

	City of New Haven Department of Parks, Recreation & Trees Toni N. Harp, Mayor Rebecca Bombero, Director DAVID R. BELOWSKY, PRESIDENT, BOARD OF PARK COMMISSIONERS	
William Dixon, Deputy Director of Recreation (203) 946-6071	PARKS AND RECREATION OFFICE 720 EDGEWOOD AVENUE NEW HAVEN, CT 06515 Fax (203) 946-8024	Return Application to: Mail: 720 Edgewood Ave. New Haven Email: fshashinka@newhavenct.gov Fax: 203.946.8024 Attention: Felicia Shashinka

2017 FIELD PERMIT APPLICATION

Please fill out this application in full, sign and return to the address listed above. Keep the rules and regulations sheet for future reference. Applications will be processed, and if approved, a receipt listing your date(s), time(s), and fee(s) will be sent to you. Once we receive your payment and Certificate of Insurance, your permit will be sent to you.

Organization: _____ **Applicant's Name/Title:** _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Phone (H): (____) _____ **Phone (W):** (____) _____ **Phone (C):** (____) _____

Fax # (____) _____ **Email:** _____

Person on site day(s) of event: _____ **Phone(C):** (____) _____

Event date(s): _____ (for leagues/schools, attach schedule listing fields, dates and times)

Day(s) of Week: Mon__ Tues__ Wed__ Thurs__ Fri__ Sat__ Sun__

Event Time: Begin Time: _____ End Time: _____

Park Requested*: _____ **Type of Event:** _____

of Field(s) Requested*: _____ **Estimated Attendance:** _____

Tournaments only: Please attach your tournament bracket sheet that shows the fields, dates and times of games.

of teams _____ Total # of games _____

Are you charging for admission? (Y) ____ (N) ____ If yes, how much _____

Are you charging for spectators? (Y) ____ (N) ____ If yes, how much _____

Field Preparation: (Y) ____ (N) ____ If yes, additional maintenance fee will be charged.

*Example of Baseball/Softball field prep: Park Dept. provides water removal from infield if it rains, drags infield, lines field, prepares mound and home plate area, and picks up litter prior to game. **Note: Fields will be provided "as is" if field preparation (above) is left blank or (N) is checked.** Example of Baseball/Softball "as is": Park Dept. provides – bases only.

Lights: (Y) ____ (N) ____ if yes, additional fees or portion thereof (**including 15% admin fee**) will be charged

Light times: From: Sunset To: _____ Rather than sunset, please turn lights on at: _____

Trash clean-up (Y) ____ (N) ____ if yes, additional maintenance fee will be charged.

***Please be advised for Blvd Soccer Fields & Bowen Field, you are required to hire Maintenance Staff. ***

Hold Harmless Agreement, Insurance Requirement

Hold Harmless Agreement: The undersigned applicant has inspected the site where the event will occur and is satisfied with and accepts the site in its existing condition and hereby agrees pursuant to indemnify, defend and hold harmless the City of New Haven, the New Haven Board of Park Commissioners, and their officers agents, servants and employees, from and against any and all claims, actions, lawsuits, damages, losses, judgments, liens and expenses including, but not limited to reasonable attorney's fees, arising out of or resulting directly or indirectly from the use of the undersigned of the City of New Haven facility and date(s) of the permitted event(s).

Insurance: Evidence of insurance will be required before final permit approval. Please provide an insurance certificate, which shows a minimum of (1) Commercial General Liability with a combined Bodily Injury and Property Damage Limit of not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) in the General Aggregate. The certificate must show that the undersigned indemnifies and holds harmless the City of New Haven and the New Haven Board of Park Commissioners. The applicant must also list the aforementioned parties as an additional insured on their certificate of insurance. Some events may require a higher limit of insurance. Each event is evaluated on its risk exposure. The City of New Haven and/or Board of Park Commissioners are not responsible for any accidents or damages to persons or property resulting from the issuance of this permit. It is agreed that the applicant shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the applicant agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the applicant.

