



TOWN OF BERLIN, CONNECTICUT FIELD/FACILITY USE POLICY

This field/facility use policy is for all organizations/groups/individuals wishing to use town fields and facilities. These fields and facilities are located in town parks, school property, or other land.

All organizations/groups/individuals wishing to use town fields or facilities must fill out the attached Field/Facility Use Request Form, pay any applicable fees and supply proof of a valid insurance policy at the time of booking. No reservations will be made without this information. **All 18 and over groups that book these fields and facilities through the Recreation Department must supply rosters for all teams at least 4 weeks prior to the start of use. In addition to the roster, photocopies of licenses of every individual on the roster must be included to prove town residency. A permit for the field will not be granted until rosters with licenses attached are submitted.**

The Berlin Recreation Department reserves the right to determine whether the fields are available for games or practices. This includes weather conditions. If the requested field/facility is available and upon approval by the Berlin Recreation Department the facility permits will be issued.

SECTION I – PRIORITY GROUP CLASSIFICATION

A. Priority use of fields will be allocated as follows:

- a. Group 1 – Town of Berlin or Board of Education functions/events (exempt from field rental fees)**
 - i. This includes all Department athletic programs and/or leagues and school interscholastic competitions, as well as Town of Berlin programs. Berlin Public Schools will have priority regarding the scheduling of home games, matches, meets and courts they have been issued over Group 2, 3, 4, 5 and 6.
- b. Group 2 – Berlin Youth Leagues and St. Paul's School (Berlin) (exempt from field rental fees)**
 - i. These leagues must belong to an affiliated state or national organization that is responsible for the administration of their sport (i.e. Little League, additional baseball leagues, Youth Football, Youth and/or Travel Soccer, Lacrosse). All teams must have 75% or more participation of Berlin residents.
 - ii. All athletic programs offered to the students at St. Paul's School, Berlin, CT.
- c. Group 3 – Local Organizations/Groups**
 - i. These teams/leagues must have 75% or more participation of Berlin residents.
- d. Group 4 – Local, For-Profit Organizations/Groups**
 - i. This includes, but not limited to, for-profit clubs, groups, businesses, associations. These user groups must own primary business in town, or be comprised of 75% Berlin residents.
- e. Group 5 – Non-Local, Non-Profit Organizations/Groups**
 - i. This includes all other non-profit organizations/groups not meeting residency requirements who are requesting fields for league play, tournaments, club teams, clinics and/or camps, with individual or team participation fees. These user groups must be in good standing with the Town.

f. **Group 6 – Non-Local, For-Profit Organizations/Groups**

- i. This includes, but not limited to, for-profit clubs, groups, businesses, associations.

B. Verification of Residency

- a. Proof of residency will be required for 18 and over groups. All groups that book these fields and facilities through the Recreation Department must supply rosters for all teams at least 4 weeks prior to the start of use. **Attached to the rosters must be photocopies of every player's driver's license or photo identification.** They will be checked for current residency requirements as specified below. Pictures of licenses may also be emailed to Jennifer Ochoa at jochoa@berlinct.gov complete with the team information within the email.

SECTION II – PERMIT PROCESS

A. Reservation/Rental Requirements

- a. Organized athletic activities on town and school property are permitted only on a reservation basis. Persons not having a permit for the use of parks, facilities or fields must give way to all times to a permit holder. **Any group of 10 or more persons must apply for a permit usage.**
- b. All interested parties wishing to reserve/rent a field(s) must fill out the Field Reservation Request Form by the dates posted below for their corresponding seasons.
- i. Spring & Summer Sports Season: April 1st – June 30th and July 1st – August 22nd
Deadline for requests is March 1st for both seasons
- ii. Fall Sports Season: August 15th – first Monday in November
Deadline for requests is July 1st

*All fields will close for the season the first Monday of November and will be unable to be rented past this date without approval from our office.

*All lights at tennis courts and basketball courts will be turned on for the season on April 1st and off for the season on the first Monday in November.

*Lights will not be turned on at any fields in the months of July and August unless it is a Town of Berlin event, Board of Education event, or a youth group event.

All requests will be processed on a first come, first serve basis consistent with Priority Group Classifications. Requests received past these dates will be filled on an as available basis.

- c. The Department reserves the right to make adjustments in the permit process as needed to address recognized needs or resolve conflicts.
- d. Permits will not be granted until payment is received.
- e. Upon approval and assignment of fields, through the Priority Group Classifications and the Permit Process and receipt of payment, groups/organizations will be sent permits with their allocated dates and locations. **It may not be possible to grant all requests.**
- f. All groups must adhere to the published guidelines of the Berlin Recreation Department, Berlin Board of Education, or Town of Berlin ordinances.
- g. **Zipadelli Field is only to be used by Local (75% Berlin residents) Non-Profit Groups for baseball games only, not practices, with exceptions approved by the Berlin Parks and Recreation Department. The field is not available for use during the Berlin High School baseball season by any other groups. This is approximately April through middle of June.**
- h. **Sage 1 Softball Field is only to be used by Local (75% Berlin residents) Non-Profit Groups for softball with exceptions approved by the Berlin Parks and Recreation Department. The field is not available for use during the Berlin High School softball season by any other groups. This is approximately April through middle of June.**

B. Sport Season Priority

- a. Traditional sports seasons have priority use over shoulder seasons. Shoulder seasons are defined as the date range prior to or immediately after the months that most traditional sports seasons begin and end.
- i. **Spring Sports (baseball, softball, lacrosse)**
- Priority use is April 1 – June 30
 - Shoulder season is defined as those days prior to April 1 that fields are open and July 1 – mid August.

ii. **Fall Sports (soccer, football)**

- Priority use is August 1- November 1
- Shoulder season is defined as mid July through August 15.

