

**NEWTOWN PARKS AND RECREATION**  
**FACILITY USE AGREEMENT**

**RULES AND REGULATIONS**

1. All organizations wishing to use Town of Newtown facilities must meet an 80% residency requirement per team.
2. All organizations wishing to use Town of Newtown facilities must submit requests at bi-annual sports meetings, with schedules being submitted three weeks prior to the start of the season. If schedules are not received on time, it will be assumed facilities are no longer required and they will be made available to be scheduled by other groups. **SCHEDULES MUST BE SUBMITTED TO PARKS & RECREATION WITH REQUESTS FOR LIGHTS CLEARLY NOTED ON THE SCHEDULE.**
3. The Parks and Recreation Department has sole authority to assign fields/gyms or deny use of facilities to any groups requesting use. Said request may require the Parks and Recreation Department to obtain reasonable personal information or organization information, as the case may be, and may include a police background check. The Town of Newtown reserves the right to deny a request in the event that information is obtained which calls into question the character or morals of the person or organization applying. The Town of Newtown may revoke or suspend a permit in the event information comes to the attention of the Parks and Recreation Department which would cause the permit to be denied in the first instance.
4. Once facilities assignments have been made, any changes must be cleared through the Parks and Recreation office, with a minimum of 48 hours notice.
5. Schools have priority use of facilities on school grounds. Every effort will be made to coordinate school usage with previously assigned sports group usage. (Any groups not utilizing assigned field time must notify Parks and Recreation 48 hours in advance.) The Parks and Recreation Department will notify the organization representative should any schedule or facility changes are required. The Representative will ensure that the facility usage complies at all times with approved Parks and Recreation facility allocations. Time cannot be used or allocated for any activities other than practice or games. (Ex. camps, clinics, tournaments, etc.)

*NOTE: If this request is a special program, clinic, camp or tournament request an Organization Representative MUST obtain the appropriate request form and submit it to Parks and Recreation.*

6. **CONTACT PERSON** – Each organization will provide the Parks and Recreation Department with one individual to serve as Representative for all contacts regarding facility requests and/or issues. All requests, schedules, field concerns, lights, etc., must come through this person or the League President. No request from others will be accepted.
7. The organization will notify the Parks and Recreation Department in writing should the league appoint a NEW Representative/Contact Person.

8. **The Representative will ensure that all officers, coaches, trainers, and other organizational officials are familiar with and understand the Facility Use Agreement Rules and Regulations prior to use of any Parks and Recreation or School facilities.**
9. **Any and all complaints about facility condition, assignments, etc., must be brought to the organization's Representative, who will then contact the Parks and Recreation Director or Assistant Director.**
10. **RAIN POLICY - The Parks and Recreation Department has final say as to whether games or practices will take place on fields under our jurisdiction. Safety of participants and damage to fields must be of the highest priority, no matter how tight schedules become. Once it has been determined that the fields are closed, NO work is to be done by any organization to attempt to make the fields playable. No repair work is to be done in an effort to deem a field playable.**

*\*Parks and Recreation will issue notification of facility closures via email blast and text message weekdays prior to 2:30 pm and the cancelation notice will be placed on the Town's Web Site [www.newtown-ct.gov](http://www.newtown-ct.gov). To subscribe to the email/text message go to the Town's home page, click on "Subscribe to News". You can then sign up for email and/or text messages. Choose Recreation Cancelations and follow instructions. Encourage all participants to sign up!*

11. **The Parks and Recreation Department will notify the organization's Representative should any schedule or facility changes be required. The Representative will ensure that facility usage complies at all times with approved Parks and Recreation facility allocations.**
12. **Any group using facilities after being instructed not to by the Parks and Recreation Department, or any group using poor judgment in playing in bad weather or scheduling events not approved by Newtown Parks and Recreation, will risk fines and/or forfeiture of seasonal facility rights.**
13. **Facility improvements (including equipment or services) will not be initiated until written approval with explicitly outline task(s) has been given by the Newtown Parks and Recreation Commission.**
14. **Any organization requesting facilities use for a tournament must submit a request in writing no less than 30 days before the tournament. Tournament approval is based on facility availability and with approval from the Parks and Recreation Commission. There is a per tournament fee. Fee MUST be submitted with form.**
15. **Any organizations failure to comply with items 10 through 14 will result in the imposition of fines as well as forfeiture of facility rights, subjects to the discretion of the Parks and Recreation Director and/or Assistant, in accordance with the Parks and Recreation Policy noted below:**
  - First Offense - \$250.00 fine, possible forfeiture of facility rights**
  - Second Offense - \$500.00 fine, possible forfeiture of facility rights**
  - Third Offense - \$1,000.00 fine forfeiture of facility rights**
  - Additional Offenses - \$1,500.00 fine forfeiture of facility rights**
16. **Any groups losing use of a facility for misuse of said facility must meet with the Parks and Recreation Director before regaining use and must appear before the Parks and Recreation Commission.**

