



## Field Use Form

**Return Field Request Form and Certificate of Insurance to:  
Canton Parks and Recreation Department  
40 Dyer Ave Canton, CT 06019  
Phone: 860-693-5808**

Name of Group: \_\_\_\_\_

Organization Leader: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Name / Location of Fields Requested: \_\_\_\_\_

**Requests:** Day(s) Date(s) Time(s)

\_\_\_\_\_

*List all days/dates/times requested. Please attach separate sheet if needed.*

**RESPONSIBILITY:** As a representative of the group listed above, the group recognizes that there are risks of injury involved in participating in recreational activities. Therefore, the group does hereby release the Town of Canton and its employees and agents from all liability with respect to an injury received by a member within the group listed above arising from such activities. The organization supervisor, president, or person whose signature appears on the Field Request Form assumes full responsibility for following the Town of Canton Field Use Policies contained in this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Check List- Please initial each line before you submit this application**

\_\_\_ I have provided the Town of Canton with an updated Certificate of Insurance that meets the policies outlined in this document.

\_\_\_ I have provided the Parks and Recreation Department with a copy of my schedule and will notify Parks and Recreation if there are any changes.

\_\_\_ My organization has read the Field Use Policies and will be enforcing said rules with all members of my organization including coaches, parents and participants.

### **Office Use Only**

Field Use Application: **Approved** \_\_\_ **Denied** \_\_\_

**Purpose:** The Town of Canton hereby adopts the following policy to provide for the orderly and equitable use of Town fields and recreational spaces for groups/organizations.

## **I. GENERAL PROCEDURES**

### **Application for use of Town of Canton Fields/Recreational Spaces**

Prior to using town fields/recreational spaces, a Field Use Form must be completed. This form must be submitted for all non-town sponsored events/programs. The Field Use Form can be located on the Parks and Recreation website [www.CantonRec.org](http://www.CantonRec.org), or in person at the Parks and Recreation Office Monday-Friday 8:30am-4:30pm. It may also be e-mailed to you upon request. All information requested on the Field Use Form must be provided in detail by a responsible representative of the group requesting use of the fields. Applications must be received a minimum of 3 weeks prior to the date of intended use. The Director of Parks and Recreation or designee will review the application and be in touch regarding status of use within 1-2 weeks' time.

### **Priority of Use**

As a result of limited municipal space, there is a priority established for field use. Priority of use is defined below. All field use is at the discretion of the Director of Parks and Recreation.

#### **Town of Canton Parks and Recreation Fields**

Priority 1: Canton Parks and Recreation Programs & Events

Priority 2: Canton School Athletic Programs and Groups

Priority 3: Canton Youth Athletic Organizations (i.e. Canton Little League, Canton Youth Soccer)

Priority 4: Other Canton Athletic Organizations/Groups (i.e. Canton Men's Softball)

Priority 5: Non-Canton Athletic Organizations/Groups

Priority 6: For Profit Organizations/Groups (Private Camps, Tournaments, Programs)

#### **Town of Canton Board of Education Fields**

Priority 1: Canton School Athletic Programs and Groups

Priority 2: Canton Parks and Recreation Programs & Events

Priority 3: Canton Youth Athletic Organizations (i.e. Canton Little League, Canton Youth Soccer)

Priority 4: Other Canton Athletic Organizations/Groups (i.e. Canton Men's Softball)

Priority 5: Non-Canton Athletic Organizations/Groups

Priority 6: For Profit Organizations/Groups (Private Camps, Tournaments, Programs)

In most cases a conflict will be worked out at the time of requesting use of field space. Should a Town or school-sponsored program require use of a previously reserved area, every effort will be made to find a suitable replacement area. Should the Town be unable to do so, the Town reserves the right to cancel the conflicting event.

Note: A Canton organization is defined by any group of individuals whose membership is composed of 75% Canton residents. Rosters may be requested at the discretion of the Parks and Recreation Department.

## **II. INSURANCE REQUIREMENTS & FEES**

### **Insurance**

All organizations, teams or leagues must provide a certificate of insurance policy naming the Town of Canton as an additional insured, and belong to an affiliated State or National Organization e.g. CJSA, CSSA, CIAC, Little League. Insurance policy shall require \$2,000,000 dollars for bodily injury and \$250,000 dollars for property damage.

