



2019

Field & Facility Use Policies

Purpose

The athletic fields of the Town of Farmington are provided for the leisure time pursuits of all residents. Correspondingly, certain policies are needed to insure proper use and control of the Town of Farmington athletic fields so that all residents may have fair and equitable access to these facilities.

Policies and Procedures:

- Field conditions, maintenance schedules, and the number of hours of available usage on a particular field will determine field availability.
- The Town of Farmington reserves the right to restrict, refuse, or cancel the use of any field for the following reasons:
 1. The field is closed for maintenance and repairs, closed due to overuse, or closed due to limited town resources.
 2. Requested use is inappropriate and/or may damage the field due to opposing wear patterns that may result in unsafe playing conditions. Therefore, the playing of two sports in the same season on the same field may not be permitted.
 3. Other instances as deemed necessary.
- Rentals from the previous year must submit a completed field request form by March 31st in order to secure a rental for 2019. Beginning April 1st, priority will be based on a first come, first served basis. Requests made less than seven days in advance may not be approved.
- An invoice will be processed indicating a due date for the rental fee.
- Those who have secured fields are required to inform Farmington Recreation if they are not using the dates/times that has been reserved.
- Those who have secured fields are responsible for following the Town of Farmington ordinances.
- Those who have secured fields must submit a Certificate of Insurance or must sign a Liability and Indemnification Agreement/Release of Liability, which is found on the Field Request Form.
- Farmington public school activities have priority on school fields.
- Farmington Recreation sponsored programs have priority on school fields when Farmington public school activities are not scheduled.

MAILING ADDRESS

Community & Recreational Services
1 Monteith Drive
Farmington, CT 06032
Phone: 860.675.2540
www.farmington-ct.org

SATELLITE OFFICE

Farmington Recreation
1 Depot Place
Unionville, CT 06085
Phone: 860.675.2540
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- Farmington Recreation sponsored programs have priority at Tunxis Mead Park with special consideration given to Farmington High School athletic programs.
- Farmington Recreation is responsible for assigning youth athletic organizations (i.e. Farmington Youth Baseball, Farmington Youth Lacrosse, Farmington Valley MudHogs, and FAAC Baseball) to designated sport specific fields. The amount of field use time allocated to each community youth athletic organization is at the discretion of Farmington Recreation and is determined by the availability of space to provide the specified activity.
- Field rentals, Monday - Friday, may not be available until July 1st due to use by community youth athletic organizations. Field rentals on Saturdays and Sundays may be available after April 15th at the discretion of Farmington Recreation.
- Tunxis Mead Eagle Scout Pavilion Use: Not available for rental.
- Sports Courts (Tennis and Basketball): Drop-in resident personal use is on a first-come, first served basis.
 - Town programs take priority.
 - Courts closed during school hours.
 - No bikes, skateboards or inline skates.
 - Non-marking shoes only.
 - For our reservation schedule please contact Farmington Recreation at 860.675.2540.
- Peddling and Soliciting: Farmington Recreation does not permit reservations of public park/open space by non-licensed/non-insured individuals for bake sales, pot-luck dinners, etc. Those with a State of Connecticut Cottage Food Operation License or other applicable license may request the use of public park space but permission is at the sole discretion of the Town of Farmington. Approved concession stands must carry a valid permit with the Farmington Valley Health District and/or the State of Connecticut as applicable.

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User Categories

- Group A (Pre-approval by the Community & Recreational Services Department is Required)
 - Community & Civic groups that are primarily comprised of Farmington residents who contribute the well-being of the Town of Farmington (Certificate of Insurance is required).
 - Town affiliated groups that consist of all Town departments and those appointed by the Town.
 - Town sponsored groups that work with the Town departments to be aware of basic goals, needs, issues and concerns.
 - Resident youth athletic organizations that are primarily comprised of Farmington residents who contribute the well-being of the Town of Farmington (Certificate of Insurance is required).
- Group B
 - Non-profit organizations whose membership is comprised of a minimum of 80% of Farmington residents whose primary purpose is to benefit the Town of Farmington (Certificate of Insurance is required). Non-profit status is required by submitting an IRS letter of tax exemption for 501c (1-29) classification.
 - Youth athletic organizations whose membership is comprised of a minimum of 80% of Farmington residents whose primary purpose is to benefit the Town of Farmington (Certificate of Insurance is required).
- Group C
 - Non-profit organizations whose membership is less than 80% of Farmington residents and serve the Town of Farmington but also serve a wider region (Certificate of Insurance is required). Non-profit status is required by submitting an IRS letter of tax exemption for 501c (1-29) classification.
 - Non-profit youth athletic organizations whose membership is less than 80% of Farmington residents and serve the Town of Farmington but also serve a wider region (Certificate of Insurance is required).
 - Non-profit adult athletic organizations (Certificate of Insurance is required).
- Group D
 - For-Profit, Private Entities, Tournaments (Certificate of Insurance is required).

* Please contact Farmington Recreation at 860.675.2540 for multi-use booking information.

***Sports Camp and/or Clinic providers interested in utilizing athletic field space in the Town of Farmington please contact Recreation Staff at 860.675.2540 for information on program sponsorship.**

A certificate of insurance for a minimum of \$1,000,000.00/occurrence general liability coverage including bodily injury, personal liability and property damage must be provided. The Town of Farmington must be named on the certificate of insurance as “additional insured”. Dates, times and/or frequency of event(s) should be noted.

