



TOWN OF SOUTHBURY

PARKS AND RECREATION
561 Main Street South
Southbury, Connecticut 06488
(203) 262-0633
Fax: (203) 267-7840



FIELD ASSIGNMENT POLICY

Any recognized club or organization may submit a field permit application (see attached). A recognized club or organization is defined as an organization that has filed by-laws with the Parks and Recreation Department.

- Fields will be considered for assignments to the organization/club that submit a field request permit application.
- The Parks and Recreation Department is responsible for assignment of fields.
- Annual meeting with all organizations/clubs may be required
- An original **Certificate of Insurance-Bodily Injury/Property Damage** with the following statement: **"Town of Southbury is additionally insured"**
 - Private Functions-Minimum \$1,000,000 coverage
 - Civic/Business-Minimum \$1,000,000 coverage
- The permits are processed by the Parks and Recreation Department. Please bring your application, certificate of insurance, by-laws, schedule, and roster to the Parks and Recreation Department at 561 Main St. South, or email scanned copies to parkrec5@southbury-ct.gov.
- Please allow a minimum of 30 days for processing applications

The determinations of field assignments to the various organization/clubs that have made requests are judged by number of participants, and field usage/activity.

Parks & Recreation reserve a First Right of Refusal for all fields.

Once field permits have been issued – each club or organization must submit back to the Parks and Recreation Department, a copy of their field use. Any field that is not being used by that organization is given back for further assignment. Any fields that are given back can be reserved by a club or organization by submitting a new request to reserve that field.

The Public Works Department reserves the right to charge maintenance fees due to excessive usage. Dates may change based on special events or field maintenance.

Field maintenance or repair requests should be sent to parkrec1@southbury-ct.gov

The Parks & Recreation Department reserves the right to amend this *FIELD POLICY* at its discretion.

Factors that affect field allocation:

- Amount of participants/teams
- Amount of practice requested
- In season vs. off season sport
- Community/Programming needs for Parks & Recreation Events

**** ALL INSURANCE, BY-LAWS, & COMPLETED APPLICATION MUST BE SUBMITTED AND APPROVED BY THE SOUTHBURY PARKS & RECREATION DEPARTMENT PRIOR TO THE ISSUANCE OF FIELD PERMITS. SCHEDULES & ROSTERS MUST BE SUBMITTED WITHIN 14 DAYS OF PERMITTED START DATE****

Adopted 2/26/2016
Revised 8/9/2019



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FIELD USAGE RULES AND REGULATIONS:

ALL PARKS

(Ballantine, Community House Baseball Field, Ewald, Settler's Park and Seman Park)

1. Permit Time Is Issued Only For The Facility And Times Listed.
2. Parking Is Permitted In Designated Parking Areas Only.
3. No Alcoholic Beverages Allowed In Parks Or On School Property.
4. Permits May Be Revoked If Fields Are Used When Wet Or Closed.
5. Parks Close At Dusk. Trash Must Be Removed And Field Left Clean.
6. Permit Dates/Times Subject To Change If Deemed Necessary By Public Works and Parks & Recreation
7. If an event/games are expected to have more than 100 attendees, the league may be asked to rent an additional 2 porta-lets (minimum) to cover usage. This includes any fields that have facilities.
8. No tent or other apparatus (ie: inflatables) that require being secured to the ground are allowed.
9. Please Carry Out What You Carry In

Ewald Park (Fields 1, 2 & 3)

1. Amplified Music Is Not Permitted.
2. Times Subject To Change If Deemed Necessary By Public Works or Parks & Recreation.
3. Additional Port-O-Lets May Be Required For Your Event.

Community Park (Upper Field)

1. \$100 Check Deposit Per Key Is Required for lights. **Keys May Not Be Copied.**
2. If A League Leaves The Lights On, Deposit Will Be Forfeited.
3. Violations Will Require A New Deposit. A Second Offense Will Ban Future Use Of The Lights.
4. Key Must Be Returned At The End Of The Season.
5. Hours May Be Extended With Usage Of Lights.
6. Times Subject To Change If Deemed Necessary By Public Works or Parks & Recreation.
7. Additional Port-O-Lets May Be Required For Your Event.

Ballantine Park

1. Men's & Ladies Rest Rooms Are Available for Pavilion Reservations **ONLY**. Additional Port-O-Lets May Be Required For Your Event.



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APPLICATION FOR FIELD PERMIT

**** You may fax or email your documents to begin the process. The original documents must be received either by mail or hand delivered in order to complete the reservation so original signature and insurance documents are on file. ****

Applicant: _____ E-Mail: _____

Address: _____

Name of Organization: _____

Phone: _____ Phone to Reach- Day of Event: _____

Dates Requested: _____ Time: Enter: _____ Depart: _____

Purpose: _____ No. of People Expected: _____

State nature of any equipment you plan to bring or have delivered to the park: _____

_____ (additional insurance may be required)

Submittal Check List: INSURANCE BY-LAWS SCHEDULE ROSTER

I understand that I will be held responsible for any damage to town property and that I must leave the facility in a clean and orderly condition. I also hold harmless the Town of Southbury, its officers, agents, employee from any claim or liability that may arise from use of the field. I understand that if requested by the Town of Southbury, Parks & Recreation or Public Works Department, I may be required to rent additional equipment/facilities.

Signature: _____ Date: _____

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For Office Use Only:

- | | |
|---|--|
| <input type="checkbox"/> Insurance Certificate Received | <input type="checkbox"/> Application Approved |
| <input type="checkbox"/> By-Laws | <input type="checkbox"/> Application Denied |
| <input type="checkbox"/> Schedule | <input type="checkbox"/> Date Recorded in Reservation Book |
| <input type="checkbox"/> Roster | |

Name of Applicant: _____

Application approved with following restricts: _____

Authorized Signature: _____ Date: _____

