



## Norwich Recreation Department

A Division of Norwich Human Services  
 75 Mohegan Road, Norwich, CT 06360  
 Ph: 860-823-3791, FAX: 860-823-3830  
<http://norwichct.org/recreation>

### Norwich Recreation Dept. FACILITY and FIELD PERMIT POLICY

(FINAL update to field listings as of 9/1/20)

The City of Norwich offers its well-maintained facilities and fields for the recreational use of residents and non-residents. Below is a listing of the fields and facilities, which the Recreation Department schedules:

Armstrong Tennis Courts	Reynolds Rd.		Moriarty Baseball field	Lawler Ln.
DePina fields 1 & 2	Reynolds Rd.		Moriarty Back field	Lawler Ln.
Dickenman field	Mohegan Rd.		*Ouellet Softball T1- lights	Canterbury Tpke.
*Fontaine Soccer field	Mahan Dr.		*Ouellet Softball T2	Canterbury Tpke.
Fontaine- Track	Mahan Dr.		*Ouellet Soccer field – Full	Canterbury Tpke.
Fitzgerald field	555 East Main.		Ouellet Soccer field – Mini 1	Canterbury Tpke.
Hamilton Ave. T-Ball	Hamilton Ave.		Ouellet Soccer field – Mini 2	Canterbury Tpke.
Hamilton Ave. I (fenced)	Hamilton Ave.		Spayne Basketball Courts	Mahan Dr.
Hamilton Ave. II (open)	Hamilton Ave.		Stanton – back field, side field	New London Tpke.
Huntington School field	Town St.		Stanton – tennis and basketball	New London Tpke.
Jenkins Basketball, softball & field & tennis	Mechanic St.		Stanton – front field	New London Turnpike
*Jennings Football & practice field	Hamilton Ave.		Taftville field & basketball	Providence St.
Kelly Middle School field	Mahan Dr.		Teachers field upper field	Teachers Memorial Dr.
Lake Street field and basketball	Lake St.		Teachers field lower field	Teachers Memorial Dr.
Mahan School field	Salem Tpke.		Thamesville field & basketball	W. Thames St
McKeon- Soccer fields & basketball	Taftville Occum		Uncas School field	Elizabeth Street Ext.

An \* indicates field/facility reserved for games only. Certain restrictions may apply to certain fields.

#### FIELD AND FACILITY RULES

The rules listed below must be followed at all facilities and fields in order to keep them in good condition and to protect the safety of those who use them. Here are some general guidelines for all fields and facilities:

- Per City Ordinance, permits are required for groups to use all Recreation facilities & fields. Fields and facilities must be reserved in advance, including on holidays. Fields are generally available for 2 hours intervals, although exceptions can be made.
- Groups/people will be charged a \$50.00 penalty fee for using Recreation facilities & fields without obtaining a permit.
- Permits must be displayed (or be available to be displayed, for example on a smart phone), at the time and date of the event, and must be surrendered to any Norwich Police Officer or Recreation Department employee if there is a violation of city laws or ordinances.
- The Norwich Recreation Department reserves the right to determine whether or not the fields are available for games or practices due to weather conditions or other reasons.
- Fields and facilities close at dusk unless permission to use the facility later has been granted. Lighted fields close immediately following a game or 10:00 pm, whichever comes first.
- Per City Charter,14-13(d) “No person or group of persons shall conduct any game or tournament on city property from which a profit is realized, except for charitable or nonprofit organizations which must obtain prior written approval from the Recreation Director.”
- Per City ordinance alcoholic beverages and tobacco are prohibited on City property.
- All groups are expected to collect garbage and debris and dispose of it in containers provided
- All rules and ordinances pertaining to the use of City property must be followed. Detailed information for ordinances can be found on the City’s website: [www.norwichct.org](http://www.norwichct.org)

**VIOLATIONS**

Failure to adhere to these guidelines and to not use permitted field time will result in denial of future permits and or fines being assessed.

**ENTITIES ELIGIBLE TO USE FIELDS AND FACILITIES AND FEES ASSESSED**

<b>Groups</b>	<b>Documents Needed</b>	<b>Fees</b>
Norwich Free Academy/ Norwich Public Schools/City Commissions and Boards	Facilities Use and field form, certificate of insurance, signed liability waiver	None (for deeded fields)
Events/Programs of the Recreation Department	none	none
Norwich non-profit youth league regular season games/practices or tournaments	Facilities Use and field form, non-profit certification, certificate of insurance, signed liability waiver, rosters of board members & coaches	none
Events co-sponsored by the Rec. Dept with a non-profit	Facilities Use and field form, non-profit certification, certificate of insurance, signed liability waiver, rosters of board members & coaches	If fees to participate are charged by the non-profit, Rec collects all fees and maintains a percentage of the profits or pays staff an hourly wage (to be negotiated)

