



**City of Torrington
Parks and Recreation Department
Parks and Field Use Policy**

Adopted November 3, 2010

Modified June 12, 2020

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Requests for the use of City parks and fields should be directed to the Torrington Parks and Recreation Department, located at 153 South Main Street, Torrington, CT 06790. Phone (860) 489-2275. A current **“PARKS & RECREATION DEPARTMENT FACILITY & FIELD REQUEST FORM”** must be completed prior each use.

Section 1A- Field Use Priorities

Field Use Priorities will be granted in the following order:

Priority 1:	Torrington Parks and Recreation Programs and Events
Priority 2:	Torrington Board of Education Programs and Events, and other School Programs that provide shared services.
Priority 3:	Torrington based Non-Profit, 501c (3) youth programs that are 100% Torrington residents. Programs are open to all Torrington residents.
Priority 4:	Organized Youth or Adult Travel Programs comprised of players selected on a tryout basis.
Priority 5:	Tournaments
Priority 6:	Events - Social, Educational, Recreational, Civic, etc. - Non-Profit - (4 hour minimum.)
Priority 7:	Events - Social, Educational, Recreational, Civic, etc. - For-Profit - (4 hour minimum.)

Fuessenich will be scheduled, based on past Priority Use Listing in Section 2A, as long as all organizations comply with the established fee schedule.

Section 1B- Other Usage Limitations

All Park/Field use requests must be reviewed by the Torrington Park and Recreation Commission for a decision to approve or deny all requests. All other parks and fields shall have limited use restrictions as deemed necessary by the Superintendent of Parks and Recreation, or the Superintendent's designee. The Superintendent has been given the authority by the Torrington Parks and Recreation Commission to evaluate Torrington parks and field conditions.

Section 1C – Requests by New Teams/Organizations:

A new sports organization must submit a written request to participate in the field schedule process at least 9 months prior to the athletic field scheduling meetings. The new organization must meet all other criteria as outlined in this policy. If the new sports organization is in direct competition (age, sport, or gender) with an existing sports program, it will only receive field space if available. If the new sports organization offers either a new sports opportunity, or an age group not being offered by an existing program, it may receive consideration before a new sports organization that is in direct competition with an existing sports program.

Section 1D – Seasons:

Spring Season – March – June 15th

(The beginning of the Spring Season will be determined by the Parks Department based on weather and field conditions.)

Summer Season – June 16th - August

(Summer Leagues may begin play before June 15th with the approval of the Parks and Recreation Commission.)

Fall Season – September – November

(The end of the Fall Season will be determined by the Parks Department based on weather and field conditions.)

Section 2- Fuessenich Park

Section 2A -Designated Users

- Torrington High School
- Oliver Wolcott Technical School
- American Legion
- Tri-State Rebels
- Dragons
- Demons
- Babe Ruth
- Little League
- Approved Tournaments (may supersede others at the discretion of the Commission.)
- Other Approved Travel Teams
- Other uses as discussed and approved by the Parks and Recreation Commission

Section 2B -Other Restrictions - Rules and Regulations:

General Park Rules:

1. No admittance – except during scheduled events.
2. Visitors welcome during maintenance hours.
3. When gates are closed, park is closed.
4. No animals – leashed or unleashed.
5. No bicycles or skateboards.
6. No alcoholic beverages.
7. No smoking in bleachers.
8. Place all trash in designated containers.
9. City is not responsible for injuries or damages by batted or thrown balls.
10. Watch for children.
11. No food or drink.
12. No glass containers or coolers allowed in park.

Practice and Pre-Game Field Usage Guidelines:

1. Do not pitch from the top of the mound.
2. Use the mats for the pitcher and hitters.
3. Do not hit from the plate unless you use the mats.
4. Do not throw batting practice from the grass.
5. Use the batting cage for all batting practice. Do not move until it is fully up on all of its wheels.
6. Keep all practice and players off the grass on the side lines between the base paths and dugouts.
7. No pepper or practice against any fences or netting.

