



**City of New Haven**  
**Department of Youth and Recreation**  
 Justin Elicker, Mayor    Gwendolyn Busch Williams, Director  
 DAVID R. BELOWSKY, PRESIDENT, BOARD OF PARK COMMISSIONERS



William Dixon- Deputy Director  
 Felicia Shashinka- Rec Coordinator  
 Youth & Recreation

Youth and Recreation Office  
 720 EDGEWOOD AVENUE  
 NEW HAVEN, CT 06515  
 Office: 203.946.8020 Fax: 203.946. 8024

*Return Application to:*  
*Felicia Shashinka*  
*Email:*  
*fshashinka@newhavenct.gov*

## 2023 FIELD PERMIT APPLICATION

**(For Recreational/Sporting Events ONLY)**

**All field requests must be submitted at least 3 weeks prior to event.**

Please fill out this application in full, sign and return to the address listed above. Keep the rules and regulations sheet (Page 4) for future reference. Applications will be processed, and if approved, a receipt listing your date(s), time(s), and fee(s) will be sent to you. Once we receive your payment and Certificate of Insurance, your permit will be sent to you.

Organization: \_\_\_\_\_ Applicant's Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (H): (\_\_\_\_) \_\_\_\_\_ Phone (W): (\_\_\_\_) \_\_\_\_\_ Phone (C): (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Person on site day(s) of event: \_\_\_\_\_ Phone(C): (\_\_\_\_) \_\_\_\_\_

**(PLEASE LIST ALL DATE'S, DAY'S AND TIMES NEEDED FOR THIS PERMIT)**

**ALL LEAGUES/SCHOOLS ARE REQUIRED TO ATTACH A GAME&PRACTICE SCHEDULE WITH THIS REQUEST!**

**PLEASE NOTE: IF SCHEDULES ARE NOT ATTACHED; YOUR REQUEST WILL BE CONSIDERED INCOMPLETE UNTIL RECEIVED!**

Event date(s): \_\_\_\_\_

Day(s) of Week: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Event Time(s): Begin Time \_\_\_\_\_ End Time: \_\_\_\_\_

**Park Requested\*:** \_\_\_\_\_ **Type of Field\*:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_

**# Of Field(s) Requested\*:** \_\_\_\_\_ **Specific Field #:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**\*Tournaments only:** \* Please attach your tournament bracket sheet that shows the fields, dates, and times of games.

**# Of teams** \_\_\_\_\_ **Total # of games** \_\_\_\_\_

**Are you charging for admission?** (Y) \_\_\_ (N) \_\_\_ If yes, how much \_\_\_\_\_

**Are you charging for spectators?** (Y) \_\_\_ (N) \_\_\_ If yes, how much \_\_\_\_\_

**Field Preparation:** (Y) \_\_\_ (N) \_\_\_

**If yes, additional maintenance fee will be applied.**

**Please Note: To ensure field preparation is accurately done please list below what is being requested with this permit.**

**Failure to do so will result in the field being provided "as is".**

\*Example of Baseball/Softball field prep: Park Dept. provides water removal from infield if it rains, drags infield, lines field, prepares mound and home plate area, and picks up litter prior to game. **Note: Fields will be provided "as is" if field preparation (above) is left blank or (N) is checked.** Example of Baseball/Softball "as is": Park Dept. provides – bases only.

**Lights:** (Y) \_\_\_ (N) \_\_\_ if yes, additional fees or portion thereof (including 15% admin fee) will be charged

**Please indicate light times:** From: Sunset To: \_\_\_\_\_ If not sunset, please turn lights on at: \_\_\_\_\_

**Trash clean-up:** (Y) \_\_\_ (N) \_\_\_ if yes, additional maintenance fee will be charged.

**\*Please be advised for Blvd Soccer Fields & Bowen Field, you are required to hire Maintenance Staff. \***

**\*FOR OFFICE USE:**

Field Rental Fee (including 15% admin): \_\_\_\_\_ Tournament Fee (including 15% admin): \_\_\_\_\_

Maintenance Fee: \_\_\_\_\_

Permit Approval Date: \_\_\_\_\_ COI Received: (Y)\_\_\_\_ (N)\_\_\_\_\_

**Please read this page thoroughly and sign below.**

**Hold Harmless Agreement, Insurance Requirement**

**Hold Harmless Agreement:** The undersigned applicant has inspected the site where the event will occur and is satisfied with and accepts the site in its existing condition and hereby agrees pursuant to indemnify, defend and hold harmless the City of New Haven, the New Haven Board of Park Commissioners, and their officers agents, servants and employees, from and against any and all claims, actions, lawsuits, damages, losses, judgments, liens and expenses including, but not limited to reasonable attorney's fees, arising out of or resulting directly or indirectly from the use of the undersigned of the City of New Haven facility and date(s) of the permitted event(s).