Out of town non-profit youth leagues district or state tournaments	Facilities Use and field form, non-profit certification, certificate of insurance, signed liability waiver, rosters of board members & coaches, fees apply	If fees to participate are charged by the non-profit, Rec collects all fees and maintains a percentage of the profits or pays staff an hourly wage (to be negotiated)
Colleges	Facilities Use and field form, non-profit certification, certificate of insurance, signed liability waiver, rosters of board members & coaches fees apply	\$40/hr. or \$240/day if 6 hours or more. Overtime charges and lighting charges assessed separately. See below
Norwich and out of town adult leagues and tournaments	Facilities Use and field form, non-profit certification, certificate of insurance, signed liability waiver, rosters of board members & coaches, fees apply	\$40/hr. or \$240/day if 6hrs or more. Overtime charges and lighting charges assessed separately. See below
Non-Profit sports camps or groups	Facilities Use and field form, non-profit certification, certificate of insurance, signed liability waiver, rosters of board members & coaches, fees apply	\$40/hr. or \$240/day if 6hrs or more. Overtime charges and lighting charges assessed separately. See below
Individuals, sponsored by a non-profit or City Commission or Board	Facilities Use and field form, all documents must come from the non-profit sponsoring entity. Non-profit certification, certificate of insurance, signed liability waiver	No fees if non-profit does not charge to participate in event. If fees to participate are charged by the non-profit, Rec collects all fees and maintains a percentage of the profits or pays staff an hourly wage (to be negotiated)
For-profit sports camps	Not allowed, per city charter 14-13(d)	N/A
For-profit entities	Not allowed, per city charter 14-13(d)	N/A
Individuals sponsored by a for-profit entity	Not allowed, per city charter 14-13(d)	N/A
Individuals, not sponsored by any organization	May rent out school gym, but not other facilities or fields. (May rent out Mohegan Park facilities by calling Public Works)	Fee for gym

### **USER FEES**

Fees charged by the Recreation Department are comparable to those charged by area towns. All usage fees must be paid at the time the permit is issued. Additional fees, such as staff overtime and lighting charges, may apply. Norwich Recreation charges \$12.00 per hour for lights. In general, facilities and fields close at 10:00pm, except in extenuating circumstances. Overtime charges apply when staff is required to work after hours. The cost starts at \$36.00/hr. for a minimum of 3 hours.

The Recreation Department accepts credit/debit, money orders and checks made payable to the Norwich Recreation Department. Checks returned for insufficient funds will be subjected to a \$30.00 returned check fee.

## **PRIORITIES OF APPLICANTS**

In the event of a scheduling conflict, fields and facilities are assigned in the following order:

1. Norwich Recreation Department sponsored and co-sponsored programs
2. Norwich Free Academy and Norwich Public Schools Board of Education team sports and school programs
3. Norwich non-profit organizations promoting the physical or cultural well-being of the citizens of the City. In season, primary sports will be get priority scheduling.
4. Special events of the City of Norwich, it's boards and commissions
5. Organized fundraisers
6. Out-of-town organizations and others

## **HOW TO REQUEST A PERMIT**

### **All Applicants**

Please fill out the Facilities Request Form and field usage spreadsheet, attached to this policy, and sign all forms and waivers. These are retrievable on our website at [www.cityofnorwich.org/recreation/facilitiesform](http://www.cityofnorwich.org/recreation/facilitiesform). Submit this form to [rpermits@cityofnorwich.org](mailto:rpermits@cityofnorwich.org). If your event is approved, we will then ask for supporting documents and issue the permit, provided everything is in order. Supporting documents include items such as:

- Verification of non-profit status (1x per year)
- Certificate of insurance for \$1,000,000, with correct verbiage (Certificate must read: The City of Norwich, its officers (both elected and appointed), employees and agents shall be named as additional insureds on all policies, except workers compensation and Employers' Liability, on a primary and non-contributory bases, for the use of (insert name and address of facilities) for (insert name of league/organization) for (insert purpose – practice, games etc.) on (specify dates). (1x per year)
- Rosters of board members and coaches (Per season)
- Fees, if they apply (Per season)

### **SCHEDULING INFORMATION**

There will be two meetings a year to request fields. For Spring and Summer requests, there will be a meeting in February. The season will cover mid-March (weather permitting) – mid Aug. For the Fall season, the meeting will be in June and will cover mid Aug. - Dec. All groups looking to receive field space must attend the meetings. At this meeting, all leagues will discuss tentative field needs and a deadline date will be set to submit your request fields (please include games and practices).

President of the league or designated league scheduler will make field request for the entire league. Calls and forms from coaches will not be permitted.

