

TOWN OF WATERBURY
RECREATION DEPARTMENT PARKS FACILITIES POLICY

The intent of the Policy is to establish guidelines for the allocation and management of the parks and Recreation Departments Athletic facilities.

The following guidelines underlie the formation of this Policy:

- The needs of Waterbury residents are considered before residents of other communities
- Local outdoor sport associations will be provided access to sports fields
- The Town will strive to ensure fair access to all facilities regardless of age, gender, race, physical ability or economic status
- Flexibility is required in order to better meet the needs of “growing” and/or “new” sports associations and leagues

These guidelines should be used as a framework within which the Department can make fair and equitable facility allocation decisions.

ALLOCATION OF OUTDOOR ATHLETIC FACILITIES

1. The criteria used for the allocation of outdoor athletic facilities shall be as follows:

First Priority: All Waterbury Parks and Recreation Department sponsored programs and special events.

Second Priority: All established local town-based leagues and clubs

Third Priority: Special events and tournaments hosted by Waterbury sport associations, organizations and leagues.

Fourth Priority: School Programs and Events

Fifth Priority: Casual use/games for Waterbury residents.

Sixth Priority: Sports academies that are not affiliated with local community based sports associations and all other requests received by the parks and Recreation Department.

2. Upon processing applications, the Department will also consider the following in priority order:
 1. Previous year’s performance to include evaluation of:
 - Adherence to Department policies and procedures
 - Overall conduct of players, fans, coaches and teams at the facility
 - Condition of the facility
 2. Actual use of facilities according to previous year’s permits
 3. Providing some level of access to a variety of different minority sports
 4. Historical use of facility
3. All Applications must be forwarded to the Department by:
 - March 15th for Spring and Summer
 - June 1 for Fall and Winter

4. Any renewal applications received after the deadline dates are treated as new applications.
5. New applications are treated on a first-come, first-serve basis as received at the Department office.
6. Leagues Executive Board List must be received prior to, or at, the application deadline. All other requested information must be received before the starting date of the contract i.e., insurance, league schedules, including all games and practices. If the Department does not receive the requested information in full, the association could lose their historic rights on existing fields permits.
7. Throughout the year, the Department facilitates meetings for the allocation of facilities. All invited associations and leagues are responsible for sending a representative to all applicable meetings. Failure to do so could result in the association or league not attaining all, or some, of the time slots applied for.
8. All associations, leagues, organizations and private groups that intend to utilize a sports field must, prior to use, receive a permit for its use and pay all applicable fees.
9. Facility use is subject to the terms and conditions found on the "Facility Use Permit" and according to the Waterbury Recreation and Parks regulation.
10. An association shall not sub-lease the facility without prior notification and permission of the Department. Only in extreme situations where field closures, adverse weather conditions or unforeseen, last minute scheduling conflicts occur, associations may share their permitted field with another association.
11. In the case of overlapping seasons/sport fields, playoff games shall take precedent over regular league games.
12. Due to special and extenuation circumstances, where state, national or international tournaments require advanced planning, applications that meet the accepted criteria will be received by staff prior to Policy deadlines. Upon review and consideration to all stakeholders, staff will refer to the Department with recommendations. In the case of late applications, the Department reserves the right to revoke permits in order to accommodate special events.
13. When there are insufficient resources to meet the seasonal demands, resources will be allocated to sports in their primary season.
14. Tournament Applications must be submitted by January 15th and are submitted separately from league's practice/game requests.
15. Tournament applications must include information regarding the anticipated number of participants and spectators. Tournament requests may be denied if available facility capacity (including, parking and spectator space) cannot accommodate the event.
16. Once a tournament has been scheduled, the tournament sponsor is required to submit information including the number of teams, schedules and field assignments.
17. Scheduling of league play will take precedence over tournaments.
18. Applicants conducting tournaments must agree to pay for any damages to the facilities used.
19. Tournament organizers will be required to provide adequate portable toilet facilities or cover the cost of extra maintenance to the portable toilets provided.
20. Groups of 15 or more must have a field permit to use any given field.

MANAGEMENT OF OUTDOOR FACILITIES

1. The department reserves the right to collect a security deposit prior to issuing a facility use permit that can be drawn upon to cover additional cost incurred for facility damage.
2. Upon investigation if the permitted facilities requested are not being utilized, that permit will be cancelled.
3. If there are concerns from residents, Department staff and other agencies there may be a limit placed on the number and size of tournament/event accommodated at specific parks.
4. Fields will be officially closed for play from time to time due to renovation or weather conditions.
5. Closures will be determined by authorized Town of Waterbury staff. Email blasts will be sent to leagues/organizations/renters if fields need to be closed.
6. During periods of changeable, adverse weather conditions, where sports fields remain open, referees and team officials will be responsible for pre-game inspections to determine field safety and surface damage. If fields are judged to be unfit or there is standing water, the game should not be played. Failure to comply with these conditions may result in Departmental action.
7. Only authorized Town staff can re-open a previously closed field.

FOOD, BEVERAGE & MERCHANDISE

VENDORS

Vendors are not allowed on The Town of Waterbury propriety without a permit. All vendors are responsible for collection for the vendors permit. This includes and is not limited to all Tournaments, Jamborees and special events.

In addition to the Town of Waterbury permit, any person or organization requesting to have such features as moon bounce, dunk tank, fireworks, carnival rides or pony rides, etc., regardless of the size of the group, must receive approval from the Town of Waterbury.

CONCESSIONS

Leagues may operate their own concessions provided all appropriate permits are obtained and fire laws are obeyed.

USERS RESPONSIBILITIES

1. Follow field closing announcements and refrain from using the fields when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface.
2. Request, in advance, written permission from The Town of Waterbury for use of any amplified sound.
3. Receive prior approval from The Town of Waterbury before signs, banners and pennants are erected and ensure that they do not deface public property.
4. Guarantee activities shall be orderly and lawful.

5. Prohibit alcoholic beverages in buildings or on grounds.
6. Park all vehicles in the designated parking area.
7. Use field during allocated time only and restrict use to only those areas to which the organization or group has been assigned.
8. Use fields only for the purpose designated in the approved permit.
9. Ensure the safety of the players including termination of play if unsafe field conditions exist.
10. Hold harmless and indemnify The Town and Waterbury and all of their officials, employees or agents with respect to any injury or property damage caused by user or user's employees or agents, including damage to The Town of Waterbury.

The Town of Waterbury, shall have the right to deny the use of a field to any person or organization at any time and/or impose a penalty for any user, group or organization not complying with these Town of Waterbury standards and its rules and regulations.

THE TOWN OF WATERBURY SERVICES

FACILITY/PARKS MAINTENANCE

The Town of Waterbury maintains all park facilities, structures and fields in accordance with annual budget funding and park facility maintenance plan.

The Town of Waterbury provides the following basic level of service as part of the user fees

- Appropriate annual ball field preparation
- Mowing of grass
- Trash removal
- Field condition assessments
- Infield prep work on baseball/softball fields
- Standard base anchors on baseball/softball fields
- Standard goals for fields
- Marking of the Baselines at Dac Rowe weekly
- Marking of the Soccer fields after initial set up bi-weekly or as needed depending on grass growth
- Once a week maintenance on the Port-o-lets or bathrooms
- Picnic tables at all Pavilions

Service requested above this level can be purchased and will include material and staff cost.