



**Mansfield**  
Parks & Recreation  
*Family, Fitness & Fun!*

**Mansfield Parks & Recreation**  
10 South Eagleville Road • Storrs, CT 06268  
860-429-3015 • www.mansfieldcc.com

APPLICANT INFORMATION	NAME AND ADDRESS OF ORGANIZATION		Field Use Request Form REV. 3/18		
			APPLICATION FOR FIELD USE		
	NAME OF REPRESENTATIVE		PRIMARY TELEPHONE	EMAIL	
	NAME OF EVENT SUPERVISOR		PRIMARY TELEPHONE	EMAIL	
	NATURE OF ACTIVITY				DATE OF APPLICATION
	GROUP AFFILIATION: (SELECT ONE) <input type="checkbox"/> TOWN AGENCY/ACTIVITY <input type="checkbox"/> AAU/CLUB PROGRAM <input type="checkbox"/> SCHOOL SPONSORED PROGRAM <input type="checkbox"/> NON-PROFIT/CIVIC ORG. <input type="checkbox"/> OTHER _____		FIELD(S) REQUESTED: (SELECT APPLICABLE) <input type="checkbox"/> LIONS MEM. PARK 1 <input type="checkbox"/> SOUTHEST PARK A (LLB) <input type="checkbox"/> LIONS MEM. PARK 2 <input type="checkbox"/> SOUTHEST PARK B (LLB) <input type="checkbox"/> LIONS MEM. PARK 3 <input type="checkbox"/> SOUTHEST PARK C (SB) <input type="checkbox"/> LIONS MEM. PARK 4 <input type="checkbox"/> SUNNY ACRES PARK (SB) <input type="checkbox"/> MMS BASEBALL <input type="checkbox"/> SPRING HILL SOFTBALL <input type="checkbox"/> MMS SOFTBALL <input type="checkbox"/> SPRING HILL FOOTBALL <input type="checkbox"/> VINTON ES BASEBALL <input type="checkbox"/> OTHER _____ <input type="checkbox"/> OTHER _____		
DATES OF USE: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____		TIMES OF USE: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____			
EQUIPMENT REQUIRED? <input type="checkbox"/> NO <input type="checkbox"/> YES PLEASE STATE:		SPECIAL NEEDS? <input type="checkbox"/> NO <input type="checkbox"/> YES, PLEASE STATE:		PARKING SPACES NEEDED <input type="checkbox"/> PARKS RULES & REGULATIONS ISSUED (see back of this form)	
BILLING	ESTIMATED		ACTUAL		
	RENTAL FEE	\$		\$	
	GROUNDS FEE	\$		\$	
	UTILITIES FEE	\$		\$	
	CONSTABLE FEE	\$		\$	
	OTHER FEE	\$		\$	
	<b>TOTAL</b>	<b>\$</b>		<b>\$</b>	
ALL CHARGES MUST BE PAID AT THE TIME OF RESERVATION UNLESS OTHERWISE ARRANGED. CHECKS PAYABLE TO AND MAIL TO:		<b>Town of Mansfield</b> Parks & Recreation Dept. 10 South Eagleville Rd. Storrs, CT 06268		HAVE YOU PROVIDED A COPY OF YOUR CERTIFICATE OF INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO, PLEASE INDICATE REASON BELOW: ARE YOU REQUESTING AN INSURANCE WAIVER? <input type="checkbox"/> NO <input type="checkbox"/> YES, PLEASE INDICATE REASON BELOW:	
				BY SIGNING BELOW REPRESENTATIVE AGREES TO THE TERMS PRINTED ON THE REVERSE SIDE OF THIS APPLICATION. THE EVENT SUPERVISOR MUST REMAIN WITH THE ORGANIZATION AT ALL TIMES. THE SUPERVISOR MUST BE THE LAST PERSON TO LEAVE THE PREMISES.	
				SIGNATURE OF REPRESENTATIVE _____ DATE _____	
MISC. NOTES:				SIGNATURE OF DIRECTOR _____ DATE _____	
				SIGNATURE OF ASSISTANT DIRECTOR _____ DATE _____	
OFFICE USE	APPROVAL GRANTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		INSURANCE REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	APPROVED FOR: <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER				

## USE OF PARK FACILITIES POLICY

The Town of Mansfield recognizes that parks and ballfields are a valuable public resource. The Town is committed to making these facilities available to the community and outside groups under proper supervision. Therefore, the Town will make park facilities available to community groups and organizations either without cost or at as low a cost as is consistent with the prudent expenditure of public funds. Since the primary purpose of park facilities is for Town sponsored recreational activities and co-sponsored organizations, such activities will have priority over all other requested use. Facilities use shall be governed by as set forth in policy and shall be subject to such restrictions as the Director of Parks and Recreation or his/her designee considers necessary and expedient.

