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Thomas J. Greco, Assistant Director
Susan M. Snyder, Recreation Superintendent
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Director's Office	203-622-6472
Administration	203-622-6480
Recreation	203-618-7649
Parks and Trees	203-622-7824
Marine & Facility Operations	203-618-7651
Griffith E. Harris Golf Course	203-531-7200
Information/Programs	203-622-7830

DEPARTMENT OF PARKS AND RECREATION

FIELD PERMIT POLICY - 2015

Thank you for your interest in using Town of Greenwich athletic fields for your sports leagues or special event. Please read this information sheet "carefully" to avoid delays in processing your request.

The Department of Parks and Recreation makes field permits available to residents and Town organizations for various games and activities. Normally, the permit season runs from late April through October.

The Department sponsors leagues involving numerous teams and works with private organizations involving many teams in different sports. As a result, weeknight fields are particularly difficult to obtain. During peak seasons, space is even more limited.

How To Obtain A Field Permit

1. An individual or organization may wish to hold a special "game" or other activity during the season. Examples include children's birthday parties, family gatherings and company softball games. To make planning easier a permit may be granted in advance if available. Individuals must make their request "in writing" to the Recreation Division at least two (2) weeks in advance. You may e-mail your request to: dmohr@greenwichct.org. Please include date, time, number of people, purpose, and contact person, including address, day phone number and e-mail. Only three (3) advance requests per household or organization can be honored in any calendar year. There is a Thirty (\$30.00) fee per permit. You may pay by cash, check (payable to Town of Greenwich) or, if in person, by Master Card, Visa or Discover. We will notify you when you can pick-up your permit at the Department of Parks and Recreation, Second Floor of Greenwich Town Hall, 8 am – 4 pm, Monday through Friday.
2. If you are looking to have a regular program or travel team on Town Fields, you must pick up an application packet at the Department of Parks and Recreation Office or request that one be mailed. Any new group of group looking to expand their program, must submit a presentation of need to make a presentation to the Board of Parks and Recreation Field Committee prior to requesting fields. There are various application procedures, policies, insurance requirements, fees that are explained in the application packet.
3. If you are looking to hold a special event, you must secure a Special Event Application from the Department of Parks and Recreation. Special Events are larger events than a regular game, with significant spectator attendance, serving of food, vendors and other special attractions. The application must be completed, liability insurance will be required and fees will apply. Depending on the event, coordination with Fire, Police, Health Department, Board of Education or other Town agencies may be required. Please contact Frank Gabriele at fgabriele@greenwichct.org.

4. If a PTA or school sanctioned event is being planned on any Town Athletic Field, including races, school fairs or other special events, approval must be received through the Board of Education and the Department of Parks and Recreation. The initial request must be through the Board of Education and then the Department of Parks and Recreation. Applicants may still be required to fill out the Special Events Application and meet the same requirements as outlined in #3 above. Donald Mohr handles field requests and Frank Gabriele handles special event requests.
5. Anyone wishing to apply for a permit to do any type of filming or videography on Town Property must contact Lenore Caserta at 203-622-6472 for an application form. Insurance is required, and you will likely need to secure approval from various other Town Departments as well.

Regulations Governing Field Permits

- A. Permits must be picked up. Special requests may be e-mailed if the fee is submitted in advance.
- B. Permits must be in possession of a member of your group at the field. They are not transferable.
- C. Alcohol in any form is not allowed on Board of Education property. Bottled and canned beverages in coolers are permitted in parks. Keg beer is not allowed.
- D. Cooking is only permitted at Town Grills in Designated park picnic areas.
- E. All fields must left the way they were found. Trash and recycling receptacles are available at all fields.
- F. Field permit holders and their guests use the fields at their own risk.
- G. In the event of rain, there is no automatic rain date. If you had a special permit we will help you reschedule as best we can.
- H. In the event of inclement weather field permit holders must call 203-618-7659 to see if fields are open. The Town reserves the right to close fields if weather conditions make them unplayable.**
- I. Violation of above regulations will result in the withholding of future permits.
- J. The Town reserves the right to require a certificate of liability insurance, naming the Town of Greenwich as an additional insured, depending on the nature of field usage.
- K. It is now Town Policy that all grass and artificial turf fields are automatically closed during thunder and lightning and remain closed for thirty (30) minutes following the last appearance of thunder or lightning.

