



**City of Torrington**  
**Parks and Recreation Department**  
**Parks and Field Use Policy**  
*Adopted November 3, 2010*

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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 FIELD REQUEST FORM**” must be completed prior each use.

### **Section 1A- Field Use Priorities**

Field Use Priorities will be granted in the following order:

1. Torrington Parks and Recreation Programs.
2. Torrington Public Schools.
3. Torrington Youth and Adult Organizations.
4. Locally organized non-profit civic groups whose membership is composed entirely of Torrington residents.
5. Locally organized educational, fraternal, social, and religious groups whose majority of membership is composed of Torrington residents.
6. Other non-profit organization and/or individuals that have been approved by the Parks and Recreation Commission.
7. Torrington businesses and non-affiliated clubs and associations.
8. Non-residents.
9. Others.

### **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 15<sup>th</sup>

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

Summer Season – June 16<sup>th</sup> - August

*(Summer Leagues may begin play before June 15<sup>th</sup> 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
- Torrington Titans
- Oliver Wolcott Technical School
- American Legion
- Connie Mack
- Over 40
- Tri-State Rebels
- Rifles
- Mickey Mantle
- Babe Ruth
- 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.torringtonct.org](http://www.torringtonct.org) – Link Parks and Recreation.

### **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, address (no P.O. Boxes), and phone number. The roster must include the name and phone number of at least one emergency contact person for each person on the roster. 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 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 are held 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 held on a seasonal basis with spring/summer field allocations determined at the January/February meetings, while the fall/winter field allocations are determined at the June/July meetings. Typically, the initial meeting is used to collect information from each seasonal user group. A follow-up meeting may be required to confirm field use allocations. 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. Separate scheduling meetings will be held for Fuessenich Park.

**Section 14 B - The Master Schedule of Activities** will be kept at the Parks and Recreation office staff. 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 in writing on the “**Field Use Change Request Form**” 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 48 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.

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

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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.

**Sample Form:**

Field Use Change Request Form:			
<b>Date of Request:</b>		<b>Name of Team/League:</b>	
<b>Contact Person:</b>		<b>Contact Phone #:</b>	
<b>Original Scheduled Date</b>	<b>Requested Make-up Date</b>	<b>Requested Make-up Time</b>	<b>Additional Comments</b>
*All field change requests must be at least 48 hours from the original scheduled date/time.			
<b>For Office Use Only:</b>			
<b>Status:</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Staff Initials: <input type="text"/>
<b>Change Notifications:</b>	Updated Schedule/ Binder <input type="checkbox"/>	Updated Scheduled Submitted to Superintendent <input type="checkbox"/>	Updated Scheduled Submitted to Parks Staff <input type="checkbox"/>

<b>If Needed:</b>	Softball Coordinator <input type="checkbox"/>	Fuessenich Concessionaire <input type="checkbox"/>	
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**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). 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.

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 schedules 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.

**PLEASE SIGN BELOW:**

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**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**