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# Town of Walworth

## Field Use Rules & Regulations

Walworth Recreation Department • (315) 986-1400 (Option 7)

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### ATHLETIC FIELD USE MISSION

The athletic fields of the Town of Walworth are provided for the leisure time pursuits of all residents. Correspondingly, certain policies are needed to ensure proper use and control of the Town of Walworth athletic fields so that all residents may have fair and equitable access to these facilities.

The Town of Walworth Recreation Department is authorized to schedule the use of the various Town athletic fields and to issue access permits for use of these fields. These regulations are applicable to all users of any Town of Walworth Field. Walworth Recreation reserves the right to modify these regulations at any time.

### DEFINITIONS CONTAINED IN THIS DOCUMENT

1. Town Department Head
  - Refers to either Town of Walworth Director of Recreation and/or Parks Superintendent
2. Field
  - Any area that can be used as a playing surface
3. Premises
  - A Field and the land area surrounding it including driveways, parking areas, and woods immediately adjacent to it
4. User
  - Any person who participates in any scheduled activity on a Field and any person on the Premises who attends a scheduled event with an organization whether as a participant or as a spectator
5. Town Officials
  - Current elected Walworth Town Supervisor and Walworth Town Board

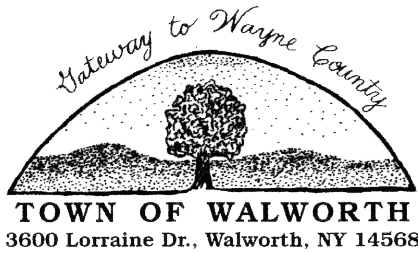
### FIELD USE REQUEST PROCESS

1. Read, and be aware of, all terms and conditions for use of Fields and Premises set forth in this Field use policy; cancellation of permits can occur at any time if deemed in the best interest of the Town.
2. Submit a completed **Waiver of Liability** and **Field Use Request Form**.
3. Provide certificate of liability insurance naming the Town of Walworth as additional insured on primary and non-contributory basis with general liability limits of \$1,000,000/\$3,000,000.
4. Upon approval of field use, a field use agreement will be sent to the group's point of contact confirming their final reservations and fees (if applicable).
5. Groups are required to inform the Recreation Department if any confirmed dates and times are canceled for any reason.

### REGULATIONS FOR FIELDS & PREMISES

A Town Department Head will make the decision as to when Fields will be open. This remains weather dependent, and no guarantee of availability can be made between November 1st and April 15th.

There may be instances where a Field may be open for a particular sport or activity and remain closed to others. This will be determined by a Town Department Head.



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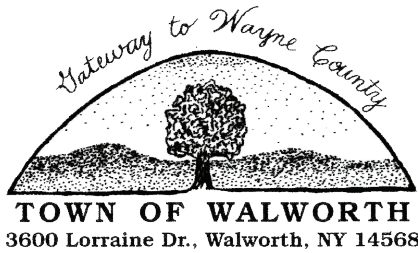
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### FIELD USE POLICIES & LIMITATIONS

- Reservations must be made for all games and practices.
- Field conditions and maintenance schedules may determine field availability.
- Fields should not be used if they have been closed by a Town Department Head OR when a coach or league representative observes one of the following:
  1. Water is standing on the playing Field
  2. Soil is frozen
  3. Soil is wet and spongy
  4. Steady rain is falling and/or has been raining for several days
  5. A lightning/electrical storm is occurring
  6. Play would result in damage to the field
  7. Play would compromise the safety of the players
- **The organization reserving the fields will be held financially responsible for any damage if negligence is determined.**
- Organizations must report all damage of a Field or Premises within 24 hours of its occurrence. Initial reports may be made by telephone call. A formal, written report must be submitted in writing (by facsimile or email) within 48 hours to the Town of Walworth Recreation Department.
- Town Department Heads reserve the right to restrict, refuse, or cancel field use for any reason.
- A team/manager may not directly interfere with a Town of Walworth Recreation program. Teams/managers found doing so will be prohibited from reserving Fields in the future.
- Use of machinery, landscaping, or grooming tools on any Field or Premises is **strictly prohibited**.
- **Absolutely no material modifications are permitted** to any Field or Premises without authorized written consent from Town Officials.
- All areas are to be left clean of debris. Please follow a carry in/carry out policy at all field locations where trash bins are not readily accessible. Coaches/managers are responsible for policing fields and dugouts.
- If any team uses a field for any reason without prior approval it will be considered unauthorized use and subject to future penalties with regards to Field usage and reservation.
- Only a Town Department Head will determine when/if to lock access gates. All Fields and Premises are to always remain unlocked.
- All users are prohibited from:
  1. Possessing or consuming alcoholic beverages on the Premises;
  2. Using any tobacco products or marijuana on the Premises;
  3. Bringing or using any flammable materials on the Premises;
  4. Bringing or using any motorized vehicles on the Field; or parking on any grassed area unless authorized by Town of Walworth Department Heads;
  5. Failing to place all trash in proper receptacles; or
  6. Creating any related traffic, parking, or pedestrian hazards