Section 3 - Closed or Restricted Areas

- A. Closed area - At the discretion of the Superintendent of Parks and Recreation, or the Superintendent's designee, any section or part of any park, facility or field may be declared closed to the public at any time and for any interval of time, either temporarily or at regularly scheduled, stated intervals (daily or otherwise) and either entirely or just to exclude certain uses.
- B. Guidelines for Cancellation of Activity on City Athletic Fields - Due to factors such as inclement weather and poor usage conditions, the Torrington Parks and Recreation Superintendent or the Superintendent's designee reserves the right to deny the use of a City park, facility or field. The Parks and Recreation Superintendent, or the Superintendent's designee may deny the use of a park, facility or field and/or require an activity to stop and the participants to vacate the area.
- C. Field Closings will be updated by 4:30 PM (Monday-Friday) on the Department's Information Line at (860) 489-2270 and/or the Department's Website at www.torringtonmyrec.com. On weekends, Field Closing will be communicated by the Public Works Foreman, or the Foreman's designee.

Examples of conditions that may require the alteration or the cancellation of an activity:

1. Standing puddles of water on the field
2. Footing is unsure and slippery
3. Ground is water logged and squishy
4. Grass can be dislodged from the ground easily
5. Lightning
6. Severe weather storms
7. Unsafe facility conditions
8. Use proves to be destructive or detrimental to the site

Teams, leagues, individuals and/or organizations that do not precisely follow the policy will be subject to the following disciplinary actions:

Any person who shall violate any of the aforementioned shall be subject to the following penalties:

- 1st Offense: \$99.00 fine and issuance of a written warning to the President or responsible person of the organization, and all coaches involved which states the offense and charges the organization to pay for the cost of the repair of any damage. The Superintendent of Parks and Recreation may suspend the team or organization from using the park, facility or field for any certain period of time. The suspension will be affirmed in writing.
- 2nd Offense: \$99.00 fine and issuance of a written warning to the President or responsible person of the organization, and all coaches involved, that states the offense and charges the organization to pay for the cost of the repair of any damage, and subject to prohibition for up to 1 year, for use of any City field or facility. Organizations that have been subject to disciplinary action under Section 3 must reapply in writing to use the park, field, or facility and must state what remedial actions they have taken that will satisfy the "Parks and Field Use Policy" stipulations, and appear before the Parks and Recreation Commission.

Section 4 - Insurance Requirements

1. Torrington affiliated sports clubs and associations, residents, businesses and non-affiliated clubs and associations, and non-residents must provide the City of Torrington with liability insurance a minimum of \$1,000,000, listing the City as additionally insured. This insurance must be submitted to the Parks and Recreation Department at least one week prior to park, facility or field usage.
2. A current participation roster is also required prior to the actual usage. The roster must include each participant's name and complete address (no P.O. Boxes.) The roster must also include the name of the person responsible for the team, listing name, address, and phone number.

Section 5 - Right to Decline

The City of Torrington in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities or fields or to cancel rental of the parks, facilities or fields.

Section 6 - Responsible Adult Designee

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees, in writing by signing the "**PARKS & RECREATION DEPARTMENT FACILITY & FIELD REQUEST FORM**", to be responsible for any damage. A responsible person from the organization must be present at all times at the park, facility, or field, and must remain with the group until the last group member leaves the facility.

Section 7 - Reservations Mandatory

Organized athletic activities on City property are permitted only on a reservation basis.

Section 8 - Permit Time Restrictions

Permits for use will be issued by the Torrington Parks and Recreation Department for municipal fields. A permit must be filled out for each new program/event/league and every season.

Section 9 - Banned - Alcoholic Beverages and Illegal Drugs

Alcoholic beverages and illegal drug usage are not permitted on town parks, facilities and fields.

Section 10 - Cancellation Authority

The City of Torrington in its sole and absolute discretion, reserves the right to cancel permission for any group to use a park, facility or field if the purpose of such use is not considered to be in the best interest of the community or the neighborhood.

Section 11 - Permit Holder Priority

Persons not having a permit for the use of parks, facilities or fields must give way at all times to permit holders.

Section 12 - Additional Supervision

The City of Torrington reserves the right to require any lessee or user to provide police protection when deemed necessary. Additional attendants or park personnel will be assigned, if deemed necessary by the Superintendent of Parks and Recreation or the Superintendent's designee; any resulting expenses or costs will be billed to the lessee or user.

Section 13- Closing Times Restrictions

Under no circumstances will an event be allowed to continue after the designed closing time of the park, facility, or field, as set by City ordinance.

