PUBLIC USE POLICY FOR TOWN-OWNED PARKS, FACILITIES AND ATHLETIC FIELDS

GLASTONBURY PARKS & RECREATION

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PURPOSE

The Town of Glastonbury owns and manages a number of facilities and public parks/open spaces, which are available for use and enjoyment by all – both town residents and non-residents. The Parks & Recreation Department has established a number of guidelines and safeguards for facility use, designed to ensure the protection and reasonable maintenance of Town-owned parks and properties. This document further details those processes and guidelines including:

- Outline of available Fields & Facilities and their respective amenities
- Facility Scheduling Procedures, Priorities, and Policies
- Fees and Charges for use of Fields and Facilities
- Rules and Regulations Regarding use
- Guidelines to manage field/facility use in a Fair and Equitable Manner

Organized athletics activities on Town and school property are permitted on a reservation basis. Persons not having a permit for the use of the parks, facilities or fields must give way to permit users at all times. Per section 14-45 of the Town Ordinances, permits are required for reservation of any area or place in a park or preserve for special or private use; uses of a park or preserve by groups in excess of twenty-five (25) persons.

SECTION 1: USERS

To ensure that the parks and their related facilities, serve those for who they are intended, the following defines the various categories of users:

Resident Group: is a group whose membership is comprised of 100% individuals that reside in Glastonbury.

Community Group: is a Glastonbury based group whose membership is comprised of a minimum of 75% individuals who either live in Glastonbury, work in a Glastonbury based business or belong to a Glastonbury based community, civic or church group.

Non-Resident Group: is a group whose membership is not comprised of 100% residents and is not based in Glastonbury.

SECTION 2: PRIORITIES OF USE

Grass Fields and spaces are allocated based on seasonal priorities (i.e. baseball/softball, lacrosse in the spring and summer, soccer, and football in the fall) and the following tiered level of applicant/use consideration:

A. Town Sponsored Activity

- Town and/or Board of Education Sponsored Activity
- Activity Co-Sponsored or Supported by the Parks & Recreation Department
  Town Sponsored and Supported Group Users are exempt from paying rental fees (with the exception of tournaments). Maintenance fees apply.

B. Approved Resident Group

C. Approved Community Group

D. Approved Non-Resident Group

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 to be responsible.

Glastonbury High School Turf Field Usage and Priorities are outlined in Glastonbury Public Schools Board of Education Policies.

SECTION 3: WHEN A PERMIT IS REQUIRED

A Field/Facility Permit is required if one or more of the following circumstances applies:

- When use of an athletic field is by a league or organization, company or school, or is an organized "private" social use (birthday parties, picnics, etc.), or is a Community Event or Special Event
- When a specific reserved time is desired
- When services by the Town are sought
- When a gathering is large enough – either in attendance or in size (Per section 14-45 of the Town Ordinances, permits are required for reservation of any area or place in a park or preserve for special or private use; uses of a park or preserve by groups in excess of twenty-five (25) persons)
- When hired services, such as entertainment, catering, or live/band music, is an element of the use
- When the gathering includes any high risk activities (examples include extreme sports and recreational activities with dangerous elements)
- When the gathering is for a business purpose, involves sales, advertising, or admissions
- When the use requires permission to exceed park hours, noise levels, etc.
- When a gathering is beyond the scope of normal/intended use of a facility

These are examples only. Other elements may cause the need for a Field Use Permit. An individual is encouraged to inquire with the Glastonbury Parks and Recreation Department to ensure whether a gathering would require a permit for use (860.652.7679 or recreation@glastonbury-ct.gov).

Permit Copies: Field users are required to have copies of approved permits in hand during use.

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

Appeals Process: All appeals are to be directed to the Parks and Recreation Director. The next level of escalation is a written appeal of the Director's decision to the Town Manager.

SECTION 4: FIELD/FACILITY AVAILABILITY

CHECKING AVAILABILITY

Field availability can be checked by either emailing or calling Anna Park, Recreation Supervisor, at 860.652.7683 or anna.park@glastonbury-ct.gov. If you are a coach or member within an existing league, please direct your communication through your League Director. Availability is not guaranteed.