**Insurance:** Evidence of insurance will be required before final permit approval. Please provide an insurance certificate, which shows a minimum of (1) Commercial General Liability with a combined Bodily Injury and Property Damage Limit of not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) in the General Aggregate. The certificate must show that the undersigned indemnifies and holds harmless the City of New Haven and the New Haven Board of Park Commissioners. The applicant must also list the aforementioned parties as an additional insured on their certificate of insurance. Some events may require a higher limit of insurance. Each event is evaluated on its risk exposure. The City of New Haven and/or Board of Park Commissioners are not responsible for any accidents or damages to persons or property resulting from the issuance of this permit. It is agreed that the applicant shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the applicant agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the applicant.

Everything I have stated on this application is correct to the best of my knowledge. **I have read, understand, and agree to abide by the policies, rules, and regulations for field use on this application as they pertain to the requested use.** The permit, if granted, is not transferable and is revocable at any time at the discretion of the Parks Department and/or the Board of Park Commissioners.

The undersigned applicant agrees to pay for all fees for city services directly associated with this event.

By: \_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature (Person responsible for event)

Its: \_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Print Name

# City of New Haven

## Department of Youth and Recreation

### Policy for Fee Waiver for Youth Leagues

The intent of these procedures is to establish universal standards and expectations for the partner youth organizations that utilize City fields to maximize the opportunities for City youth, to reduce damage to fields and to ensure all leagues and/or groups to have a safe, enjoyable experience on City Fields. City Fields are intended to promote the recreation of New Haven residents and New Haven youth. Organizations must demonstrate service to New Haven Residents and demonstrate non-profit status to qualify for fee waiver status.

**Expectations:** Each league must adhere to the rules as established by the Ordinances of the City of New Haven, Regulations of the New Haven Board of Park Commissioners and the rules and regulations of the Parks Department governing the use of its fields. The Parks Department reserves the right to revoke any permit for failure to abide by New Haven Parks Rules, and to refuse permits in the future.

**Fee Waivers:** The basic field use charge will be waived for New Haven Youth Sports organizations who: 1) have at least 60% participants from New Haven and New Haven Public Schools as documented with a current roster, 2) have paid all past balances with the City of New Haven, 3) have 501(c) (3) status and a current 990 or a fiduciary organization with a current 990 4) for seasons after 2014, have complied with all regulations for previous seasons. Fee waivers cover field rental fee and field preparation for up to five weekdays per work week. Fee waivers **do not** cover tournament costs, lights, weekend field preparation or trash cleanup or games for non-league teams.

**Transferability:** Field permits are non-transferable to any group other than the agency or league affixed to your permit. If you would like to grant your reserved field time to another organization, please provide them with a letter relinquishing your time to include with their permit application. Use of your permitted field/time by a non-authorized organization for anything other than a “pickup game” will be deemed as a violation of departmental regulations.

**Field Preparation and Maintenance:** Field preparation and maintenance must be performed by City Staff (by Local 71 Union Agreement) and will be completed during normal working hours. Weekend field prep will be completed on Friday. Field prep requested over the weekend will be charged according to the standard field prep charges (see application).

**Schedule:** Field use will be granted only for the provided schedule. For leagues that request more than 10 hours of field time in a week for games and/or practices, access to online scheduling software and/or published league schedules will be required.

**Tournaments:** Two or more consecutively scheduled games that do not include one or more league teams. Tournaments are not covered under a fee waiver. Tournaments do not include league finals or exhibition games that involve league teams.

**Season:** All seasons will end by October 15<sup>th</sup> to enable work on the fields prior to the first snow. Waivers may be granted at the discretion of the Director of Parks, Recreation and Trees for limited makeup games, or for fields that do not require extensive work. No field will be granted a waiver for 2 or more consecutive years.

**Rainouts/ inclement weather** Cancellations to the approved schedule will be made by the department based upon weather/field conditions. These decisions are made to protect participants and the fields. Use of the fields in violation of a cancelation will be viewed as a violation of departmental regulations.

**Clean-up:** Unless payment is received for clean-up, you are expected to leave the facility/field clean and in good repair. Any clean-up required by the Parks Dept. on Monday will be charged to the user group at O.T. rates. Trash removal (i.e., pick-up of filled trash bags and/or barrels your group leaves after you clean the Park) is provided by the Park Dept.