

These minutes are subject to approval by the Parks and Recreation Commission

The Parks and Recreation Commission held an in-person special meeting to address Field Use on Tuesday, February 27, 2024 with an opportunity for public participation, at the Newtown Teen Center, 53 Church Hill Road, Newtown, CT 06470.

The meeting was called to order by Chairman Clinton DePaolo at 6:03pm.

Present: Clinton DePaolo, Warren Spencer, Aaron Britton, Vincent Yanni, Adam Angerami

Staff Present: Amy Mangold, Carl Samuelson, Lauren Ravo

Absent: David Payne, Tony Filiato, Rose Ann Reggiano

Public: Jessica Sachs, Leigh Libero, Jeff Rubino, Kevin Kuzma, Richard Dieckman, Ric L Rekos, Andy Milkovic, Carol David, Top Martinez, Jon Campbell

Item 1: Call to Order

The meeting was called to order at 4:10pm.

Item 2: Discussion and Possible Action

Carl Samuelson, Assistant Director of Parks, stated that the purpose of the meeting was to review and explain the Field Use rules & regulations. He then discussed Field Use requirements (please see attachment). Mr. Samuelson made the following special notes:

- The Field Use regulations will be online after the second Tuesday of March 2024.
- Reminder: if your game ends early, please log in to have the lights turned off.
- Field maintenance: grooming takes place on Mondays, Wednesdays and Fridays. Athletic fields are cut two times a week (Mondays & Thursdays, or Tuesdays & Wednesdays). Lining takes place on Wednesdays & Fridays.
- Special events and tournaments: food truck presence must be approved by the Health Department (please note that food trucks are permitted for special events/tournaments only). The location of food trucks is regulated – please contact the Parks Office for directions (food trucks may not be parked in the parking lot). The pavilion must be rented separately from fields.
- Field Closures: for notifications, make sure to sign up for E-Alerts on the Town of Newtown website. Closures are posted by 2:30pm on weekdays and 7:30am on weekends.
- If an injury occurs, please complete the appropriate paperwork so that we can ensure any safety issues are remedied.
- Surcharge payments are due three weeks after the season starts: July 1 for spring sports; September 8 for summer sports; December 1 for fall sports; April 1 for winter sports. A fine of \$250 per month will be charged if surcharges are not paid and there will be no field use during that time.
- If you have field use scheduled and another group is using your field, please show the schedule, i.e. paperwork to those present and/or please contact the police department at 203-270-4200 (rather than 911) to intervene.
- Ms. Amy Mangold, Director of Parks and Recreation, asked sports groups representatives to remind parents to communicate through their schedulers, rather than calling the office directly.
- Mr. Jeff Rubino of Newtown Soccer Club inquired about lining 7v7 fields. Mr. Samuelson advised that this can be done separately.
- Please remind all sports participants (including out of town teams) that no dogs are allowed at our parks or on fields at the Fairfield Hills Campus.
- Please do not park in driveways or block gates as emergency vehicles need access to the parks.
- The “take-in, take-out” policy requires that garbage be removed after all games/events. The park dumpsters may be used.

- Mr. Clinton DePaolo, Chairman, Newtown Parks and Recreation Commission, remarked that the Commission is here to serve and assist community sports groups.
- Ms. Mangold thanked the representatives present for all the wonderful volunteer work that is done and for the programs for our community
- Ms. Carol Davis of Newtown Soccer Club thanked the staff and commissioners for all that they do.

Item 3: Adjournment of Meeting

Commissioner Vincent Yanni made a motion to adjourn the meeting.

Commissioner Aaron Britton seconded the motion.

Chairman DePaolo declared the meeting was adjourned at 5pm.