PERMITTED TIMES/MONTHS/HOURS

Permits for use will be issued by the Glastonbury Parks and Recreation Department for Town fields throughout the day, and for school fields (only after schools programs have been complete). On school fields, priority will be given at all times to school sponsored programs. There will be strict adherence to published closing times of all Town parks and schools with exceptions granted on a limited basis.

Fields are available for athletic use approximately April 1st through mid-November. Weather and **project and maintenance needs can cause the opening and closing dates to change (see Section 9).** Fields are available from dawn to dusk seven days a week with the following exceptions for lighted fields:

GHS Turf Field:	Monday-Thursday & Saturday*:	Dawn until 8:30 p.m.
	Friday:	Dawn until 9:30 p.m.
	Sunday:	Lights not Permitted
Riverfront Baseball:	Monday-Sunday:	Dawn until 10:00 p.m.
Academy Softball:	Monday-Sunday:	Dawn until 10:00 p.m.

*Except lights may be used until 9:30 p.m. on up to four (4) Saturday nights in October/November for youth football.

Field and/or Egress Security Lights will be scheduled to come on at Sunset and will go off immediately at the scheduled time.

REQUESTING A FIELD/FACILITY

Requests must be submitted online at https://glastonbury.seamlessdocs.com/f/useofpublicgrounds

TIMEFRAME FOR SUBMISSIONS

Winter Reservations: Reservations Accepted Beginning August 1
Spring Reservations: Reservations Accepted Beginning January 3
Summer Reservations: Reservations Accepted Beginning January 3
Fall Reservations: Reservations Accepted Beginning May 1

Reservation requests will be processed based on priorities of use. Please see **Section 2: Priorities of Use** for additional details.

REQUIREMENTS FOR REQUEST APPROVAL

Applicants must meet the requirements as outlined below:

- Complete Use of Public Grounds online application
- Provide League Roster with names of players, home addresses and school the players attend (if required)
- Provide League Schedules (if applicable)
- Provide Certificate of Insurance with Additional Insured Endorsement and Waiver of Subrogation (insurance requirements are detailed in Section 5)
- Pay Field/Facility Rental Fee
- Coordinate with Health Department, Police Department, Fire Department, Call Before you Dig, Waste Disposal, Portable Restrooms, etc. as required

PERIPHERAL ITEMS/EQUIPMENT

Use of peripheral items or equipment, such as scoreboard controls, lights, P.A. systems, Town equipment/tools is permitted by special request only. All special requests must be made in advance. Authorized and trained personnel only can conduct use or operation of any peripherals.

GHS STADIUM TURF FIELD

The GHS Stadium Turf field is an artificial surface. To that end, there are specific restrictions pertaining to the use of the field as follows:

Designated Footwear:	Molded plastic or rubber cleats only
	NO METAL CLEATS OR SPIKES ARE ALLOWED
	No high heeled shoes
	Limited use of flat soled sneakers
Designated Uses:	Football
	Soccer
	Lacrosse
	Field Hockey
	Other uses as discussed/approved by Parks & Recreation
Other Restrictions:	No Food Allowed on the Field; Only Water Allowed on Field
	No Chewing Gum, Sunflower Seeds
	No Tobacco Products
	No Pets
	Shoveling or Snow Blowing of the Field not Permitted

SECTION 5: INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

The Organization shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Glastonbury and its employees and agents as an Additional Insured on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. All policies shall contain a waiver of subrogation. These requirements shall be clearly stated in the remarks section on the Bidder's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:
- Statutory Coverage
- Employer's Liability
- $1,000,000 each accident/$1,000,000 disease-policy limit/$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents

2) Commercial General Liability:
- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
  Each Occurrence $1,000,000
  Aggregate $2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents

3) Automobile Insurance:
- Including all owned, hired, borrowed and non-owned vehicles
- Evidence a Combined Single Limit of Liability for Bodily Injury and Property Damage: Per Accident $1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on

SECTION 6: ATHLETIC FIELDS & AMENITIES

The following Town and School Fields are Permitted for use:

ATHLETIC FIELD	FIELD #/TYPE	FIELD DIMENSIONS/AMENITIES
Academy		
2143 Main Street	Field 1: Softball	65' Bases; 300' Fence
Addison Park		
45 Addison Road	Field 1: Softball	65' Bases; 330' Fence
	Field 2: Softball	65' Bases; 235' Fence
	Field 3: Soccer	360' x 225'
	Field 4: Soccer	300' x 190'
	Field 5: Soccer	300' x 190'
Buckingham Park		
1285 Manchester Road	Field 1: Soccer	300' x 190'
	Field 2: Soccer	300' x 190'
	Field 3: Softball	65' Bases; No Fence
Butler Field		
225 Forest Lane	Field 1: Baseball	60' Basepath; 200' Fence
	Field 2: Baseball	60' Basepath; 275' Fence
Buttonball School		
376 Buttonball Lane	Field 1: Lacrosse	300' x 180'
	Field 2: Softball	65' Bases
Eastbury School		
1389 Neipsic Road	Field 1: Baseball	60' Basepath
	Field 2: Soccer	150' x 85'
	Field 3: Baseball	60' Basepath
Gideon Welles School		
1029 Neipsic Road	Field 1: Soccer	240' x 160'
	Field 2: Baseball	90' Basepath
	Football	360' x 160'
	Field 3: Baseball	60' basepaths
Glastonbury High School		
330 Hubbard Street	Field 1: Football	Turf 360' x 180' or 190' (2 Uprights)
	Field 2: Baseball	90' Basepath
	Field 3: Football	Multi Use Practice Area 285' x 160' (1 Upright)
	Field 4: Soccer	360'225'
	Field 5: Soccer	300' x 210'
	Field 6: Baseball	90' Basepath
	Field 8: Softball	60' Bases
	Field 9: Softball	60' Bases
	Field 10: Softball	60' Bases
	Field 11: Lacrosse/Field Hockey	330' x 180'
	Field 12: Lacrosse/Soccer	360' x 225'
	Field 13; Lacrosse/Soccer	360' x 195'

ATHLETIC FIELD	FIELD #/TYPE	FIELD DIMENSIONS/AMENITIES
	Field 14: Lacrosse/Soccer/Field Hockey	300' X 180'
	Track	400 Meters
Hebron Avenue School		
1363 Hebron Ave	Field 1: Soccer	250' x 145'
	Field 2: Softball	60' Bases
	Field 3: Soccer	90' x 150'
	Field 4: Soccer	120' x 180'
High Street Park		
23 High Street	Field 1: Baseball	60' Basepath; No Fence
Hopewell School		
1068 Chestnut Hill Rd	Field 1: Baseball	60' Basepath; No Fence
Knox Lane		
Knox Lane	Field 1: Lacrosse/Soccer	240' x 170'
Magnet School		
95 Oak Street	Field 1: Soccer	300' x 190
Naubuc School		
84 Griswold Street	Field 1: Baseball	60' Basepath; No Fence
	Field 2: Soccer	150' x 90'
Nayaug School		
22 Old Maids Ln	Field 1: Soccer	360' x 225'
	Field 2: Soccer	210' X 150'
	Field 3: Baseball	60' Basepath; No Fence
Riverfront Park		
200 & 252 Welles Street	Field 1: Soccer/Lacrosse	300' X 195'
	Field 2: Soccer/ Lacrosse	300' X 195'
	Field 3: Soccer/ Lacrosse	265' X 160'
	Field 4: Baseball	90' Basepath; Lights; Bleachers Seat 300
Ross Field		
45 Canione Road	Field 1: Baseball	60' Basebath; Lights; 200' Right Field Fence
Rotary Field	Field 1: Baseball	60' Basepath; 200' Right Field Fence
	Field 2: Softball	60' Basepath; 200' Right Field Fence
	Field 3: Soccer	200' x 150'
Smith Middle School		
216 Addison Road	Field 1: Soccer	300' x 160'
	Field 2: Soccer	330' X 195'
	Field 3: Baseball	90' Basepath; 300' Right Field Fence
	Track	
Welles Park		
185 Griswold Street	Field 1: Baseball	60' Basespath; 200' Right Field Fence
	Field 2: Baseball	60' Basespath; 200' Right Field Fence
	Field 3: Softball	65' Bases; 280' Fence

SECTION 7: OTHER FACILITIES & AMENITIES

The following Outdoor Facilities are Permitted for use:

OUTDOOR FACILITY	FACILITY TYPE	FIELD TYPE/AMENITIES
Center Green		
2340 Main Street	Multi-Purpose	Small Green with Center Fountain
Hubbard Green		
1946 Main Street	Multi-Purpose	Large Town Green
J.B. Williams Park (Separate Policies & Reservation Procedures Apply)		
789 Neipsic Road	Field 1: Baseball (Requires Pavilion Rental)	60' Basepath; 200' Right Field Fence
	Pavilion	Covered; Lights; Fireplace
	Kitchen	Refrigerator; Freezer; Oven/Stove
	Pond	

MAPS

Maps of Glastonbury fields and facilities are available on the Town of Glastonbury website: https://www.glastonburyct.gov/departments/department-directory-i-z/parks-and-recreation/town-parks-fields-and-facilities

SECTION 8: FEES & CHARGES (SUBJECT TO CHANGE 7/1)

FACILITY	RESIDENT GROUP	COMMUNITY GROUP; NON-RESIDENT GROUP
Athletic Fields	$75/3 Hour Rental	$150/3 Hour Rental
Riverfront Park Baseball Field; Academy Softball Field; GHS Stadium Turf Field	$75/3 Hour Rental $150/3 Hour Rental (with Lights)	$150/3 Hour Rental $300/3 Hour Rental (with Lights
Hubbard Green; Center Green	$150/3 Hour Rental	$300/3 Hour Rental
J.B. Williams Park (Separate Policies & Reservation Procedures Apply)	$250/Day No Charge for School Groups	$250/Day
Riverfront Fairgrounds (3 Hour Increments)	$150/3 Hour Rental	$300/3 Hour Rental
	Saturday/Sunday Rentals 2:00 p.m. or Later Incur Indoor Rental Fees	
Welles Chapman	No Charge (Permit Still Required)	No Charge (Permit Still Required)
League Player Fees (Town Sponsored Priority Use Leagues Only)	$11/Resident	$75/Non-Resident
Maintenance Fees (Tournaments Only)	Wages & Supplies > $300	All Wages & Supplies
Electricity	$25/3 Hour Rental	$25/3 Hour Rental
Personnel Costs (If Required)	$90/Hour	$90/Hour
If reservation requires facility closure/suspension of other activities during time of reservation, rental fees also apply		
Non-Profit: Valid 501c3 Non-Profit Groups 20% Discount off Published Rates		

PAYMENTS & INVOICING

Field & Facility use rental fees are due within 5 business days of the rental date by cash, check (payable to Town of Glastonbury) or credit card. All user groups will be responsible for additional fees associated with the mandatory presence of a light attendant, police, fire, lifeguards, custodial or other public safety personnel if required. Payment not received within a timely fashion may affect approval of future reservation requests.

Town Sponsored and Supported Group Users are exempt from paying rental fees. Player & Maintenance fees and Tournament fees apply. League Player & Maintenance fees are invoiced after the start of the season. Tournament fees are invoiced after the tournament.

CANCELATION & REFUND PROCEDURES

Refund requests must be made in writing within 5 business days of the rental date. No refunds will be made in any amount for failure to show on the reserved date.

The Town, acting in good faith, may cancel use in circumstances where the facility or park becomes unsafe for the intended use. Such circumstances include but are not limited to: weather, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. If a use is cancelled by the Town, the customer will receive 100% refund of the Rental Fee or the customer may choose to move their event to an alternative available date. Please allow 10-15 days for refunds to be issued.

If police coverage is required, all fee structures and cancellation policies in accordance with the Glastonbury Police Department policies.

SECTION 9: MAINTENANCE/SERVICES/OTHER

Maintenance at Town fields is conducted by Park Maintenance staff.

FIELD INSPECTION

Prior to using any field or facility, the permittee shall complete an initial inspection. If any unsafe conditions are found, the permittee shall cancel the activity and report the conditions to the Town. The permittee should not attempt to fix holes on fields, fences or other structural repairs that may only cause further damage. It is the permittees obligation to make sure that the group is not permitted to engage in a potentially unsafe activity for any means and particularly due to a potential hazard on the field or facility.

