



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



FIELD RESERVATION RULES, POLICIES, AND PROCEDURES

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

All approved permits attest that the schedule being submitted is for practices and games for my organization/club's sport only. If any special event such as a tournament or a big event takes place then an *additional application through the Town of Southbury is required (in addition to the field permit application process)*.

Procedure for Requesting a Field

The president of the club/organization will need to create an account on Southbury Parks and Recreation's MyRec website. Upon creating an account with Southbury Parks and Recreation, the club/organization will follow these steps to request usage of a field:

1. Log into your MyRec account
2. Find the Facilities tab at the top of the screen, and click on "Facility List" under the Facilities tab
3. On the Facilities List page, find the field(s) you would like to use and click the "request" button on the right side of the screen
4. Follow the prompts and fill in the information needed (dates, times, etc.) for that specific field
5. Submit your request when finished and you will be e-mailed a confirmation that your request has been sent
6. Repeat steps 3-5 for all fields you are looking to reserve
7. Upon sending over your request for field usage, put together your organization/club's by-laws, rosters and insurance certification (documents needed to complete your field request)

8. All documents need to be e-mailed to Lexi Polasek: parkrec5@southbury-ct.gov, or dropped off to the Southbury Parks and Recreation Office (561 Main Street South, Southbury, CT) within 14 days of approved permits.

Field Assignment Policy

Any recognized club or organization may submit a reservation request to use a field through Southbury Parks and Recreation's MyRec website. A recognized club or organization is defined as an organization that has filed by-laws with the Southbury Parks and Recreation Department.

- Fields will be considered for assignments to the organization/club that submit a field request form through the MyRec website.
- The Parks and Recreation Department is responsible for assignment of fields.
- Annual meetings 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 a certificate of insurance, by-laws, schedule, and roster to the Parks and Recreation Department at 561 Main St. South, or e-mail them to Lexi Polasek: parkrec5@southbury-ct.gov, in addition to reserving a field.
- Please allow a minimum of 30 days for processing field permit requests.

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

Southbury Parks & Recreation reserve a First Right of Refusal for all fields and make changes to already approved permits and deny requests.

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 schedule. 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 Southbury Parks & Recreation Department reserves the right to amend this FIELD ASSIGNMENT POLICY at its discretion. **Factors that affect field allocation:**

Amount of participants/teams and/or practice requested

In season vs. off-season sport
Community/Programming needs for Parks & Recreation Events

ALL INSURANCE CERTIFICATIONS, BY-LAWS, & FIELD RESERVATION REQUESTS ON MYREC 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 THE PERMITTED START DATE.

Field Usage Rules and Regulations

ALL PARKS (Ballantine Park, Community House, Ewald Park, 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 are 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 the field left clean.
6. Permit dates/times subject to change if deemed necessary by public works and parks & recreation.
7. If an event/game 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. 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. A \$100 check deposit per key is required for lights. Keys may not be copied.
2. If a league leaves the lights on, the deposit will be forfeited.
3. Violations will require a new deposit. A second offense will ban future use of the lights.
4. The key must be returned at the end of the season.
5. Hours may be extended with the usage of lights.
6. Times are 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.