Section 14 - Scheduling

Section 14 A – Field Scheduling Process - Bi-annual field scheduling meetings may be required at the discretion of the Superintendent of Parks and Recreation to allocate athletic field use in accordance with the Athletic Field Use Policy for City of Torrington Parks & Recreation Department programs, City youth sports organizations, sports camps, tournaments and clinics, and City school sports programs. The meetings are generally held on a seasonal basis with spring/summer field allocations determined at the February/March meetings, while the fall/winter field allocations are determined at the July/August meetings. A separate scheduling meeting will be held for Fuessenich Park on an annual basis. It is the responsibility of the requesting organization to assign a league representative or designee to attend the field scheduling meetings. Failure to do so may result in a loss or the organization's field use allocation.

Section 14 B - The Master Schedule of Activities will be kept at the Parks and Recreation Department. Only the Parks and Recreation Department will be allowed to book events. At no time will any City agent other than Torrington Parks and Recreation have the authority to book or reserve a field or facility for themselves or any other town or group.

Section 15 – Cancelling/Rescheduling Games

All teams must notify the Parks and Recreation Department by emailing parks@torringtonct.org if they would like to cancel, reschedule, change fields, or request any other schedule changes. Request for schedule changes will be reviewed by the Parks and Recreation and are not valid until the team is notified by the staff at the Parks and Recreation Department. All field change requests must be received at least 24 hours from the original scheduled date/time. League/Organizations may be subject to penalties/fines for failure to notify the Parks and Recreation Department of game cancellations.

The Parks and Recreation Department and/or Public Works Department reserves to the right to cancel any practices, games, or events as outlined in Section 3.

Any person who shall violate any of the aforementioned shall be subject to the following penalties:

- 1st Offense: Verbal Warning
- 2nd Office: \$99.00 fine and issuance of a written warning to the President or responsible person of the organization, and all coaches involved which states the offense and charges the organization to pay for the cost of the repair of any damage. The Superintendent of Parks and Recreation may suspend the team or organization from using the park, facility or field for any certain period of time. The suspension will be affirmed in writing.
- 3rd Offense: \$99.00 fine and issuance of a written warning to the President or responsible person of the organization, and all coaches involved, that states the offense and charges the organization to pay for the cost of the repair of any damage, and subject to prohibition for up to 1 year, for use of any City field or facility. Organizations that have been subject to disciplinary action under Section 3 must reapply in writing to use the park, field, or facility and must state what remedial actions they have taken that will satisfy the "Parks and Field Use Policy" stipulations, and appear before the Parks and Recreation Commission.

Section 16 - Appeals Process

Appeals must first be directed to the Parks and Recreation Superintendent. After the Superintendent's decision has been made, then a written appeal may be directed to the Parks and Recreation Commission.

Section 17 – Sponsor Signs in City Parks

Organizations should obtain approval from the Parks and Recreation Commission prior to any public display of advertising signs. Banners and Signs should not be displayed in any public park where they could potentially create a negative visual impact. They should neither distract nor interfere with the overall park experience for the general public. Banners or Signs must be confined or oriented to the area of use by the organization. Additional requirements include:

- No permanent structure can be erected in a park for the purposes of supporting advertising Banners or Signs.
- Banners/Signs must not exceed 4' wide by 6' length (without prior approval of the Parks and Recreation Commission.)
- All new Banners/Signs must be high quality vinyl or corrugated plastic material and installed with snap hooks or zip ties to be supplied and maintained by the organization.
- Banners/Signs placed on ballfields are restricted to the outfield fence and must face the inside of the ballfield. Banners/Signs should be spaced evenly across the fence to create a uniform pattern.
- The bottom of the Banner/Sign should be located a minimum of 8" off the ground and are not to extend over the top rail.
- Banners should be made with flaps to allow wind to pass through.
- Messages and graphics must be professional.
- Banners/Signs must be kept cleaned and maintained throughout the season.
- Banners, tarps, or similar materials may not be hung from any bleachers, dugouts, or backstops (one day signage and/or banners placed on dugout and/or sideline fencing is permissible with prior approval of the Parks and Recreation Commission.)
- Banners/Signs may be displayed only during the dates of use indicated on the field use permit (and must be removed on the final day of the permit.)
- It is the sole responsibility of the organization to put up and take down all Banners/Signs.
- City staff may require Banners/Signs to be removed if torn, in bad condition, and/or if they create an unacceptable appearance.
- Damage to park property, fences, etc... caused by Banner/Sign installation, displays, or removal is the sole responsibility of the organization.
- Advertising for alcohol, drugs, or tobacco products is prohibited.
- The City of Torrington reserves the right to limit the number of Banners/Signs to be displayed.
- Banners/Signs will be approved on an individual basis.
- It is recommended that the background sign be white with green lettering.
- The City of Torrington reserves the right to make additional stipulations for the betterment of the City.

