

Southington Community Turf Field

Policies & Procedures

The Turf Field Advisory Committee is committed to establishing guidelines and procedures for The Community Turf Field along with the operation, maintenance and resident use of the new facility. The Town of Southington made a significant investment and wants to insure that all parties must be aware of, and abide by, the following rules and regulations.

General Regulations

- 1. APPLICATION - Any person or organization that wishes to use or rent the Community Turf Field must file an application at least fourteen days in advance. The application can be found at Southingtonsports.com or The Parks & Recreation Department located 75 Main Street, Southington, Ct. 06489.**
- 2. A deposit, must accompany with application. This deposit would be to reserve the Southington Community Turf Field/Track. Checks made payable to "The Town of Southington".**
- 3. Any organizations including Booster Clubs who charge admission for any fundraising events must pay the hourly rate for the use of the Turf Field or \$1.00 per ticket to the "Town of Southington".**
- 4. PAYMENTS - All Checks must be made out to "The Town of Southington".**
- 5. Upon request of the Turf Field Advisory Committee, any organization using the Community Turf Field & Track shall insure the town of Southington, as well as itself. The Town of Southington, its officers, agents, employees, and servants shall be designated as additional named insured. A certificate of insurance in proper form shall be filed with the Turf Field Advisor Committee within seven working days of the event. Said insurance shall be in the amount of \$1,000,000 per occurrence.**

- 6. RESTROOMS - Use and cost of Restroom Facilities – The use of the restroom facilities shall be the responsibility of the rentee. The following are the options available to the rentee:**
- a) Port-o-lets – There are (1) of port-o-lets that are available for use to the rentee at no additional cost.**
 - b) Additional Port-o-lets – If the size of the function requires additional port-o-lets, the rentee is responsible for securing and arranging delivery of additional units from the approved vendor as identified by the Turf Committee. The cost for these additional units will be paid for with the application for use of the facility.**
 - c) Restroom Facilities – There is a restroom facility at the complex with both Men’s and Women’s restrooms that can be made available to the rentee for an additional cost. Cost for the said facility is Union Rate per hour on weekdays, Union rate per hours on Saturdays and Union Rate per hour on Sundays and holidays. An additional security deposit may be required for this option.**

As part of the rental contract the rentee must identify which of the 3 options above that they desire. Payment must be included at the same time as the field rental payment.

- 7. CLEAN-UP- All parties that use the turf field & track must clean up afterwards. This means picking up all debris on and around the turf field, bleachers, concession area (if being utilized) and placed in the appropriate dumpsters.**
- 8. VANDALISM- If anyone is seen vandalizing the turf field/track or any of the grounds for that matter will be subject to the full extent of the law.**
- 9. Adults throughout the entire period of authorized use must supervise all activities.**

- 10. Police and fire protection service may be required by local safety officials or by the Turf Field Advisory Committee. The expense for such service shall be the responsibility of the person or organization granted use of the Community Turf Field & Track.**
- 11. The possession or consumption of drugs or alcohol is strictly prohibited on school property. The use of tobacco products is also prohibited on school property.**
- 12. All groups using the facility are responsible for clean-up. If they wish a custodian to clean up, it must be noted on the application. The hours associated with the custodial cleanup are to be billed to the organization using the facility.**
- 13. The Turf Field Advisory Committee reserves the right to revoke a permit at any time. The TFAC may in the best interest of the facility, decline to rent to any individual or group. Failure to abide by any of the stated rules and regulations may result in loss of future use of the facility.**

The Community Turf Field/Track Rules:

SOUTHINGTON HIGH SCHOOL
Synthetic Turf and Running Track Rules

In order that all members of our community can enjoy this facility we ask for your full cooperation in complying with the following rules:

- NO Sports Drinks, Soda, Coffee or Beverages other than Water.
- NO Glass or Metal Beverage Containers.
- NO FOOD. NO Seeds & Nuts. NO Gum. NO Chewing Tobacco.
- NO Dogs or other Pets.
- NO TENT STAKES!
- NO Sharp Objects that could Pierce or Damage the Turf.
- NO Metal Cleats. No Golf Practice.
- NO Grilling. NO Smoking. NO Pyrotechnics or Fireworks.
- NO Bicycles, Scooters, Skateboards, Rollerblades, etc.
- NO Unauthorized Vehicles.

Use of the Turf Field must be approved and scheduled through the Southington Parks & Recreation Department and the Athletic Directors Office.

Track Lane Use

Please follow the Lane Use Guide below which will help ensure that we maintain the track surface in optimal condition for all users.

1	2	3	4	5	6
↑	↑	↑	↑	↑	↑
CLOSED		RUNNERS		WALKERS	

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Rental Fees Cost Structure

<u>Time</u>	<u>Rate/per hour</u>	<u>Lights/per hour</u>	<u>Event Supervisor</u>
1 hour	\$100	\$100	\$150

- Will need certificate of insurance (mandatory)
- Reservation fee of \$100 (non-refundable)
- Security Deposit of \$100 (\$120% of cost for repairs)
- Security/Police (union rate based on event)
- Custodial- rate based on event (see rates)
- Checks made out to: "The Town of Southington"