### PARK RULES AND REGULATIONS

#### § A194-1 Permitted activities.

The following park uses and/or activities are permitted subject to additional specific regulations which may be adopted by the Town Council or its designated agency:

A. Hiking, picnicking, organized nature study, bicycling and horseback riding in designated areas.

B. Ice skating, swimming, cross country skiing and fishing at specific times and/or places.

C. Day and/or night camping only in specified areas, with a permit issued by the Town Manager or other designated person or agency of the Town. [Amended 7-25-1983]

D. Open fires only in fireplaces in designated picnic areas around Bicentennial Pond. [Amended 7-25-1983]

E. Open camping fires are thus prohibited in the remainder of Schoolhouse Brook Park. [Added 7-25-1983]

F. Organized games in designated areas.

G. Posting of signs only with permission issued by the Town Manager or other designated person or agency of the Town. [Amended 7-25-1983]

H. Special activities and/or programs only upon approval by the Town Manager or other designated person or agency.

I. Pets on leash only.

J. Subject to compliance with applicable provisions of the Mansfield Zoning Regulations, the Parks and Recreation Department may authorize not-for-profit organizations to erect program sponsorship signs/banners in Town parks, subject to the following conditions: [Added 1-27-2003, effective 2-25-2003; amended 5-14-2007, effective 6-11-2007; 9-14-2009, effective 10-9-2009; 6-9-2014, effective 6-30-2014]

(1) Eligibility. Only not-for-profit organizations that operate to serve Mansfield residents are eligible to erect signs/banners under this subsection. The eligible not-for-profit organizations may erect signs/banners for only those businesses, organizations, individuals and other entities that provide monetary or other material assistance to the eligible organization. Subject to the conditions expressed herein, the Parks and Recreation Department has the discretion to reasonably determine which not-for-profit organizations and program sponsors are eligible to erect signs/banners under this subsection.

(2) Location. The location of program sponsorship signs/banners in Town parks shall be limited to active ballfields at the reasonable discretion of the Department of Parks and Recreation.

(3) Duration. Signs/Banners permitted under this subsection may be erected or displayed permanently on scoreboards and for the duration of the season around the perimeter of the ballfields.

Signs/Banners around the ballfields must be removed following the conclusion of the season.

(4) Construction. Signs/Banners permitted under this subsection must be single-sided, nonilluminating, and constructed with weatherproof material.

(5) Size. Signs/Banners permitted under this subsection cannot exceed 32 square feet in area or, for scoreboards, cannot exceed 33% of the total scoreboard area.

(6) Color/Format. Signs/Banners permitted under this subsection must be consistent in format. Wording on signs/banners permitted under this subsection is limited to the name, phone number, website and logo of the program sponsor. Sign/Color format of any sign/banner is subject to the reasonable approval of the Department of Parks and Recreation.

(7) Enforcement. The Parks and Recreation Department shall administer and enforce the requirements of this subsection.

(8) Other. Subject to the conditions expressed herein, the Parks and Recreation Department has the discretion to impose reasonable restrictions and develop guidelines for program sponsorship signs consistent with these regulations.

#### § A194-2 Prohibited activities.

Prohibited activities shall be as follows:

A. Commercial advertising, except for program sponsorship signs/banners as permitted in § A194-1J above. [Amended 1-27-2003, effective 2-25-2003; 6-9-2014, effective 6-30-2014]

B. Vending or soliciting of any type except as authorized by the Town Council.

C. Littering.

D. Removal of or injury to trees, shrubs, flowers and/or other plants.

E. Molesting of birds and/or other fauna.

F. Destruction, misuse and/or defacement of park property.

G. Use or possession of explosives, firearms and/or fireworks.

H. Hunting and/or trapping.

I. Pets in swimming area.

J. All motorized vehicles except on designated public access roads and parking areas.

K. Use of the park, including parking areas, between sunset and sunrise without proper permit.

L. Disorderly conduct or any other illegal activity. [Amended 6-9-2014, effective 6-30-2014]

M. Drinking or possession of alcoholic beverages. [Added 3-10-1975, effective 3-19-1975]

N. Golfing. [Added 7-28-1997, effective 8-23-1997]

O. The use, carrying or smoking of a lighted cigarette, cigar, pipe or other device containing tobacco or tobacco products. [Added 8-25-2014, effective 9-24-2014]

### PARK RESERVATION REQUIREMENTS

1. All park use requests must be submitted in writing a minimum of three weeks in advance. Organizations desiring to use park facilities shall make application to the Parks and Recreation Department office. The representative of the sponsoring organization shall sign said application. The signing of the application constitutes an acknowledgement by the group or organization of acceptance of responsibility for any damage to the parks.
2. Permission for facilities use will be granted on a per season (fall, winter, spring, summer) basis only. In no case shall any organization be permitted access to park facilities without prior written approval.
3. In the case of inclement weather or other unavoidable cancellation event, rescheduling can only be done on a space available basis. No "rain dates" can be guaranteed. Mansfield Parks and Recreation reserves the right to cancel activities due to inclement weather, emergency conditions or programmatic changes. If there is a question because of the weather, groups should check with the Parks and Recreation office prior to their arrival.

### FEE SCHEDULE

Charges for the use of park facilities shall be in accordance with a fee schedule approved by the Town Council.

### PAYMENT OF CHARGES

Any organization using park facilities must agree to pay all charges within sixty days of receipt of invoice.

### INSURANCE

The Town carries insurance covering its own legal liability but assumes no liability for bodily injury and property damage to others. Municipal entities, not-for-profit community groups, and for-profit organizations, upon receiving approval for said use, will be required to provide a 'Certificate of Insurance Liability' which includes the period time of said use, names the Town of Mansfield as an additional insured and specifies general liability limits of at least \$1,000,000 each occurrence and \$2,000,000 general aggregate combined bodily injury and property damage. Not-for-profit community groups may apply to the Town or its designee for waiver of this insurance requirement, which the Town or its designee may grant in its sole discretion.