The next regular meeting scheduled is Tuesday, March 12, 2024

Respectfully submitted by,

Jennifer Balbes, Clerk

Tuesday, Feb. 27th, 2024

Field Use Meeting

- 1) Check your organization contacts for accuracy (attached)
- 2) **Insurance Certificate** – List Newtown as co-insured (attached)
- 3) **Lighting:** Musco Lighting: Phone number 877-347-3319
Website: www.control-link.com
Please make sure lights are turned off at the end of field use.
- 4) **Surcharge group requirements (page 13 field use manual)**
 - a. Must have a minimum of six (6) publicly advertised/posted board meeting per year, or more if required by charter.
 - b. Organization by laws must be posted/linked on league website. Must include current board member structure, election rules and voting eligibility.
 - c. Current board members, including league email contacts must be listed on league website.
 - d. Link to national affiliation charter to be posted on league website
 - e. Annually submit organization Treasurers report or tax return information from the most recent fiscal year.
 - f. Publicly post meeting minutes from board meeting, no more than 30 days from meeting.
- 5) **Blocked dates:** Days when the fields are closed due to special events. Please check calendar on google or on team sideline. (attached is a list of current blocked dates) Google calendar:
<https://calendar.google.com/calendar/u/0?cid=Y19vZTRtdW42Y2k5bHNvNWplcjFjcDRkOHE3b0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t>
Team sideline link: <https://www.teamsideline.com/newtownct>
- 6) **Scheduling:** Please submit field schedules with a link to your webpage. Hourly teams please submit a Sports Organization Application for Facility Request Form. (attached) All field changes must be made through the office. You can view your schedule on the team sideline master calendar @
<http://www.teamsideline.com/newtownct>
- 7) Field lining:
- 8) Food Trucks: Special events only. Parks and Recreation & health department must be notified.
- 9) **Tournaments:** (Surcharge groups)
 - a. Please submit tournament requests at least 30 days before event. (attached)
 - b. Please refer to special event checklist. (attached)
 - c. Please contact the health department if you are serving/selling food or if you will be requesting a food truck.
 - d. Please contact the police department to see if a police presence is necessary for tournament.
- 10) **Field Closures:** Go to <https://www.newtown-ct.gov/> at the bottom of the page sign up for E-alerts:
Field Closures are made: Weekdays by 2:30pm
Weekends by 7:30am
- 11) **Injuries:** If a serious injury occurs it is mandatory to complete a Sports Accident Form. Go to <http://www.teamsideline.com/newtownct>. Choose download at the top of page. (Copy Attached)
- 12) **Emergencies:** please call 203-270-4200. Not for scheduling issues.
- 13) Please submit a new signed facility use policy for 2024. (Copy Attached)
- 14) Spring teams please check your attached spring schedule and either approve or make changes.

CHANGES:

- a. Lighting increase if approved (page 14) (new attached)
- b. Tournament request form updated the time period the concession stand is open and updated the police presence contact.
- c. Updated when rosters and surcharge payment are due and the addition of a cumulative monthly fine of \$250.00 for failure to adhere to due dates with loss of facilities. (new attached)

