

Approved: _____	Denied: _____	Date Received: _____
Commission Signature _____		Employee Initials: _____
Date _____		

City of Torrington

PARKS & RECREATION DEPARTMENT

FIELD REQUEST FORM

Directions for completing application – all sections must be completed:

- Complete and sign all necessary parts of the application.
- Please review and sign facility/park use policy and procedures (on back of this form.)
- Return form to Torrington Parks and Recreation Dept, 153 South Main St, Torrington, CT 06790.
- Park and Recreation Commission approval is required. Organization representative may be requested to attend Commission meeting to discuss request.

Requesting Organization: _____
 Address: _____

Contact Person (s): _____ Telephone/Cell No.: _____
 _____ Telephone/Cell No.: _____

It is the policy of the Torrington Parks and Recreation Commission that Torrington's fields are for the use of Torrington residents. If any Non-Torrington residents are on a team, please specify the total number of Non-Torrington players: _____

Insurance certificate provided (\$1,000,000 liability) 501C3 Paperwork

FIELD REQUESTED:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Fuessenich Park | <input type="checkbox"/> Toro I | <input type="checkbox"/> Toro II | <input type="checkbox"/> Toro Soccer |
| <input type="checkbox"/> Alvord Park | <input type="checkbox"/> Joe Ruwet | <input type="checkbox"/> Elise Besse | <input type="checkbox"/> Major Besse Field |
| <input type="checkbox"/> Bishop Donnelly | <input type="checkbox"/> Oak Avenue Little League | <input type="checkbox"/> Oak Avenue Babe Ruth | |

Procedure for use of school fields: Please contact The Torrington Middle School principal. Your request will then be processed by the Office of the Superintendent of Schools and then forwarded to the Parks and Recreation Department.

DATE(S) FIELD NEEDED: _____ TIME(S): _____
If applicable, please submit a detailed schedule of dates needed, including potential play-off and tournament game dates as well as a buffer for rain dates.

FIELD PURPOSE: Game Practice Tournament
 Other: _____

FIELD REQUIREMENTS: Lights Sound System (requires prior approval)

Field lined? Please specify (for base/pitching radius alignment): _____
 Softball (Girls) Softball (Men) Softball (Women) Baseball Soccer

Will field be decorated? Please explain: _____

Will food/refreshments be sold? Yes No

Will fees be collected? Yes No Proceeds will go to: _____

Facility / Park Use Policies and Procedures

1. All facility requests are accepted on a first-come, first-served basis and will only be accepted one year in Advance of the requested date (unless otherwise noted). Listed below is the priority usage for the City of Torrington Parks and Recreation facilities:
 - a. Torrington Parks and Recreation Sponsored Programs
 - b. Torrington School Department Sponsored Programs
 - c. Torrington Youth Sports Organizations and Private Schools
 - d. All other groups
2. No alcoholic beverages may be consumed at any City of Torrington facility unless pre-approved by City Council.
3. Liability Insurance Coverage naming the City of Torrington as an additional insure for a minimum of \$1,000,000 is required and must be submitted before the facility request will be approved.
4. Torrington Parks and Recreation Department reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility.
5. All facility rental fees and deposits are due upon submission of Field Request Form when applicable.
6. Torrington Parks and Recreation Department reserves the right to deny a facility request if the activity is deemed inappropriate, to avoid over use, or to protect the facility's infrastructure. Torrington Parks and Recreation Department also reserves the right to deny or cancel a facility request, if it has been determined (according to a division of an appropriate Federal or State agency), that the requester has failed to comply with any applicable Federal and State laws with regard to discrimination, based on race, gender, ethnicity, wealth, or sexual orientation, against a participant(s) in their respective program.
7. The user agrees to collect all trash generated by the event and return the facility to its original condition. Receptacles will be provided for disposal of trash, and you are expected to keep the facility free of litter.
8. The user is responsible to return the Torrington Parks and Recreation facility which has been reserved to its original condition prior to the scheduled use. Any damage to the facility that may occur during the event is the responsibility of the individual/organization reserving the facility. Failure to reimburse Torrington Parks and Recreation Department for damage incurred may result in loss of future use of Torrington Parks and Recreation facilities.
10. The sponsoring individual/organization is responsible for their respective participants adhering to all facility use policies and procedures. Person responsible for the activity must be in attendance.
11. Youth groups will not be allowed at a Torrington Parks and Recreation facility until adult supervision have arrived and there shall be adequate supervision of youth participants at all times.
12. Should damage be incurred during use of the facility the applicant must file a written report within 24 hours with the Torrington Parks and Recreation Department. Incident reports are located at the Parks and Recreation Office.
13. All Police, Fire and other municipal ordinances and regulations governing use of the facilities, as adopted by the City Council and/or Parks and Recreation Commission, are hereby made part of these conditions.
14. Storage of private property and personal belongings cannot be accommodated.
15. Parking on playing fields or lawns is not permitted.
16. No tents larger than 10'x20' shall be erected at any Torrington Parks and Recreation facility without permission from the Superintendent of Parks and Recreation.
17. Should the Parks and Recreation Department determine that the fields are unplayable due to inclement weather; the department hotline (860-489-2270) will be updated by 3:00 PM. If field conditions dictate closure after 3:00 PM, it will be up to the discretion of the officials and/or coaches.
18. Any schedule changes should be communicated to the Parks and Recreation Office at least 24 hours in advance.
19. The Park and Recreation Commission reserves the right to change these policies pertaining to the administration of the facilities at any time.
20. Users agree to indemnify and hold the City, its employees and officials harmless for any and all losses associated with their use of the facility.

Signature

Date