Please be reminded that you must obtain approval with a permit **prior to the start of your season** from the Norwich Recreation Department to use our fields and facilities by completing and submitting the Facilities Request Form via email to [rpermits@cityofnorwich.org](mailto:rpermits@cityofnorwich.org) along with all documents. All supporting documents listed above must be received for permits to be issued.

**RECOMMENDATIONS  
GUIDELINES FOR YOUTH ATHLETICS LEAGUES**

The Recreation Dept. recommends that all youth leagues follow the National Standards for Youth Sports complied by the National Alliance for Youth Sports. The standards can be found at [www.nays.org](http://www.nays.org). These standards are quite comprehensive so I would like to highlight a few key items below to ensure a safe, positive and child-centered experience.

Youth sports should embrace the following:

1. Child centered policies and philosophies that are guided by a mission statement with bylaws, purpose and goals. Written policies are to be in place to ensure consistency and include inclusive non-discriminatory practices with fair play for all and include sportsmanship policies with zero tolerance for bullying, child abuse, violence, etc. with disciplinary procedures.
2. Volunteers: Youth sports organizations must be selective when choosing volunteer coaches, administrators, officials, etc. Consistent and comprehensive screening is necessary to ensure the program remains safe, positive and fun all. Volunteers should be required to fill out an application, and be screened with an interview, reference check and background check with a clean record of at least 5 years. Coaches must receive coaches training, concussion training and CPR and First Aid and Child abuse training.
3. Safe Playing Conditions: Youth sports programs must provide safe playing facilities and equipment and be ready for emergencies. Procedures should be in place to inspect playing facilities, playing equipment, unsafe conditions with a written emergency action plan. Leagues should also have emergency action plans.
4. Parent/Guardians: Parent/Guardians are a key component to the success of the child. Programs should encourage parents to be caring and active in their child's youth sports experience by providing positive support as a spectator. Leagues should host parent league orientation meetings once a year to review program goals and expected behaviors and sign a parent code of conduct.

I, the undersigned, as representative of the listed league, and do hereby testify that the league meets (or will meet prior to the start of the season) all requirements to receive field and of facility space in the City of Norwich, as defined in the Field and Facility Permit Policy and National Standards for Youth Sports.

User Signature/Representative: \_\_\_\_\_

Please check that you understand and will abide by the following rules then initial below.

- |  |  |
|--|--|
| <input type="checkbox"/> Permit is to be present during event.                               | <input type="checkbox"/> Background check on all youth coaches                     |
| <input type="checkbox"/> Comply with all City Ordinances: ( No alcohol, no tobacco, & noise) | <input type="checkbox"/> Following Norwich Recreation Dept. recommended guidelines |
| <input type="checkbox"/> Park in designated parking spots                                    | <input type="checkbox"/> No bounce houses  |
| <input type="checkbox"/> Children must be supervised at all times                            | <input type="checkbox"/> No grills   |
| <input type="checkbox"/> Clean up area & use designated trash receptacles                    | <input type="checkbox"/> No loud music   |
| <input type="checkbox"/> Respect City property   | <input type="checkbox"/> No dogs allowed per City Ordinance                        |
| <input type="checkbox"/> All maintenance will be done by Norwich Recreation Staff            | <input type="checkbox"/> Any problems, contact Norwich Police at 860-886-5561      |

User Signature / Representative Initials: \_\_\_\_\_

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

**AGREEMENT: WAIVER OF LIABILITY, RELEASE AND INDEMNIFICATION**

In consideration of using City of Norwich owned property identified above the undersigned for themselves, their heirs, successors and assigns, waive and release any and all rights or claims for damages of any nature the undersigned may have against the City of Norwich or any of its officers, employees, agents representatives, successors or assigns, departments, agencies and committees, for any and all injury, loss and any and all damages (including death) which may be sustained and/or suffered in connection with the use of the City's property, whether caused or alleged to be caused in whole or in part by the negligence of the City, its officers, employees, agents, representatives or the negligence of any other person.

The undersigned understands that any City facility or fixture used by the undersigned will be done so at the sole risk of the undersigned will be done so at the sole risk of the undersigned with no representations or warranties from the City and the undersigned accepts responsibility for any and all damages that may result from said use.

The undersigned covenants and agrees with the City that it will indemnify and save harmless, the City against any and all claims, injury, loss, damage, expense, deaths, demands, liability or obligations which may be made against the City arising by reason of or in connection with the use of the City's property, including:

1. any such claim or suit attributable to the negligence of the City, its officers, employees, agents, and representatives;
2. any such claims or suits attributable to the alleged acts or omissions of the undersigned or any person claiming under, by, or through the undersigned and, if it becomes necessary for the City to defend any action seeking to impose any such liability, the undersigned will pay the City all costs of court and attorneys' fees incurred by the City in effecting such defense, in addition to any other sums which the City may be called upon to pay by reason of any litigation in which any claim is asserted.