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### PORTABLE TOILETS

A single portable toilet is provided by the Town of Walworth at a Field(s) during the dates below. Organizations are responsible for providing their own portable toilets when requested dates fall outside of the ranges below:

- Ginegaw & Sherburne Road Parks – Approximately May 1st through November 1st
- Dolomite Park – Approximately April 1st through October 1st

Should contests or events require additional portable toilets the permitted organization is required to schedule and finance said additional items.

### TOURNAMENTS & LARGE EVENTS

Please contact the Recreation Department for details to host a tournament or large multi-day/multi-field event.

### FIELD USER CLASSIFICATION

Fee Structure #1: Greater Walworth Community Partners (Non Recreation Sponsored Groups)

1. At least 75% of group/team roster are Walworth Residents and/or Gananda or Wayne CSD families.
2. Or Proof of Non-Profit Designation

Fee Structure #2: Non-Community/For-Profit

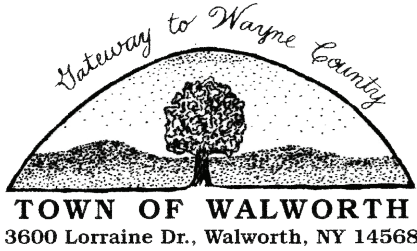
1. 74% or less of group/team roster are Walworth Residents and/or Gananda or Wayne CSD families.
2. No proof of Non-Profit Designation

A Town Department Head reserves the right to require a team/organizational roster prior to awarding Fee Structure status to any team/organization.

- All users are subject to Special Lining and additional mowing fees for Fields.

### ATHLETIC FIELD FEE STRUCTURE

Please see attached Fee Schedule on following page.



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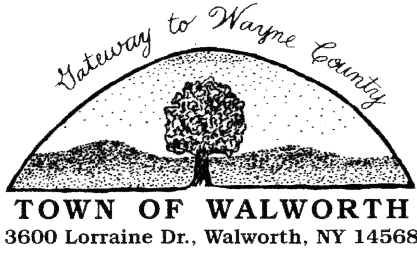
### FIELD USE FEE STRUCTURE (GINEGAW & SHERBURNE ROAD PARKS)\*

Location	Fee Structure #1	Fee Structure #2
Soccer Fields	No Fee	\$36 per field
Special Lining	\$40 per field	Priced Per Field Dimensions/QTY
Seasonal Lining	Material Cost (Market Priced per Bucket)	Material Cost (Market Priced per Bucket)
Baseball Diamonds	No Fee	\$20 per field
Special Lining	\$40 per game	\$40 per game
Softball Field	No Fee	\$20 per field
Special Lining	\$40 per game	\$40 per game

### FIELD USE FEE STRUCTURE (DOLOMITE PARK)\*

Location	Fee Structure #1	Fee Structure #2
Lacrosse Field	\$85 per field (or week)	\$125 per field
Special Lining	Priced Per Field Dimensions/QTY	Priced Per Field Dimensions/QTY
Seasonal Lining	Material Cost (Market Priced per Bucket)	Material Cost (Market Priced per Bucket)
Football Field	\$85 per field (or week)	\$125 per field
Special Lining	Priced Per Field Dimensions/QTY	Priced Per Field Dimensions/QTY
Seasonal Lining	Material Cost (Market Priced per Bucket)	Material Cost (Market Priced per Bucket)

*\*Please Note: Field use fees may vary depending on field specifications, reciprocal agreements, and group discounts.*



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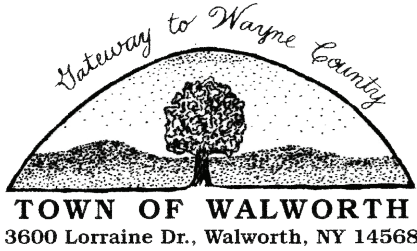
### FIELD USE FEE STRUCTURE (DOLOMITE PARK CONT.)\*

Location	Fee Structure #1	Fee Structure #2
Baseball Diamond (90')	No Fee	\$25 per field
Special Lining	\$45 per game	\$45 per field
Baseball Diamond (Softball Setup)	No Fee	\$25 per field
Special Lining	\$40 per game	\$40 per game

### FIELD USE FEE STRUCTURE (WAYNE BROWN FIELD)\*

Location	Fee Structure #1	Fee Structure #2
Softball Field	No Fee	\$20 per field
Special Lining	\$40 per game	\$40 per field

