



# TOWN OF SHARON RECREATION DEPARTMENT



## FIELD PERMIT APPLICATION

Application Date:	League or Organization Name:
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Contact (please print name):	Percent of Sharon Residents:	Are you a Town affiliated program? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Mailing Address (street, city, state, zip):

Home:	Cell:
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Email:	Website (if applicable):
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### PRIORITY FIELD USAGE

TIER 1	TIER 2	TIER 3	TIER 4
Sharon Recreation Department and Sharon Public Schools FEE: No rental fee	Organized Sports Leagues FEE: No rental fee	Sharon non-profit groups (80% residency) FEE: \$30.00/hour	Sharon for-profit groups FEE: \$45.00/hour

### FIELD 1: LIST THE SITE REQUESTED AND FILL OUT APPROPRIATE INFORMATION

SITE REQUESTING:	SEASON START/END DATE:
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<b>SPORT</b> (Please Circle)	Baseball	Football	Lacrosse	Softball	Soccer	Other
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<b>MONDAY</b> Time: _____ to _____ List Fields: _____	<b>TUESDAY</b> Time: _____ to _____ List Fields: _____	<b>WEDNESDAY</b> Time: _____ to _____ List Fields: _____	<b>THURSDAY</b> Time: _____ to _____ List Fields: _____
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<b>FRIDAY</b> Time: _____ to _____ List Fields: _____	<b>SATURDAY</b> Time: _____ to _____ List Fields: _____	<b>SUNDAY</b> Time: _____ to _____ List Fields: _____	Please Circle Type of League:  ADULT      YOUTH
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SITE REQUESTING:		SEASON START/END DATE:				
<b>SPORT</b> (Please Circle)	Baseball	Football	Lacrosse	Softball	Soccer	Other

### FIELD 2: LIST THE SITE REQUESTED AND FILL OUT APPROPRIATE INFORMATION

SITE REQUESTING:		SEASON START/END DATE:	
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<b>SPORT</b> (Please Circle)	Baseball	Football	Lacrosse	Softball	Soccer	Other
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<b>MONDAY</b> Time: _____ to _____ List Fields: _____	<b>TUESDAY</b> Time: _____ to _____ List Fields: _____	<b>WEDNESDAY</b> Time: _____ to _____ List Fields: _____	<b>THURSDAY</b> Time: _____ to _____ List Fields: _____
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<b>FRIDAY</b> Time: _____ to _____ List Fields: _____	<b>SATURDAY</b> Time: _____ to _____ List Fields: _____	<b>SUNDAY</b> Time: _____ to _____ List Fields: _____	Please Circle Type of League:  ADULT      YOUTH
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SITE REQUESTING:		SEASON START/END DATE:	
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### SUBMISSION DEADLINES

SPRING/SUMMER SPORTS (April-Early August): Applications must be submitted by FEB. 15th

FALL SPORTS (Late August-October): Applications must be submitted by MAY 15th

*The Sharon Recreation Department only accepts permit applications from Sharon Sponsored programs.*

*Permit approved by the Board of Selectmen on February 6, 2014*

**PAYMENT POLICY**

**PAYMENT**—All rentals/permits require payment in advance unless written approval to do otherwise is obtained from the Recreation director beforehand. Individuals and organizations who use recreation fields requiring the services of recreation personnel will be charged a minimum fee of three hours for that assigned employee. Same fees will apply if your organization fails to cancel the rental within 24 hours of intended use. \*All fees subject to change without notice.

**REFUNDS**—Refunds will only be issued for permits that are cancelled by the renter at least 24 hours in advance of the vent. Provided the Recreation Department is notified 24 hours in advance that the user wished to cancel, no charges will be assessed.

**REQUIRED DOCUMENTS**

- FIELD PERMIT APPLICATION**
- ROSTERS**—Please indicate residential addresses.
- CORI**—A copy of proof that your organization is authorized to conduct CORI checks.
- INSURANCE**— Commercial general liability insurance certificate required. Certificate should name the Town of Sharon as an “additional insured” with the combined limit for Body Injury and Property Damage is \$1,000,000 for each occurrence with a \$1,000,000 annual aggregate.
- SCHEDULES**

**OUTDOOR FACILITY USE POLICY**

**Care of Facilities:**

- 3.1) If the Recreation Department has not closed the field due to unfavorable conditions, it is still the responsibility of the permit holder to determine if an activity can be held due to wet or unfavorable conditions.
- 3.2) Fields are not to be used if they contain standing water, muddy surfaces, or potentially damaging conditions
- 3.3) There is no guarantee that the field permitted will be lined. Users are not allowed to perform any type of field maintenance without the consent of the Recreation Department and Department of Public Works. It is the responsibility of the permit holder to make such arrangements.
- 3.4) The Recreation Department may require the permit holder to hire a police detail during the event.
- 3.5) Permit holders shall leave the facilities in the same or better condition

**Communication:**

- 4.1) All permit holders are responsible for ensuring coaches, volunteers, parents/guardians, and participants are aware of all rules regarding use and conduct on the fields.
- 4.2) Coaches, volunteers, parents/guardians, and participants should not contact the Recreation Department concerning field usage. They are asked to communicate to the department via their league officials.
- 4.3) All accidents shall be reported to the Recreation Department using its approved accident report form. Likewise, all incidents shall be reported using a similar form.
- 4.4) All concerns, especially those regarding safe use of the facilities, should be reported to the Recreation Department immediately.
- 4.5) Permit holders should be prepared to present their permit to the Recreation Department, Police Department, and/or DPW as proof of authorization to use the facility.

**AGREEMENT**

It is expressly understood and agreed that the regulations of the Sharon Recreation Department are to be strictly compiled with, and that the undersigned assumes full responsibility for any damage to, or loss of Town property in consequence of such use of the facilities as described above, and engages to make the same good without expense of the Town. In the event of the insurance cancellation, 30 days prior written notice of cancellation must be given to the Town.

It is further understood that failure to use the permit for time and date granted without informing the Recreation Department at least 24 hours in advance (except in cases of inclement weather) could result in loss of future permits. Permits may be revoked with no refund of fees for failure to comply with Recreation Department regulations.

I have read and understood all of the rules and regulations listed in the Town of Sharon Recreation Department’s “Outdoor Facility Group Use Policy”, and understand the consequences of not complying with these regulations.

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

**OFFICIAL USE ONLY**

**FORMS RECEIVED:** \_\_\_\_\_ Fees Owed: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Application \_\_\_\_\_ Schedule \_\_\_\_\_ CORI \_\_\_\_\_ Insurance \_\_\_\_\_ Rosters