

NEWTOWN PARKS AND RECREATION
SPECIAL EVENT USE AGREEMENT
CHECKLIST

The following information must be discussed prior to each proposed Special Event/Tournament.

- () Event Director
- () Event Locations
- () Event Dates

1. PROCESSING INSTRUCTIONS

- () Fill out Permit Request
- () Verify paperwork has been received and permits issued
- () Proof of insurance
- () Pay for permits (\$100 non-refundable deposit per field. Deposit applied to Event cost.)
- () Special Event Permit
- () Additional charges for unauthorized or extended use

2. TRASH

- () Explanation of duties and responsibilities
- () Site & Program specific information
- () Additional dumpster necessary
- () All trash bags picked up and emptied into dumpster

3. EVENT SCHEDULE

- () Hours of Event vs. Permitted Field times (site specifics)
- () Submit Event Schedule

4. FACILITIES

- () Relationship between Town and User Group
- () Pavilions
- () Portable goals/restrooms – placement
- () Parking areas – Parking Monitors to direct participants and spectators to parking areas.
- () Contact Police Department
- () Supply/Storage areas
- () Bulletin boards and information sources
- () No field modifications – 1 game per Field
- () Lining Fields (mow schedule)
- () PA System – what type?
- () Field Closures
- () Volunteers-trespassing stations around facility

5. POLICIES AND PROCEDURES

- () Review Rules and Regulations pertaining to Field Use
- () Safety precautions and reporting of accidents
- () Requisitioning supplies and equipment
- () Department staff – contact Information
- () Review, sign policy and provide copy for event director(s)