Section 18 – Parks Rules and Regulations

The City of Torrington Parks are for everyone to enjoy. All City ordinances must be observed at any City Park or Facility. The following is a list of park rules and regulations, including excerpts of the Municipal Code for the City of Torrington.

- City Parks shall be open to the public from sunrise to sunset, with the exception of Coe Memorial Park or for activities sanctioned by the Parks and Recreation Commission. (155-4, 155-5)
- Any groups interested in reserving City Parks and Recreation Facilities for programs or organized events must sign-up with the Parks and Recreation Department. Any group reserving a facility is expected to abide by all rules and regulations established by the Parks and Recreation Commission.
- Public address or loudspeaker systems or other electronic audio devices are allowed by permit only.
- Vehicles in City Parks are restricted to roads and parking lots. The speed limit is 10 mph, unless otherwise posted.
- No person shall operate a wheeled device upon any property owned by the City of Torrington were expressed prohibited by the Parks and Recreation Commission, including but not limited to; sports courts, playgrounds, athletic fields, etc. (175-2, 175-3, 175-4)
- Swimming, bathing and wading in any body of water within City Parks is prohibited, other than in areas/facilities designated for swimming by the Torrington Parks and Recreation Department.
- Dogs and other pets must be on a leash and under the control of the owner at all times. No pets are allowed on playgrounds, athletic fields or courts at any time. Dog owners are expected to pick up after their pets. (80-1)
- Littering or dumping of any household or yard material or substances is prohibited in City Parks. (128-2, 128-4.3)
- The consumption or possession of alcoholic beverages in City Parks is prohibited. (75-2, 75-3, 75-4)
- Never damage, pollute, disfigure, deface, write upon, paint or remove any natural resource, structures or equipment in City Parks.
- No climbing on buildings or structures not erected for this purpose.
- Do not hunt, kill, molest, frighten or tease any animals, reptiles or birds in City Parks.
- No solicitation, vending, advertising or sign posting is allowed in the parks, except by special permission of the Superintendent of Parks and Recreation.
- No open fires shall be allowed in City Parks.
- The following are NOT allowed in City Parks: weapons or firearms or explosive devices, golfing, use of metal detectors or use of remote control airborne devices.
- No person shall operate or use any snowmobile, mini-bike or all-terrain vehicle (ATV) in City Park. (155-1, 155-3)
- No overnight camping is allowed in City parks.
- The City of Torrington is not responsible for personal items left in City parks.

Refer to the City of Torrington Code for a complete listing of City Ordinances and Penalties. Refer all questions/comments to the Park and Recreation Department at (860) 489-2274.

Section 19 - 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). The priority usage for the City of Torrington Parks and Recreation facilities is outlined in the Torrington Parks and Recreation Department **Parks and Field Use Policy** – Sections 1A and 2A.
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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Storage of private property and personal belongings cannot be accommodated.

14. Parking on playing fields or lawns is not permitted.
15. 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.
16. 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 4:30 PM. If field conditions dictate closure after 4:30 PM, it will be up to the discretion of the officials and/or coaches.
17. Any schedule changes should be communicated to the Parks and Recreation Office at least 48 hours in advance.
18. The Park and Recreation Commission reserves the right to change these policies pertaining to the administration of the facilities at any time.
19. 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.

Section 20 – Specific Field Use Rules:

1. No alcoholic beverages.
2. No smoking in bleachers or dugouts.
3. Place all trash in designated containers.
4. The City of Torrington is not responsible for injuries or damages by batted or thrown balls.
5. Do not pitch from the top of the mound during practices or pre-game.
8. Do not hit from the plate during practices or pre-game.
9. Do not throw batting practice from the grass.
10. Use the batting cage for all batting practice. Do not move until it is fully up on all of its wheels.
11. Keep all practice and players off the grass on the side lines between the base paths and dugouts.
12. No pepper or practice against any fences or netting.

