

We have changed our field request process. Since we have recently switched our software, all of our field requests will be filed through our website [Everett Recreation and Enrichment: Online Registration by MyRec.com Recreation Management Software](#) !

MyRec Field Requests Process

1. Create an account if you have not done so already. You can find a quick link to take you to create an account on the website.
 - [Everett Recreation and Enrichment: Online Registration by MyRec.com Recreation Management Software](#)
2. Once you have created your account, go to our main page and there you will see a couple of tabs you can click on such as, "home, register, facilities, etc."
 - a. Use the "Facilities" and it will take you to our "Reservation Requests".
3. Choose the facility you would like to reserve from the "Locations" drop down. All of our fields associated with playing fields will pop out. Then you can pick the specific field.
4. Then select the month in the calendar for the dates you are requesting
5. If this is a request that recurs over multiple weeks, please set the "start date" and "end date", plug in the start and end times and then select the day(s) of the week the request would recur. After all of that is set, you will submit and it will take you to the next page.
6. On the next page, double check your dates, field and time, as well as your contact information.
7. If you will be requesting space on multiple sites, you will have to go through the procedure from step 2 on for each site.
8. Once your request is received, you will receive an email to confirm we have received it. Once the information has been reviewed, we will notify you if your request has been approved or denied.

All requests for organized sports including youth sports must include:

- a roster
- a Certificate of Insurance for at least \$1 million with the City of Everett listed as a secondary insurer
- a CORI Letter stating any volunteers have been independently background checked through my organization

A limited number of athletic fields are available for residents to use. Field permits are required for organized or regular use on all fields. Once a field permit has been issued, all of the conditions and limitations contained in the permit must be followed. The Youth development and Enrichment Department or DPW department may revoke a field permit if the following rules are not enforced:

- Smoking, use of Tobacco Products and Use of Alcohol on City property are prohibited.
- Use of other controlled substances at field sites is prohibited.
- No littering.
- Cars cannot park on fields and other grass areas.
- Use of foul and abusive language will not be tolerated.
- All town ordinances must be followed.

User groups will be held responsible for any field damage caused by misuse. Field requests made by any individual/group/organization whose reservation has been revoked will be denied reservations for the balance of the season.