SPORTS TEAMS CONTACTS

Organization	President	Scheduler	Treasurer	Light Scheduler	Address
Babe Ruth Baseball	Chris Reuther President@newtownbaseball.com 860-348-6121	Michele Luczak micheleluczakntr@gmail.com Rich Turk Richturk182@gmail.com Karl Murphy	Joe Brown Treasurer@newtownbaseball.com	Rich Turk	PO Box 133 Newtown, Ct 06470
Babe Ruth Softball	Karl Murphy kmurph230@gmail.com 240-417-4396	Jason Greasley	Justin Wasley Justinwaz@gmail.com 860-614-0451	Karl Murphy	PO Box 3144 Newtown, Ct 06470
Salty Dogs	Jason Greasley Greasley1@gmail.com 203-240-3195	Jason Greasley	Jason Greasley	Jason Greasley	170 Scenic Court Cheshire, Ct 06410
Aim Athletes, LLC	Amy Krompinger aimathletes@gmail.com 302-463-6531	Amy Krompinger	Amy Krompinger	Amy Krompinger	3 Old Bridge Road Sandy Hook, Ct PO Box 193 Newtown, Ct 06470
Soccer Club of Newtown	Jon Del Pozo jdelpozo1@sbcglobal.net 203-470-8274	Mike Gajdosik Newtownassinor@gmail.com 203-868-5854	Robert Franson rfranson@aresmgmt.com 203-247-9494	Mike Gajdosik	PO Box 3213 Newtown, Ct 06470
Newtown Youth Lacrosse	Jon Campbell jonacampbell@hotmail.com 203-536-7086	Jessica Sachs Tandler jessicatandler@gmail.com	John Faircloth johnfaircloth@me.com 914-320-3481	Jessica Sachs Tandler	PO Box 3213 Newtown, Ct 06470
Newtown Pride Soccer	Matt Svanda vaosvanda@yahoo.com 203-948-1982	Matt Svanda	Matt Svanda	Matt Svanda	22 Evergreen Road Sandy Hook, Ct 06482
Fairfield County Captains	Richard Dieckman Captainsrich@gmail.com 203-375-1563	Richard Dieckman	Richard Dieckman	Richard Dieckman	MacDonald Road Trumbull, Ct 06611
Newtown Youth Football	Kevin Kuzma kevku26@yahoo.com Kristen Keil 5678hawks@gmail.com 203-733-7894	Rich Rekos Rich.rekos@outlook.com	Krista Rekos Kalehmann@hotmail.com		PO Box 351 Newtown, Ct 06470

SPORTS TEAMS CONTACTS

Organization	President	Scheduler	Treasurer	Light Scheduler	Address
Men's Softball	Charlie Coates/Anthony Willie Charlescoates@gmail.com 203-770-3740 Anthony Willie anthonyjwillie@yahoo.com	Charlie Coates	Charlie Coates/Anthony Willie		26 Longview Terrace Sandy Hook, Ct 06482
Women's Softball	Leigh Libero/Nina Ricciardo leigh.libero@gmail.com 203-364-7900 Nina Ricciardo Ricciardonin Ricciardi@yahoo.com	Leigh Libero/Nina Ricciardo	Leigh Libero	Leigh Libero	46 Birch Hill Road Newtown, Ct 06470
Newtown Thunder	James Twitchell jtwitchell@hygenix.com 203-554-1249	James Twitchell	James Twitchell	James Twitchell	4 Rooster Ridge Newtown, Ct 06470 P.O. Box 196 Newtown, Ct 06470
Newtown Youth Basketball	Top Martinez Topaxe10@yahoo.com		Jimmy Glynn newtownhoops.treasurer@gmail.com		

Insurance Certificates

Please make sure all insurance policies list the Town of Newtown as co-insured.

Group	Date Expires	Notes
Babe Ruth Baseball	02/01/2024	
Babe Ruth Softball	02/01/2024	
Soccer Club of Newtown	09/01/2024	
Youth Lacrosse	01/01/2024	
Youth Football & Cheer	06/30/2024	
Men's Softball	01/01/2024	
Women's Softball	01/01/2024	
Salty dogs		
Aim Athletes	06/23/2024	
Fairfield County Captains	01/06/2025	
Newtown Pride	01/01/2024	
Newtown Thunder	8/31/2024	
Newtown Youth Basketball	11/13/2024	

Blocked Dates

Please continue to check team sideline or google calendar for updated list.

Team sideline link: <http://www.teamsideline.com/newtownct>

Google calendar link:

<https://calendar.google.com/calendar/u/0?cid=Y19vZTRtdW42Y2k5bHNvNWplcjFjcDRkOHE3b0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

Rooster Run: Saturday, June 15th

Time: 8:00am to 1:00 pm

Where: Blocked: All sports fields

Newtown Youth Lacrosse Tournament: Saturday, May 18 & Sunday, May 19th

Time: 8:00 am to 8:00 pm

Where: Blocked: Treadwell and Tilson Park

NHS Ultimate Frisbee Tournament: Saturday, May 18th

Time: 8:00 am to 3:00 pm

Where: Blocked: NHS Back Turf and Multipurpose Fields

Newtown Youth Soccer Tournament: Saturday, May 25 &
Sunday, May 26rd Monday

Time: 8:00 am to 8:00 pm

Blocked: Treadwell, Tilson, Reed Elementary, Fairfield Hills, Oakview, NHS Back grass Field, Middle School Multipurpose, Sandy Hook multipurpose, Watertown baseball fields, Reed Softball Field

