Town of Watertown Connecticut—Human, Social & Leisure Services

Parks & Recreation Divisions

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2027

Facilities Permit

Information Packet For:

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

WATERTOWN, CONNECTICUT
PARKS, RECREATION, SENIOR, & SOCIAL SERVICES
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2027 FACILITIES PERMIT INFORMATION PACKET

Welcome!

Please review this packet carefully for the use of parks in Watertown–Oakville, Connecticut. Our parks are a community investment, and your cooperation helps ensure their continued availability and upkeep.

The facilities permit includes use of the following locations:

- Crestbrook Park and Golf Course
- Veterans' Memorial Park
- DeLand Field
- Echo Lake Park
- Sylvan Lake Park
- Adams Road Play Area

Please feel free to contact us with any questions or concerns.

Important Information

- **Surcharge Payments:**
  New field permits will not be approved for any group until all previous season rosters and fee payments have been submitted and paid in full.
- **Certificate of Insurance:**
  Specific dollar amounts and exact wording are required on your Certificate of Insurance. Please read and follow all instructions carefully, as incomplete or incorrect certificates will delay permit approval.
- **Inflatables:**
  Due to the Town of Watertown's liability insurance restrictions, inflatables of any kind—including jump houses and bounce houses—are strictly prohibited.
- **Rules and Regulations:**
  A completed permit application, including the *Rules & Regulations for Use of Parks and Recreation Facilities*, is required. Your organization is responsible for complying with all existing and newly adopted requirements. These may include, but are not limited to:
  - Traffic flag personnel for multi-team invitationals

- Weekend and holiday play requirements
- Pavilion usage
- Storage area usage
- Parking regulations
- Rental of additional portable toilets and dumpsters
- Rental and maintenance fee structures
- Reimbursement guidelines

- **Signage:**
  The Watertown Parks & Recreation Commission has adopted new guidelines governing signage placement at ball fields. Please ensure compliance with these parameters.
- **Tournaments:**
  All tournament-related policies adopted by the Watertown Parks & Recreation Commission must be reviewed and followed. These policies are discussed during the mandatory Field Permit Meeting and are enforced to ensure the safety of all park users. Failure to comply may result in termination of current and future permits.

Rules and Regulations for Use of Facilities- Summary

1. Permission & Responsibility

- Facility use requires an approved application from the Watertown Parks and Recreation Commission.
- Applicants assume full responsibility and must indemnify the Town of Watertown.
- The Commission may cancel or modify permits at any time.

2. Priority of Use (Highest to Lowest)

1. Board of Education (BOE) programs on school property; Parks & Rec programs on Town Parks.
2. BOE programs on Town Parks; Parks & Rec programs on school property.
3. Local non-profits serving youth (17 & under), 100% Watertown residents.
   - Includes St. John's and St. Mary Magdalen programs.
4. BOE Booster Club–funded programs benefiting Watertown residents.
5. Local non-profits serving adults with at least 75% local participants.
6. All others, including for-profit organizations.

3. Exceptions

- American Legion Baseball (Priority #3)
- AABC Baseball State Tournament teams requiring roster additions.
- St. John's & St. Mary Magdalen programs with non-resident parish members.

4. General Considerations

- Rosters are required to verify residency.
- Permits are issued **per season only** and must be resubmitted each season.
- Pavilion and Crestbrook Park Golf require separate permits.
- Misrepresentation of information may result in permit cancellation.

Field Permit Deadlines

Resident Organizations

Spring/Summer (March 1 – August 15)

- Applications accepted starting **January 1**
- Deadline: **February 28**

Fall (August 16 – December 31)

- Applications accepted starting **July 1**
- Deadline: **August 31**

Non-Resident Organizations

Spring/Summer

- Applications accepted starting **February 1**
- Deadline: **March 31**

Fall

- Applications accepted **August 1**
- Deadline: **October 31**

Late applications are processed first-come, first-served.

6. Tournaments

- Maximum 3 multi-team tournaments (3+ teams) per local group per year.
- At VMP, a flagman with reflective vest is required for traffic control.
- Non-compliance may require hiring police for future permits.
- Weekend/holiday users must maintain fields using hand tools only.
- Pavilion use requires a separate application and fee.
- Fundraisers may require for-profit fees and health permits.

7. Recreation Storage Area (VMP)

Requirements include:

- $10 refundable key deposit
- Area kept locked and secure
- No flammable materials
- Clean-out after event
- Items left over 30 days become Town property

8. Participant Conduct Requirements

Groups must ensure compliance with:

- Speed limits and one-way traffic.
- No parking or driving in restricted areas.
- No damage, excessive mess, or abusive language.
- Emergency and maintenance access must remain clear.