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Community & Senior Center User Fees

	User Category A/B	User Category C	User Category D
Community & Senior Center	Monday – Friday 4:00 – 10:00 p.m.	Monday – Friday 4:00 – 10:00 p.m.	Monday – Friday 4:00 – 10:00 p.m.
Rooms A & B	No Fee	\$75/1 st Four Hours \$75/Each Add'l Hour	\$100/1 st Four Hours \$25/Each Add'l Hour
Room C	No Fee	\$75/1 st Four Hours \$75/Each Add'l Hour	\$100/1 st Four Hours \$25/Each Add'l Hour
Rooms A/B/C	No Fee	\$150/1 st Four Hours \$75/Each Add'l Hour	\$200/1 st Four Hours \$75/Each Add'l Hour
Learning Center (No Food/Beverage)	No Fee	\$50/1 st Four Hours \$25/Each Add'l Hour	\$75/1 st Four Hours \$25/Each Add'l Hour
Recreation Room	No Fee	\$50/1 st Four Hours \$25/Each Add'l Hour	\$75/1 st Four Hours \$25/Each Add'l Hour
Community & Senior Center	Saturdays/Sundays	Saturdays/Sundays	Saturdays/Sundays
Rooms A & B	No Fee	\$125/1 st Four Hours \$75/Each Add'l Hour	\$175/1 st Four Hours \$25/Each Add'l Hour
Room C	No Fee	\$125/1 st Four Hours \$75/Each Add'l Hour	\$175/1 st Four Hours \$25/Each Add'l Hour
Rooms A/B/C	No Fee	\$250/1 st Four Hours \$75/Each Add'l Hour	\$350/1 st Four Hours \$75/Each Add'l Hour
Learning Center (No Food/Beverage)	No Fee	\$50/1 st Four Hours \$25/Each Add'l Hour	\$75/1 st Four Hours \$25/Each Add'l Hour
Recreation Room	No Fee	\$50/1 st Four Hours \$25/Each Add'l Hour	\$75/1 st Four Hours \$25/Each Add'l Hour

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Fields, Sports Courts, Pavilions User Fees

Classification	User Category A/B	User Category C	User Category D
Class T Field (Turf)	No Fee	\$40.00/hour	\$50.00/hour
Class A Field	No Fee	\$45.00/hour	\$55.00/hour
Class B Field	No Fee	\$35.00/hour	\$45.00/hour
Sports Courts	No Fee	\$35.00/hour	\$45.00/hour
Light Use	No Fee	\$25.00/hour	\$25.00/hour

Class T Fields (Turf)	Class A – Baseball	Class B – Multipurpose	Sports Courts
FHS – Football/Lacrosse	Farmington High School	East Farms	Tunxis Mead Basketball
Tunxis Mead – Soccer	Tunxis Mead	FHS – Lower Field	FHS Tennis Courts
	West Woods (60' & 70')	FHS – “F” Field	IAR Tennis Courts
	River Glen LL (60')	Noah Wallace	
		Union School	
		West District – Front	
		West District – Back	
	Class A – Softball		
	Tunxis Mead #1		
	Tunxis Mead #2		
	Class A – Soccer		
	Tunxis Mead		
	Class A – Multipurpose		
	IAR		
	West Woods		
	FHS – Upper		

Pavilions

Tunxis Mead Eagle Scout Pavilion (Not Available for Rental – Updated 4/25/18)

Westwoods Golf Course Pavilion (Contact Community Services at 860.675.2390 for details.)

- * **Baseball and Softball Fields will be closed for the season on the Sunday following October 15th.**
- ** **Athletic Fields may be closed for maintenance during July and August.**

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2019 Field Request Form

Name of Group / Affiliation: _____

Primary Contact: _____

Address: _____ City: _____ Zip Code: _____

Primary Phone: _____ Email: _____

Request

Location	Date	Start Time	End Time	Lights (Y/N)

Notice

- 1) Fields for youth sports organizations located on school property may not be assigned prior to April 1st and will be available for use upon approval by the Public Works Department.
- 2) Fields located on school property may not be available for adult use until after the last day of school.
- 3) Groups renting fields unable to provide a certificate of insurance must complete the release of liability.
- 4) Upon approval of this field request an invoice will be mailed.

Waiver

By signing below, as the sole representative of the group listed above, I can attest that all members of the group recognize that there are risks of injury involved in participating in recreational activities. Therefore, as the sole representative of the group, I can attest that all members of the group do hereby release the Town of Farmington and its employees and agents from all liability with respect to an injury received by any member within the group listed above arising from such activities. The organization supervisor, president, or person whose signature appears on this Request Form assumes full responsibility for following the Town of Farmington's Field Use Policies. By signing this form, I agree that the rental payment will be made on time. By signing this form, I acknowledge that payments not received by the date listed on the invoice will be subject to a 10% late fee. By signing below, as the sole representative of the group listed above, I understand that for promotional purposes the Town of Farmington may videotape and/or take photographs of participants within the group listed above. By signing below, as the sole representative of the group listed above, I hereby release and permit the Town of Farmington to utilize for said promotional purposes any videotapes and/or photographs of me or any other member of the above stated group.

Signature (Primary Contact): _____ Date: _____

Office Use Only

Approved Denied Request Number _____ Date: _____

Authorized Signature, Farmington Recreation _____

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