17. Any special requests for lining, grooming, lights, etc., must be made to the Parks and Recreation Department, *at least 48 hours in advance.*
  18. Any damage to facilities caused by an organization must immediately be reported to the Parks and Recreation office. Any damages your organization may notice, see occur, or feel may soon occur, must also be reported.
  19. Damages to facilities by sports groups will be evaluated and will be charged to the appropriate group.
  20. *All organizations are responsible for removing all garbage from facilities, recycling is strongly encouraged. Parks and Recreation will supply plastic liners, which will be distributed to the organization contact person. The league must remove all garbage and debris from field before leaving field, even if another activity immediately follows. Coaches are responsible for reporting violations to the organization president. Continual violations will result in fines and or loss of use of facilities.*
  21. Any work groups set up by an organization to do some annual field preparation to start the season must work through the Assistant Director of Parks, with regards to what has to be done, materials, machinery, etc. Specifics are to be worked out by one person in charge of the group and the Assistant Director of Parks.
  22. All organizations requesting use of town facilities, which require scheduling, custodians, mowing, grooming, lining and/or other maintenance operations, are required to pay a per player, per season surcharge, as set by the Newtown Parks and Recreation Commission. This surcharge, including rosters with participant's addresses, must be received in the Parks and Recreation office within three weeks of the start of the season. *Failure to adhere to this policy will result in loss of facilities until surcharge is paid and a \$250.00 fine, at the discretion of Parks and Recreation.*
- The surcharge fee for the year as set by the Parks and Recreation Commission is \$20.00 per player Newtown Resident and \$40.00 per player non-resident.*
23. All accidents, regardless of severity, involving injury must be reported to the Parks and Recreation office within 24 hours.
  24. Annually approved tournaments may impact field availability to other User Organizations. Organizations will be notified at bi-annual Facility Use meeting in the spring and the fall as to which fields/facilities will be available along with various Town activities and dates.
  25. Requests for night games/lights at Treadwell Park and High Meadow Field must be made at least 48 hours prior to the requested date. If the game is on the weekend, the request should be in the office by Thursday morning. Cancellations must be made prior to 2:00 p.m., Monday through Friday. If a night game is not played and has not been canceled through the Parks and Recreation office, the League, or team, will be charged.
  26. Alcoholic beverages are not permitted at any park field or school field. This includes spectators; and it is up to the organizations to control their spectators or call Newtown Police Department. If this is not adhered to, teams, or leagues, will lose the right to use facilities.

27. **Current certificates of insurance must be received in the Parks and Recreation office at least three weeks prior to the use of facilities (this includes practices). No field time will be granted until insurance is provided.**

## **ARTIFICIAL TURF RULES AND REGULATIONS**

1. **NO food, of any kind, gum, soda, juice or sports drinks, sunflower seeds, etc. allowed on the turf fields. Water is the only approved drink allowed on the turf fields.**
2. **NO suntan lotions, oils or creams of any kind on the field. Please apply sun block prior to accessing field.**
3. **NO spiking or anchoring of goals, corner flags, benches or field markers.**
4. **Field use scheduled through Parks and Recreation ONLY. Scheduled events have priority.**
5. **NO animals of any kind on the turf field or the entire park.**
6. **NO metal spiked cleats.**

**8/9/10**

**10/12 revised**

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*Please complete and return to Parks and Recreation.*

**Contact Person Information**

<b><u>NAME:</u></b>	
<b><u>ADDRESS:</u></b>	
<b><u>CONTACT PHONE:</u> (Home)</b>	<b>(Cell)</b>
<b><u>EMAIL:</u></b>	

**NEWTOWN PARKS AND RECREATION FACILITY USE AGREEMENT**

I \_\_\_\_\_, acting as President of \_\_\_\_\_, hereby acknowledge that I have read and comprehend the Rules and Regulations detailed in the attached packet and understand that my organization's use of any facility under the supervision of Newtown Parks and Recreation is contingent on compliance with the rules stated herein.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_