



*Suffield Parks & Recreation*



*Suffield Department of Public Works*

## Policy & Fee's for Field Usage

1.) There will be no charge for field use for the following user groups:

- Parks and Recreation department sponsored programs and activities.
- Board of Education sponsored athletic teams and programs.
- Organized Suffield Clubs, Leagues and Organizations.

Organized groups must provide Certificate of Insurance that meets the Towns requirements.

2.) Independent groups and/or programs co-sponsored with the Parks and Recreation Department where a fee is to be paid to the co-sponsoring group or individual per participant:  
\$500.00 per field, per week and Certificate of Insurance that meets the Towns requirements.

3.) Independent and out of town teams or groups for one-time use:  
\$100.00 per use, per field and Certificate of Insurance that meets the Towns requirements.  
This is for a 4 hour block. Minimum of 4 hours. Line painting, if required will be an additional \$140.00 on top of the \$100.00 use fee.

## Ranking Order for use and Examples referred to in Policy for Field Usage

1. Board of Education sponsored athletic teams and programs
  2. Independent Groups and/or programs co-sponsored with the Parks and Recreation Department
  3. Organized Suffield Clubs, Leagues and Organizations
  4. Independent and out of town teams or groups for one-time use
- No outside contractors will allowed to perform any maintenance services.
  - All maintenance services will be performed by the DPW.
  - All teams looking to schedule field use must do so with Suffield's Recreation Supervisor.
  - DPW will have final decision if fields are in condition to be used.
  - If a group is found to have played on a closed field their permit shall be revoked.
  - Groups will be charged for any damage cause to a field.
  - All trash is to be cleaned up immediately after field use.
  - If trash is left on field group will be charged a cleanup fee
  - Field use permits are only for approved teams.
  - 24 Hour notice must be given if field will not be used on schedule day do to forecasted weather or other reasons. Field fee will apply if notice is less than 24 hours.
  - If an unpermitted group is found using a field they will be banned from any future use.
  - A contract between the group and the Town will be signed by both parties.