Grasso Festival: October 5TH

Time: All Day

Where: NHS Entire Campus Closed

HS Baseball Games – High Meadow

4/9 Blocked: High Meadow 4:00 – 6:00pm (if fields are open) – NHS JV Game

4/17 Blocked: High Meadow 4:00 – 5:30pm – NHS Freshman

4/22 Blocked: High Meadow 4:15– 5:45pm – NHS Freshman

NPR Camps

Soccer shots: April 7th to 6/9 Sunday, 9:00-12 pm Head O'Meadow

Baseball Camp: - April 15th – April 19th – 9am-12pm Glander 3 Field: Monday thru Friday

Skyhawks: May 6 to June 10th 4:00pm-6:00 pm, Small piece of Middle school multipurpose field - Mondays

Newtown Parks and Recreation

Sports Organization Application for Facility Request Form

NOTE: If this request is for a Special Program, Clinic, Camp or Tournament an Organization Representative MUST obtain a Program Proposal Form or a Tournament Request Form from Parks and Recreation Organization Name: _____

Reason for Request: _____

(I.e. Practices – Tryouts – Evaluations – Games – Meetings – Training Classes - Etc.) (Please note whether it is Travel/Premier or In-House)

Please have requests into the Parks and Recreation office at least two weeks before event.

Preferred Location (s): _____

(Subject to availability)

Type of facility needed: Gym(s) Classroom Cafeteria Field(s) Other _____ Special Requirements: _____

Day(s) of the Week: _____ Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Is a fee being charged? Yes No ---If yes explain: (admission/class cost, etc.): _____

Target Group (age, grade, etc.): _____

Estimated number of Participants/Attendees: _____

_____ On

Site Instructor/Representative: _____

Home Phone: _____ Cell: _____

I (We) have read the Newtown Board of Education and the Parks and Recreation policy governing Community Use of Facilities, and I (We) agree to comply with them. _____ *initial*

WHEN SCHOOL(S) IS CLOSED THERE IS NO INDOOR FACILITY USE!

Form must be completed; otherwise it will not be accepted.

Form Submitted by: _____

(Please Print)

Home Phone: _____ Cell: _____

League President/Instructor Signature: _____

FACILITY USE AGREEMENT

&

NEW ORGANIZATIONS **REQUEST FOR FACILITY ALLOCATION** **REVISED/ADOPTED AUGUST 2015**

New organizations requesting facility allocations must comply with the following conditions:

1. Must notify Newtown Parks and Recreation of intent to seek allocation at least one year before allocation will be issued.
2. Must provide evidence of insurance.
3. Must document open try-out procedure.
4. Must demonstrate that allocation is for unique purpose not served by existing recreational organization serving Newtown.
5. Must detail team composition to include number of teams, travel and in-house, roster size, minimum percentage of Newtown residents and age/gender restrictions.
6. Must meet residency requirement of at least 80% Newtown residents.
7. Must demonstrate an affiliation with state, regional or national organization.
8. Must provide evidence of organizational structure; i.e., President, Board of Directors, etc.
9. Must sign Facility Use Agreement
10. Must agree to comply with Parks and Recreation surcharge regulations.
11. Must provide game schedule at least three weeks prior to start of season.
12. Must be approved by the Newtown Parks and Recreation Commission.

All inquiries regarding allocations should be directed to the Parks and Recreation Director at (203) 270-4340.

