During Construction:**

**Land:**

**Building:**

**Electrical:**

**Water:**

**Storage:**

**Parking:**

**Communication:**

---

**Assistance Requested from Town during Construction:**

---

**Private Contractors Requested for Project and References:**

---

**Project Requirements after Construction:**

---

**Plan for Project Conflict Resolution with other Park Users/Neighbors:**

---