



## **Field Use Request Form**

**Return Field Use Request Form, Certificate of Insurance & Team Roster to:**  
**Canton Parks and Recreation Department**  
**40 Dyer Ave, Canton, CT 06019**  
**Email: [TSchrager@TownofCantonCT.org](mailto:TSchrager@TownofCantonCT.org)**

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

Group Leader: \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**Field Request (Field, Days, Dates/Times) – Please attach separate sheet, if necessary:**

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**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 Use Request Form assumes full responsibility for following the Town of Canton Field Use Policies contained in this document.

**Please initial each line before you submit this application:**

\_\_\_\_ I have provided the Town of Canton with a current Certificate of Insurance that meets the policies as set forth in this agreement.

\_\_\_\_ I have provided the Parks and Recreation Department with a copy of my requested schedule and team roster (if necessary), and will notify Parks and Recreation if there are any changes to the schedule where date changes may be necessary.

\_\_\_\_ My organization has read the Field Use Policies, Rules & Regulations, and will be enforcing said rules as set forth in this agreement with all members of my organization including coaches, parents and participants.

Print Name \_\_\_\_\_

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

**Office Use Only:**

**Approved** \_\_\_\_ **Denied** \_\_\_\_ **Payment Amount Due** \_\_\_\_ **Payment Received** \_\_\_\_

Revised November 2021

**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 Request Form must be completed & approved by the Director of Parks and Recreation or designee. This form must be submitted for all non-town sponsored events/programs. The Field Use Request Form is located on the Parks and Recreation website, [www.CantonRec.org](http://www.CantonRec.org), or can be obtained 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 Request 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, but may be submitted earlier than that; fields will be assigned shortly after rental application deadlines have passed - please see Priority of Use section for additional details. Director of Parks and Recreation or designee will review the application and be in touch regarding availability and approval of field use.

### **Priority of Use**

As a result of limited municipal space, there is a priority established for field use. Priority of use is defined below. Priority of use will be assessed for all requests received by the following deadlines: Spring/Summer Rentals: April 1<sup>st</sup>; Fall Rentals: August 1<sup>st</sup>. Requests received after the deadline will be given available space on a first come, first served basis. All field use is at the discretion of the Director of Parks and Recreation. A Canton organization is defined by any group of individuals whose membership is composed of 75% Canton residents. Complete rosters with participant addresses are required for groups applying as Priority 4.

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

- Priority 1: Canton Parks and Recreation - Programs & Events
- Priority 2: Canton Board of Education - School Athletic Programs and Groups
- Priority 3: Canton Youth Athletic Organizations (i.e. Canton Little League, Canton Youth Soccer)
- Priority 4: Other Canton Based Athletic Organizations/Groups (i.e. Canton Men's Softball)
- Priority 5: Non-Canton Based Athletic Organizations/Groups
- Priority 6: For Profit Organizations/Groups (Private Camps, Tournaments, Programs)

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

- Priority 1: Canton Board of Education - 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 Based Athletic Organizations/Groups (i.e. Canton Men's Softball)
- Priority 5: Non-Canton Based 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.

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

### **Insurance**

Organizations requesting to utilize Town fields must provide proof of insurance that meets the minimum requirements described below. Insurance coverage for the use of all other municipal facility space may be required depending on the size and scope of the event and the levels of risk associated with the event and shall be determined upon receipt of request/application. For those events which require insurance, a Certificate of Insurance (COI) must be submitted 5 days prior to the event. At a minimum the insurance must: 1. Show that the applicant carries Commercial General Liability Insurance with a minimum limit of \$1,000,000 per occurrence; and 2. **Specify that the Town of Canton has been added as an Additional Insured on the policy.** Companies issuing insurance must be licensed or authorized to conduct business in Connecticut. Copies of all Certificate of Insurances' must be provided and must show the name of the event and dates of the coverage prior to the issuance of the event permit.

### **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 groups categorized as Priority 3, and *will* be assessed to groups categorized as Priority 4, 5 and 6. Payment is due before field use occurs, and field reservations will not be considered as fully booked until payment has been received.

### **Fees will be as follows:**

Priority 4: \$35 per field, per use (fee covers up to 3 hours; additional uses can be added on per day)

Priority 5: \$50 per field, per use (fee covers up to 3 hours; additional uses can be added on per day)

Priority 6: \$50 per field, per hour; 3 hour minimum requirement

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 1 week prior to the event, if not sooner. 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 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. Safety plans may be requested by the Director of Parks and Recreation, depending on the situation.