Facility Use Agreement

NEWTOWN PARKS AND RECREATION FACILITY USE AGREEMENT/RULES **ACKNOWLEDGEMENT**

I _____, acting as President of _____, hereby acknowledge that I have read and comprehend the Rules and Regulations detailed in the Field Administration Policy 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 _____

Please complete and return to Parks and Recreation

Organizations Designated Contact Person/Scheduler

Name: _____

Address: _____

Contact Phone (Home): _____ Cell: _____

Email: _____

User Organization Categories:

These categories place non-school/non-Park and Recreation organizations into scheduling categories that are listed in the following priority use levels. Any users who add programming, or change affiliations, must present changes to the Commission prior to field use for approval.

Category A – Must meet all criteria

- Newtown Non-Profit Youth organization (Proof of 501c3 required)
 - 80% or greater Newtown Residents per team and;
 - Youth Established Organization and;
 - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
 - Games and Practices only, priority does not trump special events.

Category B – Must meet all criteria

- Newtown Non-Profit Adult organization (Proof of 501c3 required)
 - 80% or greater “Newtown residents” (see definition) per team and;
 - Adult Established Organization and;
 - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
 - Game Schedules, priority does not trump special events

Category C-Must meet all criteria

- New Newtown based Organization which meets all A or B criteria qualified for field usage under the “Field Administration Policy” (Proof of 501c3 required) and;
 - 80% or greater “Newtown Residents per team and;
 - Pays double currently established surcharge rates for a period of five years and;
 - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
 - Approved by the Parks and Recreation Commission as a qualifying organization for a period of one year prior to issuance of field time.

Category D

- Newtown Non-Newtown Youth or Adult organization with:
 - Less Than 80% Newtown Residents per team or;
 - Regional teams based in Newtown (Club, Premier, AAU, CFC, or other entity not qualified under category A&B or C)
 - Field usage fees due 7 business days prior to scheduled use

Category E

- Outside Tournaments (One time, or no prior category or affiliation)
- Outside Special Events (One time, or no prior category or affiliation)
- Any organization not listed in prior categories
- Field usage fees due 7 business days prior to scheduled use

Fee Structure:

Spring / Fall surcharge: \$35.00 per player Newtown resident / \$70.00 per player non resident

	Grass no lights	Grass w/ lights	Turf no lights	Turf w/ lights	Other no lights	Other w/ lights
Category A	PP/PS Surcharge	\$75 per event Plus Surcharge	PP/PS Surcharge	\$75 per event Plus Surcharge	PP/PS Surcharge	PP/PS Surcharge
Category B	PP/PS Surcharge	\$75 per event Plus Surcharge	PP/PS Surcharge	\$75 per event Plus Surcharge	PP/PS Surcharge	PP/PS Surcharge
Category C	2x PP/PS Surcharge	\$75 per event Plus Surcharge	2x PP/PS Surcharge	\$75 per event Plus Surcharge	2x PP/PS Surcharge	2x PP/PS Surcharge
Category D	\$100 Per Hour	\$130 Per Hour	\$130 Per Hour	\$180 Per Hour	Site Specific	Site Specific
Category E	\$130 Per Hour	\$180 Per Hour	\$180 Per Hour	\$230 Per Hour	Site Specific	Site Specific

User Organization Categories:

These categories place non-school/non-Park and Recreation organizations into scheduling categories that are listed in the following priority use levels. Any users who add programming, or change affiliations, must present changes to the Commission prior to field use for approval.

Category A – Must meet all criteria

- Newtown Non-Profit Youth organization (Proof of 501c3 required)
 - 80% or greater Newtown Residents per team and;
 - Youth Established Organization and;
 - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
 - Games and Practices only, priority does not trump special events.

Category B – Must meet all criteria

- Newtown Non-Profit Adult organization (Proof of 501c3 required)
 - 80% or greater “Newtown residents” (see definition) per team and;
 - Adult Established Organization and;
 - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
 - Game Schedules, priority does not trump special events

Category C-Must meet all criteria

- New Newtown based Organization which meets all A or B criteria qualified for field usage under the “Field Administration Policy” (Proof of 501c3 required) and;
 - 80% or greater “Newtown Residents per team and;
 - Pays double currently established surcharge rates for a period of five years and;
 - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
 - Approved by the Parks and Recreation Commission as a qualifying organization for a period of one year prior to issuance of field time.