### **Fees for Use of Fields**

There are costs to the Town for maintaining fields. These fees include maintenance, utilities, insurance and administrative oversight. In order to offset some of these costs a fee *may* be assessed to non-Parks and Recreation programs and non-Canton School groups.

A fee of \$5.00 per participant, per use will be assessed for non-resident and for-profit groups. Groups that are looking for seasonal use of town fields may negotiate a season rate with the Director of Parks and Recreation.

Note: Additional fees may be assessed at the discretion of the Director of Parks and Recreation depending on the nature of the request.

## **III. FIELD USE RULES & REGULATIONS**

### **Progressive Discipline for Violation of Rules & Regulations**

The Town of Canton Parks and Recreation Department and Parks and Recreation Commission have adopted the following rules and regulation for use on all town fields and recreational spaces. These rules must be observed by all members of an organization including coaches, parents and participants. In the event that any members of the user groups are in violation of the rules these groups are subject to suspension or expulsion from use of town fields. In the event of suspension or expulsion from town fields user groups will not be refunded any dues paid. The following progressive discipline will be used:

**First Violation:** Written warning from the Director of Parks and Recreation to the organization head (as listed on this application form).

**Second Violation:** Final written warning from both the Director of Parks and Recreation and the Parks and Recreation Commission.

**Third Violation:** Suspension or expulsion from use of town fields. Organization leader will be required to meet with the Parks and Recreation Commission to discuss restoring field access for their group.

Note: Depending on the severity of the issue discipline may begin at any level including suspension or expulsion from the fields at the discretion of the Parks and Recreation Director and Commission.

### **Field Use Rules & Regulations**

The following is a list of rules and regulations for use on town fields. The list is not meant to be all-inclusive and additional rules may be enforced if the Parks and Recreation Department and Parks and

Recreation Commission deem the behavior is in violation of safety of users or health and well-being of the property.

- 1) Any acts that put participants in harms ways (i.e. driving/parking vehicles on the fields).
- 2) Any abuse or damage of town property (i.e. tearing up the field, littering, purposeful breaking of equipment).
- 3) Use of fields without a permit or during a time when the Parks and Recreation Department has closed a field due to weather or maintenance.
- 4) Use of illegal drugs, alcoholic beverages, smoking and loud, vulgar, confrontational language is not permitted on town fields and recreational spaces-or its immediate vicinity.
- 5) Any illegal acts in the parks, playgrounds, open space areas and flood plains.
- 6) The installation of any structure or equipment on Town of Canton property must receive prior permission from the Canton Parks and Recreation Department. If construction is taking place contractor will be responsible for meeting any and all regulations required by the Town of Canton. This includes but is not limited to: building permits, certificates of insurances, planning and zoning, as well as wetland applications. Such structure when completed becomes the sole property of the Town of Canton.
- 7) Any and all maintenance of town of Canton athletic fields will be performed by town staff. Groups/organizations/teams having specific requests for maintenance will forward them to the Parks and Recreation department. It is desirable to have the request in at least 2 days prior to the event. Town staff will make its best attempt to complete such request with consideration to time, staffing and weather conditions. Town reserves the right to support or deny the request. Any maintenance performed on Town of Canton fields by outside organizations will result in revocation of permits.
- 8) All Youth Athletic organizations using town fields must background check coaches. Copies of background checks may be requested by the Parks and Recreation Department.
- 9) All Youth Athletic organizations must comply with national standards for concussion education by providing education to coaches and parents.
- 10) Town of Canton is not responsible for any items left or stored on facility grounds by Applicant.
- 11) All municipal ordinances, regulations and policies must be complied with.

#### **IV. MISCELLANEOUS REMINDERS**

##### **Set-up Requests**

Maintenance of facilities, field preparation needs, and other special requests must be submitted in writing to the Director of Parks and Recreation in advance. Depending on the nature of the request please allow 2-3 weeks' notice.

##### **Inclement Weather**

Caution must be exercised with the use of fields when wet. Rescheduling of reservations may be required. Canton Parks and Recreation reserves the right to close fields due to inclement weather or unsafe conditions at any time. If you are uncertain of the status of a field please call the Parks and Recreation Office at 860-693-5808.

##### **Safety Plans**

A supervisor of an activity involving young people has the responsibility to assure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance;

small children unattended; first aid provisions; etc. Facility users must take appropriate precautions, such as providing onsite medical staff, first aid kits, and/or the ability to contact emergency services.