FIELD MODIFICATIONS

Fields cannot be modified, improved, altered, regraded, excavated, repaired, wrongly used or modified in any way without prior written permission from the Town of Glastonbury. Practice hitting into the fences is not permitted. The cost for repairs to correct damage caused by a league (volunteer, parent, player, etc.) will be the responsibility of the league. Leagues are responsible for educating volunteers, umpires, coaches, parents and visitors about monitoring players and their actions while on a field, in a dugout, etc. For example, a little t-baller standing in one spot digging during an entire inning can cause havoc on a field, a visiting team warming up in the wrong area can cause damage, as can a volunteer who spreads chalk on the lawn, moves water off a field incorrectly, or puts gravel into a hole.

FIELD CLOSURES & RAINOUTS

Glastonbury Parks and Recreation staff will determine field playability and safety during inclement weather conditions. Once a field is officially closed, it cannot be used until reopened by the Town. Closures may also result from poor playing conditions or a concern of potential damage which could cause hazardous safety concerns or could cause the need for excessive repairs. Other examples of conditions that may require the alteration or cancellation of an activity:

- Standing Water
- Footing is unsure and slippery
- Ground is water logged and squishy
- Grass can be dislodged from the ground easily
- Lightning
- Severe weather storms
- Unsafe Facility conditions
- That the use proves to be destructive or detrimental to the site
- Weather changes that occur while in use (for example rain intensity or duration increases)

Damage that is caused by excessive or improper use or with disregard may result in a field being closed until repairs are complete and a league being assessed for the

cost of repairs to bring the field back to a playable condition. Leagues, coaches and permittees may also share liability if injuries occur due to poor decision making or playing on fields in compromised conditions.

Once a field is prepped for a game, rainout decisions are often then left to the league or umpires to make on-site. It is only when the Town cancels a reservation on a field that charges will not incur.

The Town's Cancelation phone number is 860.652.7689. Personal notification by email or by phone isn't always possible. It is ultimately the organization's responsibility to obtain field closure information from the Cancelation line or by visiting the field in person. For fields potentially not inspected by Town staff prior to use (i.e. practice sites, soccer sites), common sense applies - do not use a saturated field or one that is unsafe due to undulations, poor grass cover or poor footing/grip.

FIELD PREPARATION

Fields booked for practice sessions will not be lined. Bases may be provided for practices, if time permits. Fields booked for tournaments and games will be prepared according to the specifications on the completed application.

SNOW REMOVAL

Snow removal is not permitted on any natural field. Only firms approved by the Town of Glastonbury with written permission from the Town that can comply with Town of Glastonbury insurance requirements will be permitted to remove snow from the synthetic field. Any costs incurred to remove snow will be the sole responsibility of the Applicant/Organization.

GOALS

Soccer goals should always be secured to prevent topping. There are various ways this is done ranging from sand bags to bolts in footings, cables and into anchor weights and J shaped rebars. It is the permittee's obligation to ensure these apparatus are in place.

RESTROOMS

Players, coaches, spectators, etc. must use appropriate restroom facilities. The outdoors may not be used. School restrooms/building access is not included with school field assignments, nor are restrooms available at every Town site. Leagues may make a request for a portable restroom at a particular site where no restroom is available.

Rentals by other Users as identified in Section 1 will be provided with information on the Town's approved portable restroom vendor. User will be responsible for the coordination of the portable restrooms including maintenance, billing and any issues or problems that arise.

TRASH/RECYCLING

Trash and recycling produced during athletic field use can be a serious problem. If complaints are received, permission to use the site(s) may be immediately revoked and/or fees may be assessed. Leagues are asked to have teams walk the field, bleachers, dugouts, parking lot and park area for trash and recyclables and place in the appropriate receptacles. If the receptacles are full, trash and recycling should be carried out. If a site is not left in a clean, damage free condition, maintenance fees can be assessed and/or field assignments can be revoked.

Any trash generated as part of outfitting a team, such as uniforms and team equipment, should be broken down and disposed of off-site. DO NOT fill barrels with boxes or broken/discarded equipment.

Rentals by other Users as identified in Section 1 will be provided with information on the Town's approved trash/recycling vendor. User will be responsible for the coordination of the receptacles including maintenance, billing and any issues or problems that arise.

CONCESSION STAND CARE/FOOD SALES

For leagues with concessions, leagues and their operators are responsible for cleanliness within the concession stand and within a minimum of 15' surrounding the stand. Operators must dispose of packing materials, boxes, containers, etc. off-site and not fill on-site barrels. Any damage or maintenance fees resulting from concession use will be the responsibility of the league or user.