Category D

- Newtown Non-Newtown Youth or Adult organization with:
 - Less Than 80% Newtown Residents per team or;
 - Regional teams based in Newtown (Club, Premier, AAU, CFC, or other entity not qualified under category A&B or C)
 - Field usage fees due 7 business days prior to scheduled use

Category E

- Outside Tournaments (One time, or no prior category or affiliation)
- Outside Special Events (One time, or no prior category or affiliation)
- Any organization not listed in prior categories
- Field usage fees due 7 business days prior to scheduled use

Fee Structure:

Spring / Fall surcharge: \$35.00 per player Newtown resident / \$70.00 per player non resident

	Grass no lights	Grass w/ lights	Turf no lights	Turf w/ lights	Other no lights	Other w/ lights
Category A	PP/PS Surcharge	\$100 per event Plus Surcharge	PP/PS Surcharge	\$100 per event Plus Surcharge	PP/PS Surcharge	PP/PS Surcharge
Category B	PP/PS Surcharge	\$100 per event Plus Surcharge	PP/PS Surcharge	\$100 per event Plus Surcharge	PP/PS Surcharge	PP/PS Surcharge
Category C	2x PP/PS Surcharge	\$100 per event Plus Surcharge	2x PP/PS Surcharge	\$100 per event Plus Surcharge	2x PP/PS Surcharge	2x PP/PS Surcharge
Category D	\$100 Per Hour	\$140 Per Hour	\$130 Per Hour	\$190 Per Hour	Site Specific	Site Specific
Category E	\$130 Per Hour	\$190 Per Hour	\$180 Per Hour	\$240 Per Hour	Site Specific	Site Specific

Newtown Parks and Recreation

Special Event or Tournament Request

All requests must be submitted to the Parks and Recreation office 30 days before event for Commission approval. Please include both pages of the forms below with your request.

The Special Event or Tournament Fee is \$200.00 for a single day per field, \$400.00 for up to 3 days per fields, 4-6 days is \$600.00 per field and beyond 6 days or more is \$800.00 per field. No tournaments are to be longer than 10 days. Please make check payable to "Newtown Parks and Recreation". Payment is expected when application is made.

Organization Name: _____

Organization Contacts:

Name: Phone #: Cell#:

Name: _____ Phone #: _____ Cell #: _____

Name: Phone #: Cell #:

Signature of the Organizations President: _____

Date(s) of Event or Tournament: _____

Field(s)/Location of Event or Tournament: _____

Duration of Event or Tournament: (Date and Time) _____

Will field lights be required? Yes / No

Will you be supplying Porta Johns? Yes/ No

If yes, how many? _____ Vendor Name: _____

Vendor Contact: _____

Vendor Phone #: _____

Will you be supplying a dumpster: Yes / No Vendor Name: _____

Vendor Contact: _____

Vendor Phone #: _____

Will you be reserving the pavilion? Yes / No

If yes, you will need to contact the Parks & Recreation Department at (203) 270-4340 for pavilion rental forms.

Will you be setting up tents? Yes / No Sizes: _____

If yes, you will need to contact Lynn at the Building Department (203) 270-4260 for permit. Exceptions for permits - under 350 sq. feet or under 900 sq. feet if there are no cooking appliances and there are fewer than 50 people at the event. If you are unsure please contact the Building Department.

Will you be serving/selling food? Yes / No

If yes, you will need to contact Suzette at the Health Department at (203) 270-4291 for a permit or you can go online to www.newtown-ct.gov and complete a Temporary Event Application. If an event is held at Treadwell Park during the months between Memorial Day and Labor Day no food will allowed to be sold.

*****Tents and/or Food set up may not be set up on parking lot or asphalt. *****

Estimated Attendance: _____

Upon review of the Chief of Police, any Special Event or Tournament may require a police officer be present. Sec. 7-284. Police protection at places of amusement. In the event that an officer is required, you will be notified by Parks and Recreation, at which time you will be instructed to contact Cindy Mazzucco at the Newtown Police Department.

