

Town of Watertown Connecticut—Human, Social & Leisure Services

## **Parks & Recreation Divisions**

61 Echo Lake Road, Watertown, CT 06795

860.945.5246 Info-Line 860.945.5272 Fax 860.945.4734

[www.watertownct.org](http://www.watertownct.org) [www.crestbrookpark.com](http://www.crestbrookpark.com) [www.watertownctrecreation.com](http://www.watertownctrecreation.com)



# **2019**

## **Facilities Permit Request**

### **Application For:**

Adam's Road Park  
Crestbrook Park & Golf Course  
Al Deland Field  
Echo Lake Park  
Sylvan Lake Park  
Veterans' Memorial Park  
Lake Winnemaug Boat Launch

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## 2019 FIELD PERMIT Changes & Updates

Please review your application for use of the parks in Watertown-Oakville. This includes the use of Crestbrook Park and Golf Course, Veterans' Memorial Park, Deland Field, Echo Lake Park, Sylvan Lake Park and the Adams Road play area.

- **Surcharge Payments:** New field permits will not be approved for a group until previous season rosters and fee payments are satisfied in full.
- **Certificate of Insurance:** Specific dollar amounts and exact wording are required on your "Certificate of Insurance." Please read and follow directions carefully.
- **Inflatables:** Sorry, due to the Town of Watertown's liability insurance there are absolutely no inflatables, jump or bounce houses allowed.
- **Review:** Please take time and review your permit application with members of your organization. Additional copies may be requested for distribution. Please feel free to contact the Recreation Department with any questions, comments, or concerns.
- **Rules:** A permit application, including the "***Rules & Regulations for Use of Parks and Recreation Facilities***" is attached. Your group/organization is responsible for all existing and new items on the permit. New items you are responsible for include but are not limited to: traffic "flagman" for multi-team invitational, weekend & holiday play, use of the pavilion, use of the storage area, parking, rental of additional Portolets & dumpsters, rental & maintenance fee structure and the reimbursement guidelines.
- **Signage:** The Watertown Parks and Recreation Commission has adopted new parameters for signs placed at ball fields.
- **Tournaments:** There are NEW considerations pertaining to tournaments that have been adopted by the Watertown Parks and Recreation Commission. These new policies are reviewed during the Field Permit meeting that must be adhered to for the safety of all park users. Failure to comply could result in termination of current and future permits.

Sincerely,

*Lisa L. Carew, Director*

# *RULES AND REGULATIONS FOR USE OF WATERTOWN PARKS & RECREATION FACILITIES*

## **Procedures:**

Permission to use park buildings, grounds or other facilities when not otherwise used for Parks and Recreation activities, can be granted by the Watertown Parks and Recreation Commission upon receipt of the prescribed application form properly signed by the person(s) who will assume full responsibility.

Organizations applying for facility use will authorize an agent to enter into an agreement with the Watertown Parks and Recreation Commission holding the Town of Watertown harmless and indemnifying it for any and all claims, assertions, demands, and liabilities in exchange for the use of the facility. The Watertown Parks and Recreation Commission reserves the right to cancel or make changes in permits at any time.

## **Priorities:**

1. Board of Education funded programs on school properties. Parks and Recreation funded programs on Town Parks.
2. Board of Education funded programs on Town Parks. Parks and Recreation funded programs on school properties.
3. Local non-profit organizations funding programs for youth (17 and under) using 100% Watertown youth. Also St. John's and St. Mary Magdalen programs.
4. Programs funded by Board of Education Booster Clubs which benefit Watertown Residents.
5. Local non-profit organizations funding programs for adult using at least 75% local participants.
6. All others, including but not limited to, for-profit organizations requesting field time as determined by need and enrollment by the Director of Parks and Recreation or designee.

## **Exceptions:**

1. American Legion Baseball as participation is determined by high school attended as assigned by the national American Legion Organization. Priority #3.
2. AABC Baseball State Tournament Team where local team is required to add players to the roster from within the league to advance.
3. St. John's and St. Mary Magdalen where enrollment may come from a parish outside the Town of Watertown.

