



Town of Portland, Connecticut

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www.portlandct.org

Equal Opportunity Provider and Employer
Office of Parks and Recreation

Town of Portland Field/Facility Rental Policy

This field/facility use policy is for all organizations, groups and individuals wishing to use fields and facilities under the supervision of the Portland Parks and Recreation Department. There is a separate facility policy and a separate rental request process for Riverfront Park pavilion and band shell rentals.

All organizations, groups and individuals wishing to use Town fields or facilities must submit a Town of Portland Field/Facility Use Agreement Application, pay any applicable fees and supply proof of a valid insurance policy to the Portland Parks and Recreation Department as outlined in Section VII at the time of booking. **No reservations will be made without this information.** All groups that book these fields and facilities through the Parks and Recreation Department must supply rosters for all teams at least 1 week prior to the start of use. These rosters will be checked for current residency requirements as specified in Section II.

I. General

The Town of Portland Grounds Department (under Public Works) is responsible for the maintenance and upkeep of all Town fields and parks located in the Town of Portland. A written schedule of all games and practices must be submitted 30 days prior to the use of fields to ensure proper reservations and field preparation.

Any organization or group wishing to do work or buy items affecting any field or grounds shall present the idea in writing to the Grounds Department prior to purchasing or performing work.

In the event of rain or any other inclement weather, the Grounds Department will make every effort to make all fields playable. If the Grounds Supervisor and/or the Parks and Recreation Director deem that fields are closed or unplayable, then an e-mail will be sent to all scheduled users, and the Parks and Recreation Cancellation Hotline (860-262-7234) will be updated. It is the responsibility of the contact person to inform all of their participants that games or practices are cancelled.

If the Grounds Supervisor and/or the Parks and Recreation Director close a field or facility, then no play will be permitted until the Grounds Supervisor and/or the Parks and Recreation Director assesses the field or facility and determines that the field or facility is allowed to be open.

If rain or any other inclement weather comes after employees leave for the day and no cancellation notice has gone out, then organizations, groups and individuals must be prudent and consider the long range effects of playing before going on a field.

Examples of conditions that may require the alteration or cancellation of an activity are without limitation:

- Standing puddles of water on the fields
- Footing that is unsure or slippery
- Ground that is water logged or squishy
- Grass that can be dislodged from the ground easily
- Lightning
- Severe weather storms
- Unsafe facility conditions

- Uses that prove to be destructive or detrimental to the site

If rain persists for multiple days or there are very heavy downpours, then no games or practices shall be held until Parks and Recreation Department employees notify the organizations, groups and individuals scheduled to use the fields or facilities. If an organization, group or individual ignores this policy and goes on fields or grounds deemed unplayable, or if an organization's, group's or individual's field or facility usage results in excessive wear and tear or damage to a field or facility, then the organization, group or individual will be held monetarily responsible for the required time and materials it takes the Town of Portland to make all necessary repairs to the field or facility. An invoice and a report will be prepared and provided to the organization, group or individual containing pictures of the field or facility damage, the amount of time and materials necessary for repair and the cost of the required materials.

II. Users

(Please see Section V for applicable fees)

First priority for all field and facility rental requests will be given in this order:

1. Portland Parks and Recreation Department Programs
2. Portland Public School teams
3. Other Portland Board of Education Activities

Second priority for all field and facility rental requests will be given in this order:

1. Portland Youth Leagues*
2. In-Town Non-profit 501(c)(3) groups*

*Please note that these leagues or groups must belong to an affiliated state or national organization that is responsible for the administration of their sport (i.e. Little League, Portland Soccer Club). Portland Youth Leagues and In-Town Non-profits must have at least 80% of their rosters be Portland residents to fall into this category.

Third priority for all field and facility rental requests will be given in this order:

1. Groups made up of Portland residents or individuals who are Portland residents

Fourth priority for all field and facility rental requests will be given in this order:

1. Non-profit 501(c)(3) groups
2. For profit clubs, groups, businesses and associations for youth or adults
3. Non-residents and others
4. Special Events – including but not limited to any and all events held beyond the regularly scheduled season of an organization or group or an event that is held for a limited time on fields or facilities overseen by the Portland Parks and Recreation Department.