C. Rental Fees

- a. Please refer to the Town of Berlin website, under Finance Department for the updated fee schedule for the Town.
- b. A 10% Cancellation Fee will be charged on all permits processed and then cancelled.
- c. Fee Waiver Policy
 - i. Applicants requesting a fee waiver for the use of athletic fields or courts must do so in writing to the Department of Community, Recreation and Parks. Requests will be submitted to the Parks and Recreation Commission for their input and approval. Upon the Parks and Recreation Commission approval, a request is then sent to the Town Council for final approval. The fee waiver process will take a minimum of six to eight weeks.
- d. Any semi-pro football team looking to reserve Scalise Field will be responsible for having a police officer (possibly more than 1 depending on size of event) present for entire reservation and are responsible for cost associated with that

SECTION III – CONDITIONS OF USE

The Town of Berlin in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities or fields or to cancel the rental of the parks, facilities or fields, with or without cause.

Bounce Houses and other inflatables are prohibited from being placed on any town property, including parks, fields and pavilion areas.

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees in writing to be responsible for organization's conduct on said property.

Field users are responsible for any and all damage or excessive use, wear and tear to Town equipment and property. If additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly. All maintenance issues must be coordinated through the Superintendent of Parks and Grounds or his designee.

The Department must be notified immediately if a reserved field(s) is no longer needed or if there is a change in the organization's playing schedule.

SECTION IV – INSURANCE REQUIREMENTS

The Town of Berlin shall not be responsible for accidents, bodily injuries or loss/damage to property of individuals/groups using public fields and facilities. The applicant, as a condition precedent to use of Town facilities, expressly agrees to be responsible for all actions, conduct, activities, injuries and damages caused by his/her participants/guests/attendees. The Town reserves and does not waive its immunity to any claims by the applicants or any third parties. All applicants requesting use of athletic fields shall provide the Town with a certificate of insurance providing proof of the following coverage:

- Public Liability and property damage insurance in an amount no less than \$1,000,000 per occurrence and 2 million general aggregate.
- The Town of Berlin must be named as Certificate Holder and additionally insured. Town of Berlin, 240 Kensington Road, Berlin, CT 06037.
- The coverage shall not be cancelled or reduced without a minimum of 30 day written notice to the Town of Berlin.
- The certificate must be submitted a minimum of 10 days prior to the event to: The Parks and Recreation Department.

SECTION IV – INCLEMENT WEATHER POLICY AND PROCEDURE

A. The Town reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to fields. Permits may also be cancelled when the health and safety of participants is threatened due to impending conditions, including but not limited to, heavy rains, or high winds.

- B. During inclement weather, the Town's Public Grounds staff, will assess the playability of all Town-owned fields to determine if use will occur. The Superintendent of Public Grounds or designated representative has the authority to close any/all fields within the Town. In the event of field closures, the organization's authorized representative will have the responsibility to communicate with all coaches and parents.
- C. In the event Department staff is not available to answer questions regarding field closures, it is the responsibility of each field user/league to demonstrate good judgment in communicating with teams within their programs. Each user/league will be held responsible for any decision communicated.
- D. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Berlin Police Department at 860-828-7080.

SECTION V – CONCESSIONS

- A. Any organization wishing to operate temporary concessions at park locations or other locations within the park system, must obtain prior approval from the Parks and Recreation Commission and the Town Council. Renter is required to contact the Central Connecticut Health District 860-785-8380 at least a month in advance of rental and complete Health Department paperwork and pay applicable fees for approval of food to be sold.
- B. Any organization wishing to sell or allow a vendor to sell T-shirts, equipment etc. must notify and obtain permission from the Parks and Recreation Department, Parks and Recreation Commission and the Town Council. A vendor permit is required and forms will be provided by the Parks and Recreation Department after approval. Vendor fees may apply unless waived by Town Council. A copy of the vendor permit must be provided to the Parks and Recreation Department.
- C. Any tournament organization wishing to sell other food items during its tournament, where concessions are available must obtain permission from the Town.
- D. If an organization that contracts with any outside company, that company must provide the Town with and Insurance Certificate naming the Town as an additional insured.

SECTION VI – ADDITIONAL SUPERVISION

The Town may require a field user to provide security or police protection when deemed necessary. Additional park personnel will be assigned if required by the Town. Any resulting expenses or costs as a result will be billed to the field user.

SECTION VII – VIOLATIONS

Violations of this policy may, at the Department's discretion, result in the immediate loss of existing field allocations, the revocation of existing permits, the refusal of future allocation requests, charges for the cost of any modification or repair to a field or facility related to the violation, and other actions as warranted. The Department will provide notice of the violation and the action it will be taking because of the violation.

Town of Berlin
Community, Recreation & Parks Department
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www.berlinct.gov