## **Considerations:**

1. The Parks and Recreation shall obtain rosters of all participants where residency requirements exist.
2. The Parks and Recreation shall consider the number of participants when assigning both one-time and long-term permits.
3. All permits, including long-term permits, are good for one season only and must be resubmitted each season.
4. It is required to use separate permits for Pavilions and Crestbrook Park Golf requests.
5. The Parks and Recreation Department reserves the right to cancel permits where the required information has been misrepresented.

## **Tournaments:**

1. Limit the multi-team tournaments (3 or more teams) sponsored by any one local group to 1 in season and 1 post season. This could be a Saturday **or** Sunday event.
2. In the event of a multi-team (3 or more teams) tournament at VMP the sponsoring group must provide a "Flagman" with the reflective safety vest stationed at the flagpole area before, during, and after the event, reminding the visitors to follow one-way traffic flow, speed limits, and no parking on the grass (if plausible). Sponsoring groups not complying may be required to hire a policeman to qualify for future permits.
3. Any group using outside facilities on weekends or holidays must use their own hand tools to manicure the fields. These must be removed from the premises after field use. No privately owned gas, electric, or heavy equipment is allowed on Town Property for maintenance reasons without Town approval (contracted, services, etc.).
4. If a group sponsoring a tournament needs the use of the Pavilion, if available, the Pavilion application fee must be paid.
5. If the Pavilion is to be used to sell food, merchandise, or otherwise as part of a fund raiser, the appropriate "for profit" fee must be charged unless waived by the Commission. All appropriate health permits may be required and are the responsibility of the permit holder.

### ***Tournament Considerations Continued:***

6. Groups requesting the use of the Recreation Storage area (behind restrooms at VMP) must:
  - A. Obtain key from Recreation Department and provide a \$10.00 refundable key deposit.
  - B. Keep area locked and secure at all times.
  - C. Never place any type of combustible/flammable products in the building such as gasoline, propane, lighter fluid, etc.
  - D. Clean facility and remove items when event is complete.
  - E. Items left over 30 days become property of Parks and Recreation Department.
  - F. Return key to Recreation Department to get key deposit refund.
  
7. Groups of individuals using Parks must monitor their participants to obey the following:
  - A. Speed limits on Town property.
  - B. Following one-way traffic flow signs.
  - C. Leaving unnecessary messes (dugouts, benches, playground, picnic areas, basketball court, bathrooms, batting cages, etc.).
  - D. Damaging or misusing facilities.
  - E. Abusive language by participants or spectators.
  - F. Driving or parking on non-public paved or unpaved areas to playing fields, battings cages, pavilions, picnic areas, play grounds, bocce courts, to or over basketball courts, the road to Deland Field #3. **THESE ARE FOR EMERGENCY/ MAINTENANCE VEHICLES.**

***THIS DEPARTMENT RESERVES THE RIGHT TO CANCEL OR SUSPEND THE PERMITS OF OFFENDING INDIVIDUALS OR ORGANIZATIONS.***

**Suspensions:**

- 1<sup>st</sup> offense - one week
- 2<sup>nd</sup> offense - two weeks
- 3<sup>rd</sup> offense - at the discretion of the Director and the Parks and Recreation Commission.

### **Fees:**

Fees for the use of park facilities will be assessed according to the category into which each request falls as established by the Watertown Parks and Recreation Department. A security deposit may be required where applicable.

**There shall be a \$200 Maintenance Fee for the use of any outdoor facility for large events such multi-team tournaments (3 or more teams), festivals, concerts, or any activity where the total attendance of participants and spectators may exceed 200.**

**The town will provide extra trash bags at the bottom of all trash barrels. Town dumpster is located near the maintenance garage.**

**The Town will refund all or a portion of the \$200 fee when group cooperation warrants.**

**If our costs exceed the \$200 maintenance fee the organization will be charge the additional fee.**

Rental and maintenance fees incurred shall be payable to the Town of Watertown and mailed to the Watertown Parks and Recreation Department, 61 Echo Lake Road, Watertown, CT 06795.

Police and Fire Department fees shall be paid by the user organization directly to the respective departments.