Everything I have stated on this application is correct to the best of my knowledge. **I have read, understand and agree to abide by the policies, rules and regulations for field use on this application as they pertain to the requested use.** The permit, if granted, is not transferable and is revocable at any time at the discretion of the Parks Department and/or the Board of Park Commissioners.

The undersigned applicant agrees to pay for all fees for city services directly associated with this event.

By: _____
Name of Organization

Signature (Person responsible for event)

Its: _____
Position/Title

PRINT NAME

FOR OFFICE USE:

Field Rental Fee (including 15% admin): _____

Tournament Fee (including 15% admin): _____

Maintenance Fee: _____

City of New Haven
Department of Parks, Recreation & Trees
Policies, Rules and Regulations for Field Use

Please read the following and keep for your records.

The intent of these rules and regulations is to provide information necessary for all leagues and/or groups to have a safe, enjoyable experience on City Fields. If an issue is not listed below, please call for a ruling before your event. Items not covered on this sheet will be handled on a case-by-case basis. For items not covered please contact Felicia Shashinka, fshashinka@newhavenct.gov (e-mail works best) or 203-946-8088.

Rules, Regulations: The applicant agrees to be bound by the Ordinances of the City of New Haven, Regulations of the New Haven Board of Park Commissioners and the rules and regulations of the Parks Department governing its use. The Parks Department reserves the right to revoke any permit for failure to abide by New Haven Parks Rules.

Field Permits: All pertinent permits (Health, Police, Building, etc.) are the responsibility of the applicant, and must be presented with this application prior to approval. It is the responsibility of the applicant to secure all necessary city permits. **Please note:** that all components of the event are subject to Parks Department approval and may require approval by and/or permits from other city agencies. Parks Department approval does not constitute permission from other agencies. Upon reviewing all information on your application, the Parks Director and/or Police Chief may require Park's staff and/or Police to be present at this event.

Alcohol: No alcoholic beverages may be opened or consumed in New Haven Parks, Recreation and Trees property unless a special permit has been issued for same. Additionally, no intoxicating liquors shall be sold, distributed free or otherwise made available in connection with the use of such permit.

Field Preparation: Unless the field preparation (above) is checked, the field will be provided in "as is" condition.

Rain-outs/Inclement weather: Cancellations to the approved schedule will be made by the department based upon weather/field conditions. Weekend cancellations will be communicated via 946-8020 by 7am on each morning.

Clean-up: Unless payment is received for clean-up, you are expected to leave the facility/field clean and in good repair. Any clean-up required by the Parks Dept. on Monday will be charged to the user group at O.T. rates. Trash removal (i.e. pick-up of filled trash bags and/or barrels your group leaves after you clean the Park) is provided by the Park Dept.

Park Department work provided for a fee: Plan ahead, last minute requests for Park Dept. work not on your original application will only be granted if time and staffing are available. **Note:** Summer is an extremely busy time for the Parks Dept., last minute requests at this time of year, will most likely be denied.

Fees: A 15% Administration Fee is added to all charges. The applicant is required to provide payment of all fees for personnel, rental, permit fees and other fees as determined by the Parks Department prior to award of the permit. In addition, the applicant will pay fees for any additional labor not stated but provided by the Parks Department as a result of the applicant's activity.

Payment may be made by: cash, credit cards MC/Visa, debit cards, Certified checks or Money Orders must be made payable to Treasurer, City of New Haven. Personal Checks will not be accepted.

Miscellaneous: No glass containers, No Vending, there is a limit of four (4) soccer games per fld., per day. No cooking, fires, barbecues, grilling, etc., Permits are not transferable. All vehicles must be parked in designated areas. Applicants must receive permission, in advance, from the Parks Dept, to use a tent(s). No public address systems, Disc Jockeys or similar amplified sound systems in the parks unless specifically permitted.

Cancellations: If weather related, the applicant will be offered an available rain-date. In all other cases, the Parks Dept. office at (203) 946-8027 and (203) 946-8020, must be verbally notified at least 24hrs in advance for weekday events, and at least 48hrs in advance for weekend events, to cancel your event without being charged. E-mails and answering machine messages will not be accepted.