By signing this agreement, you agree to comply with all CT DECD Sector Rules for return to play entitled “Sports, Sports Clubs & Complexes, Gyms, Fitness Centers, & Pools”, CDC Guidelines, and all State of Connecticut Executive Orders issued related to COVID-19, including but not limited to social gatherings, social distancing, sanitation, and facemask use.

PLEASE SIGN BELOW:

.....

I have read and understand Park and Field Use Policy. I also understand it is my responsibility, as the representative of this organization, to communicate the policies and procedures listed in the Park and Field Use Policy to all participants, coaches, coordinators, representatives, and spectators associated with the organization.

Signature

Date

Appendix A

FIELD USE INFORMATION

This document is provide for information and dialog between City Parks Department and all those using the City of Torrington Athletic Fields. We have and continue to put a lot of effort and resources into our fields despite shrinking budgets and rising costs. For this season we have laser graded the infields, added clay, reduced lips, reshaped mounds, put in new rubbers, added clay brick in batters boxes, and are also in the process of adding conditioner and new windscreens in places that need it, just to name a few of the improvements. The Parks Department takes extreme pride in the appearance and playability of our fields, and want offer the community best possible product. This will require cooperation and dialog between the Parks Department, the Recreation Department and the Public that ultimately use the fields. As we are all aware, no one controls the weather. Rain and the use of wet fields is by far the most damaging and costly expense with regard to field maintenance. In the interest of protecting the Cities investment, and ensuring field quality for the majority of users, the following guidelines are in place.

- Do not ever access a wet infield, if the clay is sticking to your shoes or you are leaving footprints stay off. Please also convey this to your kids that may walk to fields or go when there is no parent around such as summer time.
- If tarps are on, leave them on! They are on for a good reason, to protect mound or batters boxes from rain as well as retaining moisture in clay. We realize the importance of practice, but not at the expense of the field.
- On the fields that batting mats or cages are available, we ask that you use them or at minimum take BP from behind batters boxes. This mitigates the repair of deep holes in boxes that potentially can collect water and make field unplayable on game day.
- On the subject of rain and the delays caused by it, while no one can control the weather, we can control how we approach a wet field. First, just because rain has ended and in some cases hours before a game start, does not mean the field will be ready for play. In the past, we have used copious amounts of field dryer, which has turned out to be an expensive mistake. The dryer plugs up the clay soil long after the field has dried out causing the water from next rain event having no way of perking into the ground resulting in puddling. For this reason we no longer use field dryer.
- Expect delays when it has rained, that is the nature of the business, BUT be rest assured a professional staff always evaluates the fields. In the event that we can make them play-able, we will. We want to have fields up and running to avoid make up games as much as you do, but need to be patient and sensible with our decision-making.
- Just because the sun is shining does not mean field is ready.
- A good rule of thumb is, if a machine cannot be put on the field it is considered unplayable.
- Also moving forward we are going to provide mats and pitching wedges to be used during practice. This will be done a little at a time, until this is done, there is a bullpen and cages at Oak Ave that we urge you to use as much as you can. If you would like to come after dinner or school and pitch with your son and daughter please do so in bullpens or in front of mounds to preserve them for game ready shape.
- Coaches, if clay is questionable please err on the side of caution and use outfield areas to conduct practices.

FIELD USE INFORMATION

Our goal is simply to provide a safe, enjoyable playing experience for not a few games but for the whole season. This will be best achieved by a coordinated effort of Parks staff, coach's, parents and players. This is a community and it takes a community to maintain some of the best ballfields in the area.

If there is ever a question a concern or even something you see that you need clarification on you can always contact me, or set up a meeting to discuss this matter fully.