**Regulations:**

1. Smoking may be permitted only in areas designated by Watertown Parks and Recreation authorities.
2. The use of alcoholic beverages on Town of Watertown property is strictly forbidden. Any exception must have written permission prior to approval by the Watertown Recreation Department.
3. A permit is to be used only on the date specified for the purpose requested. Subletting or transferring a permit is prohibited. Permits are available only at the Watertown Recreation Department.
4. Whenever a cancellation is made for use of a park facility it will be necessary to notify the Watertown Recreation Department 24 hours prior to the event.
5. The Watertown Recreation Department reserves the right to deny the use of any Park facilities to any group if it is deemed not to be in the best interest of the Town of Watertown.
6. The sponsoring organization is responsible for contacting and making arrangements for police and fire protection when required. To insure proper arrangements have been made, the Watertown Recreation Department will furnish a copy (when required) of the permit to both the Police and Fire Departments. By no means does this exempt the organization from following this specific requirement. Police and fire protection is necessary to protect individuals participating, town property and for traffic control.
7. All youth programs must be conducted with sufficient adult supervision.
8. All organizations shall be held responsible for the proper care and use of the facilities and buildings and will be charged for any damage to facilities, buildings, and/or equipment as a result of their usage. The Town of Watertown Recreation Department will not be liable for any loss of personal equipment or belongings. This will be the responsibility of the sponsoring organization.
9. The Watertown Recreation Department may halt the activity when found to be in violation of these rules and regulations or conditions stipulated on the application.
10. The use of a park facility will be evaluated at the conclusion of an activity. Any disregard of the regulations or abuse of the facilities may result in the refusal of any future requests.
11. Groups not sponsored by the Town of Watertown, Watertown Recreation Department or Board of Education using the buildings, grounds, and athletic fields will be required to file a Hold Harmless Agreement. All groups must provide a certificate of insurance with the Town of Watertown named as an additional insured with limits of no less than one million dollars (\$1,000,000) for each occurrence. Any group which acts as an employer must also provide proof of statutory workers on compensation coverage.
12. Groups are responsible to obey all Town of Watertown ordinances.
13. Groups assume responsibility for and will be liable for any damages caused on Town of Watertown property.
14. Areas cannot be used for private gain or commercial purposes except as approved by the Watertown Parks and Recreation Commission.
15. Buildings and areas shall be left in clean and orderly condition. Any damage must be repaired or replaced by the organization using the facility.
16. Privilege for use of area cannot be sublet.
17. Areas cannot be used for any activity other than what the area was designed for.
18. Firearms and Fireworks are forbidden.
19. Good sportsmanship and the "Golden Rule" should apply.
20. Keep this permit with you at all times.

21. The Watertown Parks and Recreation Department exercises the right to rescind any and all applications/permits according to the Town of Watertown, Connecticut ordinance No. 07-01-85-118 by definition Section 112.2.
22. The Watertown Parks Department and the Watertown Recreation Department hold the responsibility and right to cancel any scheduled use of Park and Recreation jurisdiction athletic field(s) if a condition exists which would cause damage to the athletic field.
24. I assume responsibility and will be liable for any damages caused on Town of Watertown property during this event.

Approved by the Watertown Parks and Recreation Commission on February 07, 2002. Effective 02-08-2002.  
 Revised and approved by the Watertown Parks and Recreation Commission on November 06, 2008. Effective 11-07-2008.  
 Revised and approved by the Watertown Parks and Recreation Commission on December 03, 2015. Effective 01-01- 2016

FIELD PERMIT NOTICE

PLEASE NOTE:

**FIELD PERMITS WILL BE TAKEN FOR THE FOLLOWING:**

RESIDENT ORGANIZATIONS:      *SPRING/SUMMER:* Beginning at Winter Field Meeting. (For season March 1 through August 15)  
*DEADLINE:* February 28.      *FALL: BEGINNING* July 1.  
*DEADLINE:* July 31. (For season August 16 through December 31)

NON-RESIDENT ORGANIZATIONS:  
*SPRING/SUMMER: BEGINNING* March 1st. (For season March 1 through August 15). *DEADLINE:* March 31st  
*FALL: BEGINNING* August 1<sup>ST</sup> (For season August 16 through December 31)      *DEADLINE:* August 31st

All fields will be assigned on a FIRST COME/FIRST SERVED BASIS for permit requests received **after** the deadlines.

