

Watertown, Connecticut

Parks, Recreation, Senior & Social Services

61 Echo Lake Road Watertown, Connecticut 06795-2629

Main Office (860) 945-5246 FAX (860) 945-4734



2025

Tournament Permit Application For: Al Deland Field Veterans' Memorial Park

RULES AND REGULATIONS FOR USE OF WATERTOWN PARKS & RECREATION FACILITIES

Procedures:

Permits 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 re-serves the right to cancel or make changes in permits at any time.

Tournaments:

1. Limit the multi-team tournaments (3 or more teams) sponsored by any one local group are limited to **three multi-team tournaments in a calendar year**. 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.
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 **7 days** become property of Parks and Recreation Department.
 - F. Return key to Recreation Department to get key deposit refund.

Regulations

1. Smoking may be permitted only in areas designated by Watertown Parks and Recreations 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 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 ensure proper arrangements have been made the Watertown Recreation 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 damages 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.
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 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 all applications/permits according to the Town of Watertown, Connecticut ordinance No. 07-01-85-118 by definition Section 1122.
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.
23. I assume responsibility and will be liable for any damages caused on Town of Watertown property during this event.

Tournament Considerations Continued:

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 or MEDICAL EMERGENCY VEHICLES.**

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

Suspensions: 1st offense - one week **or** one tournament date.
2nd offense - two weeks **or** two tournament dates.
3rd 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.

Approved by the Watertown Parks and Recreation Commission

Field Fees:

First Day Tournament Field Charge is \$50.00 Per Field

Second & Each Consecutive Day After First-\$25.00 Per Field Per Day

Exceptions: Watertown Parks & Recreation or WTN Board of Education sponsored programs

Also, there shall be a \$200.00 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.

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:

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 of and permission from the Director of Parks and Recreation or his/her designee.

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:

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.

VENDORS & FOOD TRUCKS:

Vendors and food trucks are **NOT permitted without prior consent** by the Watertown Parks & Recreation Commission and or Director. **Limit 1 per event with pre-approval, certificate of insurance, current State of CT. health certificate and vendor permit from the police department.** Documentation for the permits must be provided no later than one (1) week prior to the event.

COVID-19:

All groups using Town fields will abide by all Federal, State and Local COVID-19 rules.

The Town will update COVID-19 rules to coincide with regulations from the Connecticut Department of Public Health, the Center for Disease Control, the Torrington Area Health District and local officials.

2025 TOURNAMENT CHECK LIST

- ___ Current Certificate of Insurance from group with proper wording (see page 5).
- ___ Tournament application (see pages 7 & 8).
- ___ Tournament Field fees paid: (see page 3).
 - First Day-\$50.00 per field
 - Second day and each CONSECUTIVE day after first-\$25.00 per field per day
- ___ Maintenance Fee paid: \$200.00 (details on page 3).
- ___ Flagman stationed at flag pole to direct traffic (see page 2).
- ___ Pavilion fee paid (if applicable) (see page 2).
- ___ Food truck vendor submitted documentation one week prior to event (see page 4).

Tournament permits will be processed when all requirements have been fulfilled.



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2025 TOURNAMENT 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: _____

See information on Food Trucks, Vendors, Entertainment, Amusements on Page 5
 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 OCCURANCE. NO PERMITS WILL BE ISSUED WITHOUT A CURRENT CERTIFICATE OF INSURANCE.

Acknowledgment

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

 Watertown Recreation Dept.

 Date

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

Tournament Fees \$ _____
 Field Fees (Effective 08-15-2021) \$ _____

Pavilion Fees \$ _____
 Total Fees \$ _____

Watertown Parks & Recreation Department

Field Permit Request Application—Please Circle Date(s) - One Sheet for Each Field

Organization: _____ Field Location: _____ Field #: _____

Contact Person: _____ Number: _____

2025

January

Su	Mo	Tu	We	Th	Fr	Sa
		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

Su	Mo	Tu	We	Th	Fr	Sa
						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

Su	Mo	Tu	We	Th	Fr	Sa
						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

Su	Mo	Tu	We	Th	Fr	Sa
		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

Su	Mo	Tu	We	Th	Fr	Sa
				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

Su	Mo	Tu	We	Th	Fr	Sa
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

Su	Mo	Tu	We	Th	Fr	Sa
		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

Su	Mo	Tu	We	Th	Fr	Sa
					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

Su	Mo	Tu	We	Th	Fr	Sa
	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				

October

Su	Mo	Tu	We	Th	Fr	Sa
		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

Su	Mo	Tu	We	Th	Fr	Sa
						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

Su	Mo	Tu	We	Th	Fr	Sa
	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			