Continue Reading Below for Field Allocation Policies

2015 TURF FIELD ALLOCATION POLICIES

GREENWICH HIGH SCHOOL ONLY

1. GREENWICH HIGH SCHOOL ACTIVITIES SHALL HAVE THE FIRST PRIORITY ON THE TURF DURING THE SCHOOL YEAR. THIS MEANS THAT ADJUSTMENTS MAY NEED TO BE MADE FOR G.H.S. POSTPONEMENTS, EMERGENCIES, PLAYOFFS, ETC.
2. PROGRAMS IN THE TRADITIONAL SEASON OF THE SPORT SPONSORED BY THE DEPARTMENT OF PARKS AND RECREATION SHALL HAVE THE SECOND PRIORITY DURING THE SCHOOL YEAR AND THE FIRST PRIORITY OUTSIDE THE SCHOOL YEAR.
3. THE TOWN OF GREENWICH DEPARTMENT OF PARKS AND RECREATION RESERVES THE RIGHT TO USE REASONABLE DISCRETION TO SCHEDULE EVENTS ON THE TURF TO PROTECT OTHER FIELDS FROM UNDUE DAMAGE AND/OR PREVENT PARKING AND TRAFFIC CONGESTION AT OTHER LOCATIONS. THIS IS A HIGHER PRIORITY THAN ITEM 4.
4. THE NEXT PRIORITY FOR TURF WILL BE TO THE TRADITIONAL SEASON OF THE SPORT OR ACTIVITY. A SPORT OR ACTIVITY WILL HAVE THIS PRIORITY FOR ONE SEASON PER YEAR AND THIS WILL BE DETERMINED BY THE SEASON THAT SPORT IS IN VARSITY SEASON AT GREENWICH HIGH SCHOOL.
5. AT THE DISCRETION OF THE PARKS AND RECREATION DEPARTMENT, FACTORS THAT WILL BE CONSIDERED FOR ALLOCATION OF A PROPORTION OF TURF TIME WILL BE: 1) "IN-SEASON" SPORT; 2) NUMBER OF GREENWICH RESIDENTS REGISTERED IN PROGRAM; 3) YOUTH PROGRAM; 4) **NON-PROFIT ORGANIZATIONS**; 5) **ALL INCLUSIVE PROGRAM FOR PARTICIPANTS (NO TRYOUTS)**; 6) **ADULT PROGRAM**. "IN-SEASON" SPORT WILL BE DEFINED AS THE SEASON DURING WHICH HIGH SCHOOL VARSITY TEAMS PLAY THAT PARTICULAR SPORT.
6. PRIOR TO THE OFFICIAL OPENING OF THE SEASON FOR GRASS FIELDS, TIME ALLOCATED WILL BE MORE HEAVILY WEIGHTED TO THE NUMBER OF PARTICIPANTS SERVED BY THE PROGRAM. THE INTENT OF THIS IS TO ALLOW REASONABLE PLAYER EVALUATION AND TRYOUT TIME FOR FIELD USERS. THIS WOULD HAVE THE EFFECT OF GIVING REASONABLY FAIR ACCESS TO THE TURF TO ALL AT A TIME OF THE YEAR WHEN OTHER FIELDS ARE NOT AVAILABLE.
7. **CURRENT CERTIFICATE OF INSURANCE, RELEASE AND INDEMNIFICATION FORM MUST BE ON FILE. THE FEE WILL BE \$30.00 PER HOUR NON PROFIT GROUPS AND \$45.00 PER HOUR FOR PROFIT GROUPS FOR TURF IN ADDITION TO REGULAR FIELD USER FEES.**
8. A LIST OF RULES SPECIFIC FOR THE USE OF TURF FIELDS WILL BE PROVIDED TO USER GROUPS. FAILURE TO COMPLY WITH THESE RULES FOR TURF FIELD USE CAN RESULT IN THE LOSS OF SCHEDULED TIME ON TURF FIELDS. IF SOMEONE NOTICES ANY PROBLEMS OF ABNORMALITIES TO THE FIELD, THEY WILL BE REQUESTED TO NOTIFY TURF MANAGER TIM COUGHLIN, AT 203-869-5408.
9. THIS POLICY WAS ENDORSED BY THE BOARD OF PARKS & RECREATION.