In performing its obligations in using a portion of the City's property the undersigned shall comply with all Applicable statues, laws, regulations, codes, rules or orders of or issued by any governmental body having jurisdiction over the use of said premises. Notwithstanding any language to the contrary, entities other than individual requests are required to carry liability insurance.

It is further understood that certain uses or activities may require proof of liability insurance (i.e.: Certificate of Insurance) naming the City of Norwich as additional insured. The amount of liability insurance will not be less than \$1 million.

All organizations must submit in writing a letter of request to the Norwich Recreation Department. The Norwich Recreation Department is responsible for scheduling and collecting fees and liability insurance forms. The Norwich Recreation Department maintenance staff is responsible for the parks, fields and facilities (i.e., garbage collections, lining of fields, upkeep, field maintenance etc.) The Recreation Department reserves the right to determine whether or not the fields are available for games depending on weather conditions.

My organization and I understand that no alcoholic beverages are allowed in any City property. We also agree to respect City property and remove our garbage properly (reciprocals will be available). We will pay for the cost of clean-up and reasonable attorney fees if we default in this obligation.

**User Signature / Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**(DO NOT WRITE BELOW THIS LINE – FOR RECREATION USE ONLY)**

Lights \$ \_\_\_\_\_ Fields \$ \_\_\_\_\_  
Total Paid \$ \_\_\_\_\_ CK# \_\_\_\_\_ CC# \_\_\_\_\_ Date \_\_\_\_\_



City of Norwich  
Recreation Department

**FACILITY REQUEST FORM**

**PLEASE PRINT**

Contact Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Cell/Mobile Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Home: \_\_\_\_\_

E-Mail: \_\_\_\_\_

League/Team Scheduler (if different from contact): \_\_\_\_\_

Name of Group: \_\_\_\_\_

# of Attendees/Participants: \_\_\_\_\_

**Purpose/Description of Activity:** (Include the different levels of competition, number of teams in the league, primary season of play & space needs)

---

---

---

---

---

Please indicate what day(s) below with an "X":

Day(s) Requested: Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri. \_\_\_ Sat. \_\_\_ Sun. \_\_\_

Dates: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Please indicate for what purpose below with an "X":

\_\_\_ Game \_\_\_ Practice

Event type (please describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate if you will be requesting lights? \_\_\_ Yes \_\_\_ No

**[Please use an additional spreadsheets for multi-day and multi-field requests]**

Is there a registration fee charged for participation in your organization? \_\_\_ Yes \_\_\_ No

If so, please indicate the fee amount: \$\_\_\_\_\_

Do you file as a 501(c)(3) non-profit? \_\_\_ Yes \_\_\_ No

Does your organization carry liability insurance? \_\_\_ Yes \_\_\_ No

Will the organization be carrying out fundraising activities? \_\_\_ Yes \_\_\_ No

What percentage of the organization are Norwich residents? \_\_\_\_\_%

Does your organization provide someone certified in First Aid/CPR onsite? \_\_\_ Yes \_\_\_ No

Do your coaches have current youth sport coaches training? \_\_\_ Yes \_\_\_ No

Does your organization require background checks on coaches? \_\_\_ Yes \_\_\_ No

Does your organization have a COVID-19 plan? \_\_\_ Yes\* \_\_\_ No

\*If YES, please attach the COVID-19 plan to your packet.





## Norwich Recreation Department

A Division of Norwich Human Services  
75 Mohegan Road, Norwich, CT 06360  
Ph: 860-823-3791, FAX: 860-823-3830  
<http://norwichct.org/recreation>

# COVID-19 Facility Waiver and Release Form

9/1/2020

My organization and I have read and understand the State of CT sector rules for Reopen and State of Connecticut COVID-19 Executive Orders and will adhere to all guidelines contained within that document. In addition, my organization and I understand it is our responsibility to stay up to date and comply with any updates that are made to the State of Connecticut Executive orders and State of Connecticut Sector Rules for Reopen.

My organization and I understand that the City of Norwich will not assist in administering any of the requirements contained within the above referenced documents including, but not limited to, cleaning, disinfecting, sanitizing, training, tracking, certifying, ventilating, signage, social distancing, layout, or modifications to existing spaces.

Any costs incurred to ensure compliance to State of Connecticut Executive Orders and State of Connecticut Sector rules for reopen will be the sole responsibility of my organization and I.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Any person issued a permit shall observe all rules, regulations and ordinances adopted by the City of Norwich. The person to whom a permit is issued shall agree to be liable for any loss, damage, or injury sustained by any person or property whatever the reason may be. Either of negligence on the part of any persons or any other reasons the permit holder is responsible for all of the above.