



**2020**

## **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 ensure 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 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 31<sup>st</sup> in order to secure a rental for 2020. Beginning April 1<sup>st</sup>, 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](http://www.farmington-ct.org)

#### **SATELLITE OFFICE**

Farmington Recreation  
1 Depot Place  
Unionville, CT 06085  
Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)



- 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 not sponsored or co-sponsored by Farmington Recreation 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 1<sup>st</sup> due to use by community youth athletic organizations. Field rentals on Saturdays and Sundays may be available after April 15<sup>th</sup> 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 a schedule of events, please contact Farmington Recreation at 860.675.2540.
- Peddling and Soliciting:
  - Peddling and soliciting shall not be permitted in any congested area or any area where his operations might impede or inconvenience the public. For the purpose of this policy, 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.



## 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 (Pre-approval by the Community & Recreational Services Department is Required)
  - 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 (Pre-approval by the Community & Recreational Services Department is Required)
  - 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 (Pre-approval by the Community & Recreational Services Department is Required)
  - 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.

**MAILING ADDRESS**  
Community & Recreational Services  
1 Monteith Drive  
Farmington, CT 06032  
Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)

**SATELLITE OFFICE**  
Farmington Recreation  
1 Depot Place  
Unionville, CT 06085  
Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)



### Community & Senior Center User Fees

	<b>User Category A/B</b>	<b>User Category C</b>	<b>User Category D</b>
<b>Community &amp; Senior Center</b>	<b>Monday – Friday 4:00 – 10:00 p.m.</b>	<b>Monday – Friday 4:00 – 10:00 p.m.</b>	<b>Monday – Friday 4:00 – 10:00 p.m.</b>
Rooms A & B	No Fee	\$75.00/1 <sup>st</sup> Four Hours \$75.00/Each Add'l Hour	\$100.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour
Room C	No Fee	\$75.00/1 <sup>st</sup> Four Hours \$75.00/Each Add'l Hour	\$100.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour
Rooms A/B/C	No Fee	\$150.00/1 <sup>st</sup> Four Hours \$75.00/Each Add'l Hour	\$200.00/1 <sup>st</sup> Four Hours \$75.00/Each Add'l Hour
Learning Center (No Food/Beverage)	No Fee	\$50.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour	\$75.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour
Recreation Room	No Fee	\$50.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour	\$75.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour
<b>Community &amp; Senior Center</b>	<b>Saturdays/Sundays</b>	<b>Saturdays/Sundays</b>	<b>Saturdays/Sundays</b>
Rooms A & B	No Fee	\$125.00/1 <sup>st</sup> Four Hours \$75.00/Each Add'l Hour	\$175.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour
Room C	No Fee	\$125.00/1 <sup>st</sup> Four Hours \$75.00/Each Add'l Hour	\$175.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour
Rooms A/B/C	No Fee	\$250.00/1 <sup>st</sup> Four Hours \$75.00/Each Add'l Hour	\$350.00/1 <sup>st</sup> Four Hours \$75.00/Each Add'l Hour
Learning Center (No Food/Beverage)	No Fee	\$50.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour	\$75.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour
Recreation Room	No Fee	\$50.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour	\$75.00/1 <sup>st</sup> Four Hours \$25.00/Each Add'l Hour

**MAILING ADDRESS**  
 Community & Recreational Services  
 1 Monteith Drive  
 Farmington, CT 06032  
 Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)

**SATELLITE OFFICE**  
 Farmington Recreation  
 1 Depot Place  
 Unionville, CT 06085  
 Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)



## 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	
	<b>Class A – Softball</b>		
	Tunxis Mead #1		
	Tunxis Mead #2		
	<b>Class A – Soccer</b>		
	Tunxis Mead		
	<b>Class A – Multipurpose</b>		
	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.)

### Notice

- 1) Baseball and Softball fields will be closed for the season on the Sunday following October 15<sup>th</sup>.
- 2) Athletic fields may be closed for maintenance during July and August.

#### MAILING ADDRESS

Community & Recreational Services  
 1 Monteith Drive  
 Farmington, CT 06032  
 Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)

#### SATELLITE OFFICE

Farmington Recreation  
 1 Depot Place  
 Unionville, CT 06085  
 Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)



## 2020 Field Request Form

**Name of User / Group / Affiliation:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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 1<sup>st</sup> 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 User Group listed above, I can attest that all members of the User Group recognize that there are risks of injury involved in participating in recreational activities. Therefore, as the sole representative of the User Group listed above, I can attest that all members of the User Group listed above 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 User Group listed above arising from such activities. The organization supervisor, president, primary contact or person whose signature appears on this Request Form assumes full responsibility for following the Town of Farmington’s Field Use Policies. By signing and accepting the terms of the facility use agreement, I agree that the rental payment will be made on time. By signing and accepting the terms of the facility use agreement, I acknowledge that payments not received by the date listed on the invoice will be subject to a 10% late fee. By signing and accepting the terms of the facility use agreement, as the sole representative of the User Group listed above, I understand that for promotional purposes the Town of Farmington may videotape and/or take photographs of participants within the User Group listed above. By signing and accepting the terms of the facility use agreement, as the sole representative of the User 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 User Group.

Furthermore, to do our part in reducing the risk of spread of COVID-19, our Facilities currently will be operated in compliance with the State of Connecticut Re-Opening Guidelines and Executive Orders. By signing and accepting the terms of the facility use agreement it is expected that User Group will comply with the same re-opening operational guidelines and Executive Orders. The User Group shall fully indemnify, defend and hold harmless the Town of Farmington and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for any illness (including but not limited COVID-19), personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the User, and even if caused by the negligence of the Town or any of their officers, employees, agents, servants and volunteers.

**Signature (Primary Contact):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

Approved       Denied      **Request Number** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Signature, Farmington Recreation** \_\_\_\_\_

**MAILING ADDRESS**  
 Community & Recreational Services  
 1 Monteith Drive  
 Farmington, CT 06032  
 Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)

**SATELLITE OFFICE**  
 Farmington Recreation  
 1 Depot Place  
 Unionville, CT 06085  
 Phone: 860.675.2540  
[www.farmington-ct.org](http://www.farmington-ct.org)