It is mandatory to have recycling at all tournaments. To obtain the information for recycle bins and the recycling program provided by the town of Newtown contact Arlene Miles 203-270-4301 or e-mail: Arlene.miles@newtown-ct.gov

Please make sure Newtown Parks and Recreation has a current copy of your organizations insurance on file.

Failure to adhere to Special Events or Tournament policy will result in the imposition of fines as outlined in the Field Use Agreement.

For office use only.

_____Health Permit _____Insurance Certificate

_____Building Permit

Police Officer Required _____Yes _____No

Special Event/Tournament approved by: _____

Newtown Parks and Recreation

Special Event or Tournament Request: **Surcharge Groups**

All requests must be submitted to the Parks and Recreation office 30 days before event for Commission approval. Please include both pages of the forms below with your request.

The Special Event or Tournament Fee is \$200.00 for a single day per field, \$400.00 for up to 3 days per fields, 4-6 days is \$600.00 per field and beyond 6 days or more is \$800.00 per field. No tournaments are to be longer than 10 days. Please make check payable to "Newtown Parks and Recreation". Payment is expected when application is made.

Organization Name: _____

Organization Contacts:

Name: _____ Phone #: _____ Cell#: _____

Name: _____ Phone #: _____ Cell #: _____

Name: _____ Phone #: _____ Cell #: _____

Signature of the Organizations President: _____

Date(s) of Event or Tournament: _____

Field(s)/Location of Event or Tournament _____

Duration of Event or Tournament: (Date and Time) _____

Will field lights be required? Yes / No Will you be supplying Porta Johns? Yes/ No

If yes, how many? _____ Vendor Name: _____

Vendor Contact: _____ Vendor Phone #: _____

Will you be supplying a dumpster: Yes / No Vendor Name: _____

Vendor Contact: _____ Vendor Phone #: _____

Will you be reserving the pavilion? Yes / No

If yes, you will need to contact the Parks & Recreation Department at (203) 270-4340 for pavilion rental forms.

Will you be setting up tents? Yes / No Sizes: _____

If yes, you will need to contact Lynn at the Building Department (203) 270-4260 for permit. Exceptions for permits - under 350 sq. feet or under 900 sq. feet if there are no cooking appliances and there are fewer than 50 people at the event. If you are unsure please contact the Building Department.

Will you be serving/selling food? Yes / No

Will you be requesting a food truck? Yes/No

If yes, you will need to contact Suzette at the Health Department at (203) 270-4291 for a permit or you can go online to www.newtown-ct.gov and complete a Temporary Event Application. **If you event is held at Treadwell Park no food will be allowed to be sold when the concession stand is open.**

*****Tents and/or Food set up may **not** be set up on parking lot or asphalt. *****

Estimated Attendance: _____

Upon review of the Chief of Police, any Special Event or Tournament may require a police officer be present. **Sec. 7-284. Police protection at places of amusement.** Please contact the Newtown Police Dept. Sergeant Chapman to see if a police presence is required.

It is mandatory to have recycling at all tournaments. To obtain the information for recycle bins and the recycling program provided by the town of Newtown contact Arlene Miles 203-270-4301 or e-mail: Arlene.miles@newtown-ct.gov

Please make sure Newtown Parks and Recreation has a current copy of your organizations insurance on file.

Failure to adhere to Special Events or Tournament policy will result in the imposition of fines as outlined in the Field Use Agreement.

For office use only.