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**TOWN OF GREENWICH
DEPARTMENT OF PARKS AND RECREATION**

GRASS ATHLETIC FIELD ALLOCATION POLICIES

1. SCHOOL ACTIVITIES SHALL HAVE THE FIRST PRIORITY ON THEIR OWN SCHOOL FIELDS DURING THE SCHOOL YEAR.

2. THE ALLOCATION OF THE COS COB PARK TURF FIELD WILL HAVE THE FIRST PRIORITY TO PARK AND RECREATION PROGRAMS AND THEN WILL BE ALLOCATED ACCORDING TO THE GRASS FIELD ALLOCATION POLICIES. TURF USER FEES WILL APPLY TO THIS FIELD.

3. PROGRAMS IN THE TRADITIONAL SEASON OF THE SPORT SPONSORED BY THE DEPARTMENT OF PARKS AND RECREATION SHALL HAVE THE SECOND PRIORITY ON BOARD OF EDUCATION FIELDS DURING THE SCHOOL YEAR AND THE FIRST PRIORITY ON BOARD OF EDUCATION FIELDS OUTSIDE THE SCHOOL YEAR. THE DEPARTMENT OF PARKS AND RECREATION HAS THE FIRST PERIORITY ON PARK FIELDS YEAR ROUND.

4. THE TOWN OF GREENWICH DEPARTMENT OF PARKS AND RECREATION RESERVES THE RIGHT TO USE REASONABLE DISCRETION TO SCHEDULE EVENTS ON THE GRASS FIELDS IN A WAY THAT PROTECTS OTHER FIELDS FROM UNDUE DAMAGE AND/OR PREVENT PARKING AND TRAFFIC CONGESTION AT OTHER LOCATIONS.

5. AT THE DISCRETION OF THE PARKS AND RECREATION DEPARTMENT, FACTORS THAT WILL BE CONSIDERED FOR ALLOCATION OF A PROPORTION OF GRASS FIELD TIME WILL BE: 1) "IN-SEASON" SPORT; 2) NUMBER OF GREENWICH RESIDENTS REGISTERED IN PROGRAM; 3) YOUTH PROGRAM; 4) NON-PROFIT ORGANIZATIONS; 5) ALL INCLUSIVE PROGRAM FOR PARTICIPANTS (NO TRYOUTS); 6) ADULT PROGRAMS. "IN-SEASON" SPORT WILL BE DEFINED AS THE SEASON DURING WHICH HIGH SCHOOL VARSITY TEAMS PLAY THAT PARTICULAR SPORT.

6. CURRENT CERTIFICATE OF INSURANCE, RELEASE AND INDEMNIFICATION FORM MUST BE ON FILE.

7. IF SOMEONE NOTICES ANY PROBLEMS OR ABNORMALITIES TO THE FIELD, THEY WILL BE REQUESTED TO NOTIFY TURF MANAGER TIM COUGHLIN, AT 203-869-5408.

8. THIS POLICY WAS ENDORSED BY THE BOARD OF PARKS & RECREATION.