Thank you,

Glenn Carbone

Parks Foreman

Glenn_Carbone@torringtonct.org

Phone-860-307-9387

City Of Torrington

Torrington Parks and Recreation
153 South Main Street
Torrington, CT 06790



Tel: (860) 489-2274
Fax: (860) 489-2588
www.torringtonct.org

Updated: 6/12/20

Fuessenich Park - Policies and Procedures (Non-Staffed Events)

City of Torrington Personnel:

- Brett Simmons, Superintendent of Parks & Recreation
- Bill Mayers, Superintendent of Public Works – Streets and Parks
- Glenn Carbone, Public Works Foreman

Field Use Policy:

- All user groups must be familiar with and comply with all aspects of the Field Use Policy – Dated November 3, 2010, **modified June 12, 2020** – attached.

Field Use Information Sheet:

- All user groups must be familiar with and comply with all aspects of the Field Information Sheet from the Parks Department – attached.

Fuessenich Park Rules:

- All user groups must be familiar with and comply with all aspects of the Fuessenich Park Rules from the Parks Department – attached.

Fuessenich Park – Non-Staffed Events – Policies and Procedures:

- Coordinators for each team are responsible for making sure all field use policies and procedures are followed.
- Coordinators for each team are responsible for unlocking the main access gate in the plaza at the beginning of the game and securing them at the end of the game. The code for the gates is **2352**. The team coordinators are responsible for using this code to open/close and shall not provide the combo number to anyone else.
- Coordinators are responsible for making sure that everyone has vacated the field and stadium at the end of the game prior to securing the gate. If another team plays immediately after your team's game and their coordinator is present when you are leaving, you will not need to lock the gate.
- The double gate to the lower plaza is for Emergency Use only and should only be used for that purpose. In the event of an emergency and the double gate needs to be opened, it should be shut and locked as soon as access is no longer needed.

- Coordinators are responsible for inspecting the bleacher/grand stand area, dugouts, and field before and after each game for any debris and/or safety issues. Please pick up and dispose of any debris. Please report any safety issues to Brett Simmons at brett_simmons@torringtonct.org.
- Teams are responsible for uncovering the mound prior to game and covering the mound after the game. If another team is scheduled to follow your team that day, you do not need to cover the mound.
- If your team uses the portable hitting cage (turtle), you are responsible for returning it to where it is normally stored.
- Coordinators must work with Umpires to assess field conditions during inclement weather and make sound decisions on the playability of the field, keeping safety in mind, and adhering to the policies outlined in the Field Use Policy and Field Use Information Sheet. At any point in time, city staff may determine the field is unplayable and has the final determination on field use.
- At no time should any form of drying agents be used on the field or any other alternate methods for drying the field.

Fuessenich Park – Non-Staffed Events – Miscellaneous Information:

- The following pertains to Non-Staffed Events Only – Saturday 3:00 PM Game and Mondays. There will be no games starting after 3:00 PM Saturday and no Sunday games in 2020.
- Restrooms will be locked – a portable toilet will be located in the lower plaza area.
- Timers for the field lights will be set by the Parks Department as needed.
- Access to the Press Box will not be allowed, due to the fact that the security system will be armed. During this time, teams will not be allowed to use the scoreboard, PA System, and Sound System. Should any team require these amenities, they should reschedule their game to another date (Tuesday-Friday, or Saturdays during the day.) Should you require use of these amenities and cannot reschedule, please contact Brett Simmons to discuss what fees would be required for City Staff to be hired to work the game.

Contact Information:

- Glenn Carbone – 860-307-9387
- Brett Simmons – 860-309-4637

I, _____, have read and understand the contents outlined in the Fuessenich Park – Policies and Procedures for Non-Staff Events and agree to adhere to all policies and procedures established. Teams are subject to a suspension or termination of field use for not adhering to of any of these policies procedures.

Signature

Date

J. BRETT SIMMONS Superintendent



.....Explore the possibilities

Appendix C

City of Torrington

PARKS & RECREATION DEPARTMENT – FACILITY/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 Department, 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. Deadline for all paperwork is the fourth Friday of the month.

Requesting Organization: _____

Address: _____

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

_____ Telephone/Cell No.: _____

Email – Main Contact Person: _____

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

FACILITY/FIELD REQUESTED:

- Fuessenich Park Toro I Toro II Toro Soccer West Torrington
- Alvord Park Joe Ruwet Elise Besse Major Besse Field
- Bishop Donnelly Oak Avenue Little League Oak Avenue Babe Ruth - Romaniello Field
- Other: _____

DATE(S) FACILITY/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.