Users that plan to cook or utilize food vendors must secure appropriate permits from the Health Department.

ADMISSIONS/DONATIONS

Teams or organizations hosting events with the intent of charging admission or accepting donations at the field for an event must indicate such on their application for rental. Additional requirements, permitting processes, and taxes may apply. The desire to charge an admission must be disclosed at the point of initial inquiry and at the time of application submittal. Applications may be denied if charging is deemed inappropriate.

BUSINESS ACTIVITY/USE AND SOLICITATIONS

Solicitations are not allowed within a park. It is unlawful to conduct any type of business activity in any park without first entering into a contract or Park Use Permit. Business activity shall include, but not be limited to, sale of food, beverages or merchandise, providing classes or one-on-one training or other forms of instruction for a fee or other valuable consideration, or use of a park facility for advertising any business, product or service.

Businesses/vendors seeking an opportunity to enter a possible contract to sell merchandise or services, may contact the Parks and Recreation Department at 860.652.7679.

CAPACITY AND SKILL LEVEL/AGE APPROPRIATE USE

Capacity of sites is limited from park to park and will vary depending upon many factors, including available parking on-site, field/stand options, other events nearby, and the potential of neighborhood impacts. Requests may not be approved if the event does not meet a site's limitations. Field use should not exceed the number of users intended for that sport unless expressly permissioned in the permit. For instance, a soccer field should not host a game, practice or clinic for 60-70 people. For safety reasons, applicants are required to select venues that are appropriate to the age, skill level and intended use of the field. While personal fitness is encouraged, heavy lifting and weight training on fields or in parking lots is not permitted.

PARKING/POLICE/EMERGENCY SERVICES

The Town of Glastonbury 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 Parks and Recreation Director or Director's designee; any resulting expenses or costs will be billed to the lessee or user.

Users are asked to encourage carpooling and to remind parents, coaches, players and volunteers to follow parking laws. With the hope of preventing potential negative parking impacts, the Town of Glastonbury reserves the right to request large groups/events to create and provide effective plans for parking, traffic and crowd control. If an event is one larger in size, a parking plan and private duty police personnel may be required. Users are required to schedule games, practices, etc. with sufficient time in-between groups leaving and arriving to allow parking areas to clear in-between uses. The Town of Glastonbury is not responsible for any personal property loss, damage to vehicles, etc. Cars should be parked correctly and safely with doors locked. Cars improperly parked can be towed.

RESPECT THE NEIGHBORS

Permit holders and those using Town parks, facilities and fields that abut private properties must respect those properties. User action such as trespassing, littering, urinating, and harassing, will not only cause the permit to be revoked but will also subject the offending user to further administrative action, by Park Rangers and/or Glastonbury Police authorities as defined by Connecticut state statutes and laws, and may be subject to penalties. Damage that may occur (especially as a result of improper use) will be the responsibility of the permittee.

AMPLIFICATION

Amplification is allowed within reasonable levels. Out of respect for other park users and residential and business neighbors, field users are asked that the volume be kept at a low level and ask amplification/announcements be minimal. Amplification must end by 10:00 p.m.

DOGS AND OTHER ANIMALS

Animals are not allowed on any athletic field area. Dogs are permissible in bleachers and other park areas, however they must be on a leash, under control and well behaved at all times. Town ordinances regarding animals apply.

ALCOHOL AND TOBACCO/SMOKING/VAPING/MARIJUANA

The Glastonbury Town Code, Sections 14-38; 14-84 thru 14-89 shall apply: Alcoholic beverages, tobacco products, smoking, vaping, marijuana and illegal drug usage are not permitted in Town parks and school facilities/fields.

CALL BEFORE YOU DIG

If you will be breaking ground such as driving tent stakes, you must call, CBYD at 1-800-922-4455. Please note you must call a minimum of 2 working days in advance but no more than 30 days in advance.

SIGNAGE

A temporary sign may be posted **at the event location only** up to two weeks prior to the event. The sign may be no larger than 20 square feet and must be removed following the event.

ELECTRICITY

Access to electrical power is available at some outdoor fields and facilities for an additional charge. Extension cords must be shielded to prevent trip/fall and electrical hazards. External electricity source must be GFCI protected. Outdoor electrical needs must be coordinated with the Parks and Recreation Department.