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Thomas J. Greco, Assistant Director  
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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 - 2017

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 activities, such as family or company softball games or birthday parties. Normally, the permit season runs from mid-April through **early November**.

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 to the Recreation Division by e-mailing: [dmoehr@greenwichct.org](mailto:dmoehr@greenwichct.org) Please allow two (2) weeks processing time. Please include date, time, number of people, purpose, activity planned 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 by e-mail when you can pick up your permit at the Department of Parks and Recreation, Second Floor of Greenwich Town Hall, **8 a.m. - 4 p.m.**, 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 to you. Any new group or group looking to expand their activity or season, must submit a written presentation of need to the Board of Parks and Recreation Field Committee in addition to their regular application. There are various procedures, policies, insurance requirements, fees that are explained in the application packet.
3. Individuals or Organizations wishing to conduct an exercise class, “boot camp” or similar program must fill out a special application for this activity. The application form will explain the policies, area use rules, fees and insurance requirements for this. There are limited areas in Town where these activities can be scheduled. The season for this runs from early April to mid-November.

4. Individuals or Organizations looking to hold a special event must secure a Special Event Application from the Department of Parks and Recreation. Special Events are larger events than a routine 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](mailto:fgabriele@greenwichct.org) for this application.
5. 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.
6. 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, smoking and pets are 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 be 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.

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