If more than one organization, group or individual requests the use of a field or facility at the same time, then the Portland Parks and Recreation Department will refer to the above priority list to determine which rental request, if any, will be approved.

III. Conditions of Use

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

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees in writing to be responsible for the organization's use of said property.

IV. Mandatory Reservations

Organized athletic activities on town property are permitted only on a reservation basis. Persons not having a permit for the use of parks, facilities or fields must give way at all times to a permit holder. Any group of 10 or more persons must submit a Field/Facility Use Agreement Application to the Portland Parks and Recreation Department.

All organizations, groups or individuals must adhere to the published guidelines of the Portland Parks and Recreation Department and Town of Portland ordinances. There is no authorized usage of alcohol, cannabis, or tobacco products at any field or facility overseen by the Portland Parks and Recreation Department with the exception of a permit for alcohol use issued by the Parks and Recreation Department for Riverfront Park pavilion or band shell rentals. There is a separate facility policy and a separate rental request process for Riverfront Park pavilion and band shell rentals. In addition, vaping of any kind is prohibited at any field or facility overseen by the Parks and Recreation Department.

V. Rental Requirements and Fees

All interested parties wishing to rent a field/facility must complete a Field/Facility Use Agreement Application. If approval of use is granted, then applicants must submit the rental fee within 5 business days of approval.

Fees:

- First priority users are exempt from fees.
- Second priority users must pay a rate of \$50 per occurrence for a single field/facility usage request or a rate of \$300 for a season long reservation.
- Third priority users must pay a rate of \$100 per occurrence for a single field/facility usage request.
- Fourth priority users must pay a rate of \$300 per occurrence for a single field/facility usage request

Rental Seasons are defined as: Spring (April 1 - June 30), Summer (July 1 - August 15) and Fall (August 16 - November 15).

Special Event fees will be determined on a case by case basis based on locations, extent of the event and maintenance requirements. The Portland Parks and Recreation Director will determine this fee when given request.

All organizations, groups or individuals will be responsible for additional fees associated with their event, including, but not limited to, the mandatory presence of police or Parks and Recreation personnel at their event.

VI. Utility Charges

The Parks and Recreation Director may decide that organizations, groups or individual users will be charged for utilities (i.e. field lighting) but would inform the group requesting the use of a field or facility of this during the reservation process.

VII. Insurance Requirements

Any organization, group or individual using the fields or facilities must supply the Portland Parks and Recreation Department with proof of liability insurance. If a vendor will be a part of your event, then an Event Vendor Application must be submitted to the First Selectman's Office. Providing a certificate of insurance is a required part of the Event Vendor Application. The Town of Portland requires a minimum of \$1,000,000 liability insurance with the Town of Portland listed as additionally insured using this address:

Town of Portland & Portland Board of Education

P.O. Box 71

Portland, CT 06480-0071

Proof of this insurance must be submitted to the Parks and Recreation Department at the time of booking.

VIII. Cancellations and Refund Procedures

The Town of Portland, in its sole and absolute discretion, reserves the right to cancel permission for any organization, group or individual 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 if the organization's, group's or individual's use of a park, facility or field is deemed to be detrimental or destructive to the park, facility or field.

If the Town cancels a permit due to weather or field conditions, then all fees will be refunded if it is a one-day event. For season long usage, a rescheduled date will be given. Please allow up to 15 business days for a refund to be issued.

If police coverage or park maintenance coverage is required, then all fee structures and cancellation policies must be in accordance with their contracts with the Town of Portland.

No refunds will be given in any amount for failure to show on a reserved rental date. If it is deemed necessary to cancel a permit due to a violation of Town policy or Town ordinances, then all user fees paid will automatically be forfeited.

IX. Additional Supervision

The Town of Portland reserves the right to require any lessee or user to provide police protection when necessary. If deemed necessary, additional Town personnel will be assigned by the Parks and Recreation Director or the Public Works Director. Any resulting expense or cost will be paid by the lessee or user.

X. Appeals Process

All waiver requests to any provision of this policy are to be directed to the Parks and Recreation Director. Appeals from the Parks and Recreation Director's decision can be made to the First Selectman within 7 days. A subsequent appeal to the Board of Selectman can be made within 7 days of the First Selectman's decision. A hearing will be held at the next regularly scheduled Board of Selectman meeting. The decision of the Board of Selectman will be final.