Office Hrs: Parks Dept. hours are 9:00am to 4:30pm, Monday thru Friday, excluding major holidays.

Bldv Soccer Fields: For use of the Blvd Soccer field(s), West River Memorial Park, the applicant must hire a Park Staff to open and close the Park gates.

No Smoking: "On May 18, 2015, the use of all forms of tobacco was banned in City-owned or operated school grounds, sports fields, playgrounds, Lighthouse Point Park, and City-owned buildings. Tobacco use including, but is not limited to, a lighted cigarette, cigar, pipe, or similar smoking device such as electronic cigarettes; chew tobacco and snus."

Any special concerns and/or considerations with regard to the event must be made by contacting the Director of the Department of Parks, Recreation & Trees at (203) 946-6027.

City of New Haven
Department of Parks, Recreation & Trees
Policy for Fee Waiver for Youth Leagues

The intent of these procedures is to establish universal standards and expectations for the partner youth organizations that utilize City fields to maximize the opportunities for City youth, to reduce damage to fields and to ensure all leagues and/or groups to have a safe, enjoyable experience on City Fields. City Fields are intended to promote the recreation of New Haven residents and New Haven youth. Organizations must demonstrate service to New Haven Residents and demonstrate non-profit status to qualify for fee waiver status.

Expectations: Each league must adhere to the rules as established by the Ordinances of the City of New Haven, Regulations of the New Haven Board of Park Commissioners and the rules and regulations of the Parks Department governing the use of its fields. The Parks Department reserves the right to revoke any permit for failure to abide by New Haven Parks Rules, and to refuse permits in the future.

Fee Waivers: The basic field use charge will be waived for New Haven Youth Sports organizations who: 1) have at least 60% participants from New Haven and New Haven Public Schools as documented with a current roster, 2) have paid all past balances with the City of New Haven, 3) have 501(c) (3) status and a current 990 or a fiduciary organization with a current 990 4) for seasons after 2014, have complied with all regulations for previous seasons. Fee waivers cover field rental fee and field preparation for up to five week days per work week. Fee waivers **do not** cover tournament costs, lights, weekend field preparation or trash cleanup or games for non-league teams.

Transferability: Field permits are non-transferable to any group other than the agency or league affixed to your permit. If you would like to grant your reserved field time to another organization, please provide them with a letter relinquishing your time to include with their permit application. Use of your permitted field/time by a non-authorized organization for anything other than a “pickup game” will be deemed as a violation of departmental regulations.

Field Preparation and Maintenance: Field preparation and maintenance must be performed by City Staff (by Local 71 Union Agreement) and will be completed during normal working hours. Weekend field prep will be completed on Friday. Field prep requested over the weekend will be charged according to the standard field prep charges (see application).

Schedule: Field use will be granted only for the provided schedule. For leagues that request more than 10 hours of field time in a week for games and/or practices, access to online scheduling software and/or published league schedules will be required.

Tournaments: Two or more consecutively scheduled games that do not include one or more league teams. Tournaments are not covered under a fee waiver. Tournaments do not include league finals or exhibition games that involve league teams.

Season: All seasons will end by October 15th to enable work on the fields prior to the first snow. Waivers may be granted at the discretion of the Director of Parks, Recreation and Trees for limited makeup games, or for fields that do not require extensive work. No field will be granted a waiver for 2 or more consecutive years.

Rain-outs/ inclement weather Cancellations to the approved schedule will be made by the department based upon weather/field conditions. These decisions are made to protect participants and the fields. Use of the fields in violation of a cancelation will be viewed as a violation of departmental regulations.

Clean-up: Unless payment is received for clean-up, you are expected to leave the facility/field clean and in good repair. Any clean-up required by the Parks Dept. on Monday will be charged to the user group at O.T. rates. Trash removal (i.e. pick-up of filled trash bags and/or barrels your group leaves after you clean the Park) is provided by the Park Dept.