TYPE OF USE: Game Practice Tournament
 Other: _____

REQUIREMENTS: Lights Sound System (requires prior approval)
 Other: _____

Field lined? Please specify (for base/pitching radius alignment):

Softball (Girls) Softball (Men) Softball (Women) Baseball Soccer

Will facility/field be decorated? Please explain: _____

Will food/refreshments be sold? Yes No

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

Signature

Date

~Turn Over~

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). The priority usage for the City of Torrington Parks and Recreation facilities is outlined in the Torrington Parks and Recreation Department **Parks and Field Use Policy** – Sections 1A and 2A.
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 4:00 PM. If field conditions dictate closure after 4:00 PM, it will be up to the discretion of the officials and/or coaches.
18. Any schedules 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.
21. By signing this agreement, you agree to comply with all CT DECD Sector Rules for return to play entitled "Sports, Sports Clubs & Complexes, Gyms, Fitness Centers, & Pools", CDC Guidelines, and all State of Connecticut Executive Orders issued in 2020 related to COVID-19, including but not limited to social gatherings, social distancing, sanitation, and facemask use.

Signature

Date

Amended 6/11/2020

Appendix D

Field Use Priority List - 2021		2021
Priority 1:	Torrington Parks and Recreation Programs and Events	No Fee
Priority 2:	Torrington Board of Education Programs and Events, and other School Programs that provide shared services.	Charges for Fuessenich as noted below.
Priority 3:	Torrington based Non-Profit, 501c (3) youth programs that are 100% Torrington residents. Programs are open to all Torrington residents.	As Noted Below - Weekend Fees Only or Fuessenich if applicable.
Priority 4:	Organized Youth or Adult Travel Programs comprised of players selected on a tryout basis.	\$100/ Season Fee for Teams with 100% Torrington Residents, \$200/Season Fee for Teams with less than 100% Torrington
Priority 5:	Tournaments	As Noted Below - Fuessenich, Toro.
Priority 6:	Events - Social, Educational, Recreational, Civic, etc. - Non-Profit - (4 hour minimum.)	\$50/Hour
Priority 7:	Events - Social, Educational, Recreational, Civic, etc. - For-Profit - (4 hour minimum.)	\$75/Hour
Field Use Fees		2021
Fuessenich Park	Monday - Saturday - Field Use Requires scoreboard, press box, bathrooms, lights, etc. (4 hour minimum.)	\$ 200.00
Fuessenich Park	Sunday- Field Use Requires scoreboard, press box, bathrooms, lights, etc. (4 hour minimum.)	\$ 240.00
Fuessenich Park	Tournaments - Monday - Saturday - Field Use Requires scoreboard, press box, bathrooms, lights, etc. (4 hour minimum.)	\$50/Hour
Fuessenich Park	Tournaments - Sunday- Field Use Requires scoreboard, press box, bathrooms, lights, etc. (4 hour minimum.)	\$60/Hour
Fuessenich Park	Monday - Friday - Field Use Only - No use of scoreboard, press box, bathrooms (portable toilet only), and lights. (4 hour minimum.)	\$50 Flat Fee
Toro Fields	Saturday - All Day Tournament - Drag/Line in the Morning Only- Lights Included.	\$ 160.00
Toro Fields	Sunday - All Day Tournament - Drag/Line in the Morning Only - Lights Included.	\$ 200.00
Weekend Field Use - Practices/Games	Saturday - Fields will be lined once in the morning regardless the number of games/teams playing. Start time will rotate each week for each organization. (Time Slots - 2.5 hours.)	\$60/Field/Time Slot
Weekend Field Use - Practices/Games	Sunday - Fields will be lined once in the morning regardless the number of games/teams playing. Start time will rotate each week for each organization. (Time Slots - 2.5 hours.)	\$90/Field/Time Slot
Extra Maintenance	Monday - Saturday - Fee for re-dragging and lining fields in between games.	\$ 150.00
Extra Maintenance	Sunday- Fee for re-dragging and lining fields in between games.	\$ 180.00
Notes:		

Teams/Organizations will be invoiced on/around the 15th of each month for the ensuing month of scheduled games/practices. If payment is not received by the designated due date, teams/organizations are subject to suspending or revoking scheduled field use.

Fuessenich will be scheduled, based on past Priority Use Listing, as long as all organizations comply with the established fee schedule.