9. Enforcement & Suspensions

- **1st offense:** 1-week suspension
- **2nd offense:** 2-week suspension
- **3rd offense:** At discretion of Director and Commission

The Department may cancel or suspend permits at any time.

10. Fees

- Fees assessed by user category
- Rental fees paid to:
  - Town of Watertown, Parks & Recreation
  - 61 Echo Lake Road, Watertown, CT 06795
- Police and Fire fees paid directly to those departments

General Park Rules and Regulations Permit Holders

1. Use of Permit

- Permits are valid only on the approved date(s) and only for the stated purpose.
- Subletting or transferring permits is strictly prohibited.
- The permit must be kept on site at all times during use.
- Any cancellation must be reported to the Parks and Recreation Department at least 24 hours in advance.

2. Prohibited Activities

- Alcoholic beverages are strictly prohibited on Town property unless written permission is granted in advance.
- Firearms and fireworks are forbidden.
- Areas may not be used for private gain or commercial purposes unless approved by the Commission.

- Areas may not be used for activities other than those for which they were designed.
- Smoking is permitted only in designated areas, if allowed.

3. Authority & Enforcement

- The Parks and Recreation Department reserves the right to:
  - Deny facility use if it is not in the Town's best interest.
  - Halt activities found in violation of rules, regulations, or permit conditions.
  - Evaluate facility use after an event and deny future permits due to abuse or noncompliance.
  - Cancel scheduled use if conditions could cause field damage or personal injury.
  - Rescind permits pursuant to Town of Watertown Ordinance No. 07-01-85-118, Section 112.2.

4. Supervision & Conduct

- All youth programs must have adequate adult supervision.
- Participants and spectators are expected to demonstrate good sportsmanship and follow the Golden Rule.
- All groups must comply with all Town of Watertown ordinances.

5. Care of Facilities

- Groups are responsible for the proper care and use of all facilities and buildings.
- Facilities must be left clean and orderly.
- Any damage must be repaired or replaced by the permit holder.
- The Town is not responsible for lost or stolen personal equipment or belongings.

6. Liability, Insurance & Indemnification

- All non-Town-sponsored groups must submit a Hold Harmless Agreement.
- A certificate of insurance is required, naming the Town of Watertown as an additional insured, with minimum limits of $1,000,000 per occurrence.
- Groups acting as employers must provide proof of statutory workers' compensation coverage.
- Permit holders assume full responsibility and liability for any damage to Town property.

7. Police & Fire Protection

- Sponsoring organizations are responsible for arranging police and fire protection when required.
- The Recreation Department may forward permits to Police and Fire Departments, but this does not relieve the organization of its responsibility.
- Police and fire services may be required for safety, property protection, and traffic control.

8. Acknowledgment of Responsibility

By using Town of Watertown facilities, the permit holder acknowledges full responsibility and liability for any damage caused during the 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

Certificate of Insurance (Required)

- All applicants must provide a Certificate of Insurance (COI).
- The COI must include this exact wording in the *Description of Operations / Endorsements* section:

  Town of Watertown, Watertown Board of Education, its employees, department boards, committees, and commissions are named as Additional Insured.

- No permits will be issued without this statement.

Field Use Surcharge

Applications for groups using Town-owned and maintained fields (e.g., DeLand Field, Veterans Park).

- Residents (Watertown & Oakville): $10.00 per player per season
- Non-residents: $20.00 per player per season
- Fee is payable after rosters are set and submitted
- Due before the season starts
- Funds are used for capital improvements and future field acquisition

Signage Rules

- No signs may be installed on Town property without approval from the Director of Parks & Recreation
- All advertising or informational signage (e.g., backstops, outfield fences) must be approved
- Unauthorized signs will be removed and discarded

Prohibited Items (Insurance Regulations)

- No inflatable or similar items allowed, including:
  - Bounce houses
  - Jungle gyms
  - Moonwalks
  - Any similar attractions

Live Entertainment Restrictions

- No live entertainment allowed without prior permission from the Watertown Parks & Recreation Commission
- This includes (but is not limited to):
  - DJs, bands
  - Clowns, comedians, entertainers

    - Rental fire trucks or buses
    - Public address systems
    - Any activity that detracts from the park experience

Vendors & Food Trucks

- Not permitted without prior approval
- Maximum 1 vendor, with pre-approval
- Required documentation:
    - Certificate of Insurance
    - Current State of Connecticut Health Certificate
    - Vendors permit from the Police Department
- All documentation must be submitted at least one (1) week prior to the event