_____ Health Permit

_____ Insurance Certificate

_____ Building Permit

Police Officer Required _____ Yes _____ No

Special Event/Tournament approved by: _____

tight schedules become. *Once it has been determined that the fields are closed, NO work organization to attempt to make the fields playable. No repair work is to be done in an effort to deem a field playable.*

35. 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.
36. 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.
37. 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.
38. Any organization requesting facilities use for a tournament must submit a request in writing no less than thirty (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.
39. Any organizations failure to comply with the Regulations for Field Use 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:
 - a. First Offense - \$250.00 fine, possible forfeiture of facility rights
 - b. Second Offense - \$500.00 fine, possible forfeiture of facility rights
 - c. Third Offense - \$1,000.00 fine forfeiture of facility rights
 - d. Additional Offenses - \$1,500.00 fine forfeiture of facility rights
40. 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.
41. Any scheduling or lighting requests must be made to the Parks and Recreation Department, *at least 48 hours in advance.*
42. 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. Damages to facilities by sports groups will be evaluated and will be charged to the appropriate group.
43. *All organizations are responsible for removing all garbage from facilities, recycling is strongly encouraged. 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.*
44. 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.
45. 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 (3) 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.*
46. *The surcharge fee for the year as set by the Parks and Recreation Commission is \$35.00 per player Newtown Resident and \$70.00 per player non-resident.*
47. All accidents, regardless of severity, involving injury must be reported to the Parks and Recreation office within 24 hours of said accident.
48. 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.
49. Requests for night games/lights at Treadwell Park, High Meadow Field or NHS back multi-purpose 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 and payment shall be made within five (5) days from the date said game was to be played.

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.*

35. 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.
36. 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.
37. 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.
38. Any organization requesting facilities use for a tournament must submit a request in writing no less than thirty (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.
39. Any organizations failure to comply with the Regulations for Field Use 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:
 - a. First Offense - \$250.00 fine, possible forfeiture of facility rights
 - b. Second Offense - \$500.00 fine, possible forfeiture of facility rights
 - c. Third Offense - \$1,000.00 fine forfeiture of facility rights
 - d. Additional Offenses - \$1,500.00 fine forfeiture of facility rights
40. 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.
41. Any scheduling or lighting requests must be made to the Parks and Recreation Department, *at least 48 hours in advance.*
42. 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. Damages to facilities by sports groups will be evaluated and will be charged to the appropriate group.
43. *All organizations are responsible for removing all garbage from facilities, recycling is strongly encouraged. 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.*
44. 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.
45. 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 by the following schedule:

Season	Due Date
Spring	July 1st
Summer	Sept. 8th
Fall	Dec. 1st

Failure to adhere to this policy will result in loss of facilities until surcharge is paid and a \$250.00 fine accrued monthly.

46. *The surcharge fee for the year as set by the Parks and Recreation Commission is \$35.00 per player Newtown Resident and \$70.00 per player non-resident.*
47. All accidents, regardless of severity, involving injury must be reported to the Parks and Recreation office within 24 hours of said accident.
48. 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.
49. Requests for night games/lights at Treadwell Park, High Meadow Field or NHS back multi-purpose 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

Spring

[illegible]

Spring 2023

Location	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dickinson Softball	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	8:00am-8pm	8:00am-8pm
HS Softball Field							
Middle School Softball							
Liberty Field Lower	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	8:00am-8pm	8:00am-8pm
Liberty Field - Upper	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	8:00am-8pm	8:00am-8pm
Reed Intermediate	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	4:00pm-8:00pm	8:00am-8pm	Men's Softball
Treadwell	as needed						

Please remember to check blocked dates.

Soccer Spring Schedule

[illegible]

Lacrosse Spring 2023

Field	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tilson	Youth Soccer	5:00pm-9:30pm	Soccer	5:00pm - 9:30pm	Soccer	9:00am - 1:30pm	9:00am - 1:30pm
Treadwell	Youth Soccer	Youth Soccer	5:30pm-9:30pm	Soccer	5:30pm - 9:30am	4:00pm - 9:30pm	10:00 am-2:00 pm
Hawley	5:00pm-9:00pm		5:00pm-9:00pm		5:00pm - 9:00pm	8:00am - 9:00pm	8:00am - 9:00pm
NHS Back Turf	5:30pm-9:00pm	5:30pm-9:00pm	5:30pm-9:00pm	5:30pm-9:00pm	5:30pm - 9:00pm	8:00am - 9:00pm	8:00am - 9:00pm
Please checked blocked dates!							