

For Tournaments Only:

Please attach a tournament bracket sheet that includes the fields, dates, and times of the games.

Number of teams: _____ Total number of games _____

Charging admission?	Yes	No	If yes, how much?
Charging for spectators?	Yes	No	If yes, how much?
Field preparation ?	Yes	No	If yes, additional maintenance fees will apply

Field Preparation Request:

To ensure proper field preparation, please specify your requests below. If no preparation is requested or if the section is left blank, the field will be provided "as is."

Example for Baseball/Softball Field Preparation:

Full Prep: Water removal from the infield (if it rains), dragging and lining the infield, preparing the mound and home plate area, and litter removal prior to game.

"As Is": Bases provided only.

Lights ?	Yes	No	if yes, additional fees, including a 15% admin fee, will apply.
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Indicate light times: From sunset to _____ or turn on at _____.

Trash clean up ?	Yes	No	If yes, additional maintenance fees will apply
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Please note that for Blvd Soccer Fields and Bowen Field, hiring Maintenance Staff is required.

Do you have a Certificate of Insurance (COI) for this event?	Yes	No
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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
Parks Department
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 LaNece Woodson, lwoodson@newhavenct.gov (e-mail works best) or 203-946-6347.

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) 946-6347 and (203) 946-6069, 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 Hours: Parks Dept. hours are 9:00am to 4:30pm, Monday thru Friday, excluding major holidays.

2025 Field Permit Application

Blvd 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 Parks Department at (203) TBD

City of New Haven Parks Department 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 The Parks Department 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 cancellation 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.



NEW HAVEN PARKS
720 EDGEWOOD AVE
NEW HAVEN, CT 06511
PHONE: 203-946-6960
Maxwell Webster, *Director*
www.newhavenct.gov



Justin Elicker
Mayor

New Haven Parks Trash and Waste Management Plan

Hello,

We're excited to partner with you to host your upcoming event at one of New Haven's beautiful parks. Our parks serve as vital community spaces, and we're committed to keeping them clean and safe for everyone to enjoy.

As the permit holder, you are responsible for all items brought onto the park grounds, including all waste generated. Parks staff perform routine maintenance and clean ups. They are not responsible for trash that is generated from events. You must collect and properly dispose of all trash. Trash left in facilities or on parks grounds which has not been properly disposed of will count as a violation of the permit.

Those found in violation of the permit may be determined to be ineligible to apply for future permits by the Director. Those found to be in violation of this policy will face an initial 3-month ban from applying for future permits. A second violation will result in a 6-month ban. A third violation will result in an indefinite ban and requirement to petition the New Haven Parks Commission to have permit rights reinstated.

Proper disposal of trash means placement of all trash into designated Parks Department Cans on site or removing all trash to be disposed of offsite.

The Parks Department is currently not able to accommodate recycling, compost, or cooking oil. If there is an intention to recycle or compost any items, you should plan to remove and dispose of those items off site at a proper facility. Cooking oil is always banned from Park Events except in cases when it is used in food preparation by a licensed vendor approved by the New Haven Health Department.

Your help is crucial to preserving the beauty of our green spaces and helps us continue to welcome a wide variety of community events. Thank you for your cooperation.

Sincerely,

Max Webster

Parks Director



NEW HAVEN PARKS
720 EDGEWOOD AVE
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Justin Elicker
Mayor

New Haven Parks Trash and Waste Management Checklist:

- 1) Event Name: _____
- 2) Location: _____
- 3) Contact Person: _____
- 4) Do you need bags, trash pickers, trash cans, dumpsters, or other items to help with your trash collection? Please indicate below:

- Do everything in advance that you can do to minimize waste or trash that is needed for the event
- Glitter, confetti, and silly string are not permitted under any circumstances
- Please locate all waste cans and direct guests where to properly dispose of trash
- Identify who in the group will be responsible for cleaning up during and after the event and disposing of trash in appropriate receptacles. Littering from events is not tolerated in New Haven Parks.
- If trash cans are full, please notify parks staff as soon as possible. Do not over fill cans. A Parks staff contact person will be provided with your permit.
- If the can is equipped with a lid, ensure that lids are closed before leaving
- Ensure that recycling or compost that needs to be disposed of off-site is collected and removed
- Do not drive in the park to collect items without permission.
- Leave no trace—collect all non-waste and materials for the event and take them with you

Alcohol use and littering are always forbidden in New Haven Parks. Instances of littering may result in a fine. Alcohol use must be specially permitted to be permissible. Unpermitted alcohol use may also result in a fine.

(Ord. of 5-3-82, § 1; Code of 1985, § 19-2; Ord. of 5-2-88; Ord. No. 1333, 10-20-03; Ord. No. 1406, 3-6-06

By signing below, you agree to implement the plan included within the Trash and Waste Management Checklist. A permit will not be issued without an agreed Trash and Waste Management Plan.

Signed: _____ Date: _____