



Town of Portland, Connecticut

265 Main Street ■ P.O. Box 71 ■ Portland, CT 06480-0071
Phone: (860) 342-6757 ■ Fax: (860) 342-6763 ■ Hotline (860) 262-7234
Office of Parks and Recreation

Town Field Use Agreement Application

Please Note: A separate application is required for use of pavilions.

Reservations must be made at least 30 days prior to the season/event date(s). A separate application must be completed for each season/event and for each location.

PRINT CLEARLY OR TYPE **CERTIFICATE OF INSURANCE REQUIRED FOR ALL RENTALS**

Applicant/Organization Name: _____

Person Responsible for Rental: _____ **Email:** _____

Phone#: _____ **Cell:** _____

Park/Field/Grounds requested:

Bransfield Park/Batting Cages – 160 Rose Hill Rd
Bransfield Park/Kuzminski Field – 160 Rose Hill Rd
Bransfield Park/Lou Maggiore – 160 Rose Hill Rd
Brownstone Park/Nolan Ballfield – 97 Airline Ave
High School/Leroy Dyer Baseball – 95 High Street
High School/Softball – 95 High Street
Tomasso Little League Ballfield – 255 Airline Ave
Valley View Fields – 81 High Street
~~Route 17 Park/Baseball A – Gospel Lane – N/A~~
~~Route 17 Park/Baseball B – Gospel Lane – N/A~~
Bransfield Park/Horseshoes – 160 Rose Hill Rd

Main Street Basketball Courts – 314 Main Street
Camp Ingersoll – 94 Camp Ingersoll Rd
Middle School Soccer Fields/Lower– 95 High Street
Middlesex Ave Fields: Upper Field– 5 Middlesex Ave
Middlesex Ave Fields: Agogliati Field– 5 Middlesex Ave
High School/ JV Soccer Field – 95 High Street
~~Route 17 Park/Soccer A – Gospel Lane N/A~~
~~Route 17 Park/Soccer B – Gospel Lane N/A~~
Town Green – Main Street
Veteran’s Memorial Park – 33 East Main Street
Gildersleeve Field – 575 ½ Main Street

Please provide details of the event: _____

Months/Date(s)/Season requested: _____

Set-Up Time - AM/PM: _____	Start Time - AM/PM: _____	End Time - AM/PM: _____
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Please select the amenities needed (additional fees may apply): Electricity Water Other: _____

Extra Port-o-Lets (1 Port-o-let per 100 attendees onsite)

- Approximate number of people expected: _____
- Will there be entertainment? **Yes/No** -- If **YES**, please describe: _____
- Is event open to the public? **Yes/No** -- Members only? Admission fee? _____
- Is this event a fundraiser? **Yes/ No** -- If **YES**, please describe: _____
- Are you leasing space to vendors/exhibitors? **Yes/No** -- If **YES**, describe: _____
- Will you have concessions? **Yes/No** -- If **YES**, please describe: _____
- Will you post a sign? **Yes/No** -- If **YES**, please describe: _____

* A meeting must take place a minimum of 30 days prior to the event on the event site, coordinated by the Director of Parks and Recreation or designee to review the requests. There are utility costs associated with this event, which are the responsibility of the group sponsoring the event.

ANY PERSONS OR SPORTS ORGANIZATION ISSUED A PERMIT SHALL OBSERVE ALL RULES, REGULATIONS AND ORDINANCE ADOPTED BY THE TOWN OF PORTLAND. THE APPLICANT AGREES TO HOLD THE TOWN OF PORTLAND AND ANY OF ITS AGENTS AND EMPLOYEES HARMLESS FOR ANY AND ALL LOSSES CAUSED BY THE PERMITTEE OR ANY PERSON ENGAGED IN ACTIVITY BEING SPONSORED UNDER THE PERMIT EXCEPT FOR THE CASE OF NEGLIGENCE OR WILLFULL MISCONDUCT. I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER.

APPLICANT _____ ADDRESS _____ ZIP _____

ORGANIZATION _____ ADDRESS _____ ZIP _____

SIGNED _____ (Home#) _____ (CELL#) _____

TITLE _____ DATE OF APPLICATION _____

Field Closings: The Ground Maintenance Supervisor and the Director of Parks and Recreation will make decisions regarding field closings. The information will also be made available on the Parks and Recreation voicemail (262-7234) as early as possible. If a group disregards the closure, it jeopardizes future use of any fields.

Changes is Schedules: If there are any schedule changes during the week, that the fields need to be prepared for, the change needs to be called in by 10:00 a.m. of that day to the Parks and Recreation Office at 860-342-6757. If there is a change to the schedule that needs to be done on a weekend or holiday that there will be a charge per the union contract.

Insurance Certificate Required. Please forward with the contract.

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APPLICATION APPROVED YES _____ NO _____ SIGNED _____

Cleared:

Community Use _____ Health Dept. _____

Fire Department _____ Police Department _____

Fee _____ Date Received _____ Receipt No. _____

Certificate of Insurance Required: Yes _____ No _____ Date Received: _____

Liability: _____

Property Damage: _____

Other Conditions of Approved Use: _____

Rules and Regulations Regarding Field or Park Use- Please keep for your reference.

1. The Director of Parks and Recreation or an authorized designee is the sole authorized agent for the Town to cancel games, practices or activities prior to their commencement for weather, field safety, mechanical failures and/or problems or situations that may arise on Town fields under the Department's jurisdiction.
2. The Town and/or the Parks and Recreation Department is not responsible for loss or damage to personal or group property which may occur during your use of the field.
3. All vehicles must be parked in designated parking areas, on the street or in the parking lots, no cars are allowed to park on the grass.
4. Schedules. It is the responsibility of the organization to submit field schedules prior to the start of the season. After the schedules are submitted, any changes must be called into the Parks and Recreation Office at 860-342-6757 by 10:00 a.m. that day. If the change occurs on the weekend/holiday and has not been phone in prior to the day of the event, the organization will be assessed a field preparation charge in accordance with the union contract.
5. Closed Fields - At the discretion of the Director of Parks and Recreation or designee, any section or part of the park/field may be declared closed to the public at any time for any interval of time, either temporary or at regularly scheduled, stated intervals.
6. In case of inclement weather (Monday – Friday), the decision to cancel activities will try to be made by 3 p.m. of that day. If weekend activities are scheduled, a decision will be made by 8 a.m. as to whether the activity will occur. Coaches can call the Parks and Recreation Hotline at 860-262-7234 for notification. It is the responsibility of the organization to contact the department for notification. Makeups need to be made and it is the responsibility of the organization to submit changes to the Parks and Recreation as soon as possible.
7. Cancellations - Cancellations may occur any time due to inclement weather and poor usage conditions and will be determined by the Director of Parks and Recreation or the Director's designee. They can also require an activity to stop and the participants vacate the area.
Examples of conditions that may require a cancellation or postponement of an activity:
 - A. Standing puddles of water on the field
 - B. Footing is unsure and slippery
 - C. Ground is water logged and squishy
 - D. Lightning
 - E. Severe weather conditions
 - F. Unsafe facility conditions
 - G. The use is destructive or detrimental
8. All organizations using the fields or facilities are required to provide a certificate of insurance in the amount of \$1,000,000 listing the town as additionally insured. This certificate should be included with the application prior to field or facility use.
9. It is the responsibility of the organization to make sure that the lights are off at the end of the event. Failure to turn the lights off could result in the forfeit of bond money or loss of use of the facility.