***In the event the above date is a holiday or weekend, applications will be taken the next regular working day of the Watertown Recreation Department.  
 Office Hours: 8.00 am to 5:00 pm.***

***Permit can be mailed or hand delivered.***

Mailing address:  
 Watertown Parks and Recreation Department  
 61 Echo Lake Road, Watertown, CT 06795

## ***CERTIFICATES OF INSURANCE:***

All applicants must provide a Certificate of Insurance. The following wording **MUST** appear in the description of operations/locations/vehicles/exclusions added by endorsement/special provisions. No permit(s) will be issued without this. Thank you in advance!

Town of Watertown, Watertown Board of Education, Its Employees,  
Department Boards, Committees and  
Commissions are to be Named as Additional Insured.

## ***SIGNAGE:***

**EFFECTIVE January 1, 2017**

For liability and maintenance purposes no signs will be installed on any and all town-owned properties under the jurisdiction of the Watertown Parks and Recreation Department without the approval and permission of the Director of Parks and Recreation.

All advertising and informational signage to be placed on backstops or outfield fences must be approved by the Parks and Recreation Director. Any unauthorized signs placed at the fields will be removed and discarded.

## ***NOTICE:***

Due to insurance regulations absolutely **NO** inflatable bounce houses, jungle gyms, moonwalks or like items are allowed on Town property!

There will be ***NO*** live entertainment unless granted permission by the  
WATERTOWN PARKS & RECREATION COMMISSION.

This includes DJs, bands, clowns, comedians, entertainers, rental fire trucks, buses, public address systems, etc.

**FOOD TRUCKS & VENDORS are NOT permitted.**

**Town Of Watertown Connecticut**

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Watertown, CT 06795-2629  
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www.watertownct.org www.crestbrookpark.com www.watertownctrecreation.com

# 2019 FIELD PERMIT

Date: \_\_\_\_\_

Facility: \_\_\_\_\_

Organization: \_\_\_\_\_

Representative of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date/Time permit to begin: \_\_\_\_\_ am pm end: \_\_\_\_\_ am pm  
(Use calendar on reverse side and circle all dates requested.)

Special Consideration: \_\_\_\_\_

**NO Food Trucks, Vendors, Entertainment, Amusements—See Page 8**

**Are there ANY issues, Concerns or requests The Town needs to be aware of before granting this application:**  
\_\_\_\_\_  
\_\_\_\_\_

**Important Insurance Information:**

All groups using Watertown Recreation Facilities are required to submit a Certificate of Insurance with the following wording in the section marked "ADDITIONAL INSURED". TOWN OF WATERTOWN and WATERTOWN BOARD OF EDUCATION, ITS EMPLOYEES, DEPARTMENT BOARDS, COMMITTEES AND COMMISSIONS.

LIMITS SHALL BE NO LESS THAN ONE MILLION DOLLARS (\$1,000,000) FOR EACH OCCURRENCE. NO PERMITS WILL BE ISSUED WITHOUT A CURRENT CERTIFICATE OF INSURANCE.

**Acknowledgement:**

I have received , read and understand and will abide by the rules, regulations and procedures outlined in this permit request document.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Watertown Recreation Dept.

\_\_\_\_\_  
Date

Cc: Watertown Parks and Recreation Commission Y N Verified Y N  
Confirmation Sent Y N



**Watertown Parks & Recreation Department**  
 Field Permit Request Application—Please Circle Date(s) - One sheet for Each Field

Organization \_\_\_\_\_ Field Location \_\_\_\_\_ Field # \_\_\_\_\_

Contact Person \_\_\_\_\_ Number \_\_\_\_\_

# 2019

## January

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## March

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

Mo	Tu	We	Th	Fr	Sa	Su
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## October

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

Mo	Tu	We	Th	Fr	Sa	Su
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29