*\*Please Note: Field use fees may vary depending on field specifications, reciprocal agreements, and group discounts.*



# Town of Walworth

## Field Use Request Form

Walworth Recreation Department • (315) 986-1400 (Option 7)

### APPLICANT INFORMATION

Name of Group/Team/Organization: \_\_\_\_\_

Primary On-Site Person Responsible: \_\_\_\_\_

Point of Contact (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

### RESERVATION INFORMATION

Purpose of Field Use: \_\_\_\_\_

Field(s): \_\_\_\_\_

Date(s): \_\_\_\_\_ - \_\_\_\_\_

Day(s): Su  M  Tu  W  Th  F  Sa  Time(s): \_\_\_\_\_ - \_\_\_\_\_

Field Lining Specifications (Field Size/Any Special Markings Required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

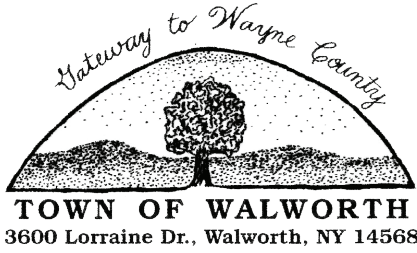
### COACH & VOLUNTEER AGREEMENT

All coaches and volunteers working with youth have been properly trained and approved by the above applicant group/team/organization.

\_\_\_\_\_ Please Initial to Confirm

The applicant agrees to pay a usage fee for the above noted field usage. Any damages, loss of equipment or improper cleanup will be charged to the applicant. Users of athletic facilities must obey all rules and regulations. A copy of the rules and regulations will be provided with this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Town of Walworth

## Athletic Field Use Request Form

Walworth Recreation Department • (315) 986-1400 (Option 7)

### OFFICE USE ONLY

Date Application Received: \_\_\_\_\_ Fee Structure: #1  #2

Approved Field(s): **Upper TH Soccer Field**   **Lower TH Soccer Field**   **Sherburne Road Soccer Field**  
**Ginegaw Park Diamond #1**   **Ginegaw Park Diamond #2**   **Ginegaw Park Diamond #3**   **Dolomite Park 90'**  
**Sherburne Road Softball Field**   **Dolomite Park Softball (60' Setup)**   **Wayne Brown Field**  
**Dolomite Park Football Field**   **Sherburne Road Park Lacrosse Field**

Date(s): \_\_\_\_\_ - \_\_\_\_\_

Day(s): Su  M  Tu  W  Th  F  Sa  Time(s): \_\_\_\_\_ - \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Fee Structure: #1  #2

Approved Field(s): **Upper TH Soccer Field**   **Lower TH Soccer Field**   **Sherburne Road Soccer Field**  
**Ginegaw Park Diamond #1**   **Ginegaw Park Diamond #2**   **Ginegaw Park Diamond #3**   **Dolomite Park 90'**  
**Sherburne Road Softball Field**   **Dolomite Park Softball (60' Setup)**   **Wayne Brown Field**  
**Dolomite Park Football Field**   **Dolomite Park Lacrosse Field**   **Sherburne Road Park Lacrosse Field**

Date(s): \_\_\_\_\_ - \_\_\_\_\_

Day(s): Su  M  Tu  W  Th  F  Sa  Time(s): \_\_\_\_\_ - \_\_\_\_\_

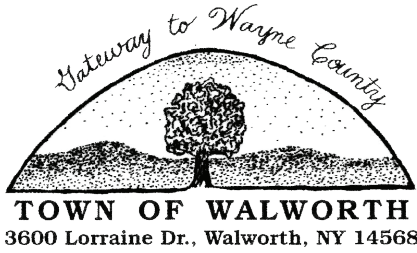
### FINAL APPROVAL

Walworth Recreation: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT INFORMATION & INSURANCE CONFIRMATION (CHECK BOX)

Form of Payment: Check \_\_\_\_\_ (Check #) ( \_\_\_\_\_ )   Cash \_\_\_\_\_

Amount Received: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_



# Town of Walworth

## Waiver of Liability

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### FIELD USE WAIVER OF LIABILITY

In return for \_\_\_\_\_ being allowed to use Town of Walworth Fields, today and at any time in the future, I hereby agree as follows:

#### 1) Release:

I release the Town of Walworth, its directors, employees, boards, agents, successors, and assigns from all liabilities, claims, causes of action, of any kind or nature whatsoever, breach of contract or any other fault, in any way relating to or arising at any time out use of Town of Walworth Fields.

#### 2) Indemnification:

I assume liability for, and agree to indemnify, protect, and hold harmless the Town of Walworth, its directors, employees, boards, agents, successors and assigns from all liabilities, losses, damages, and expenses, (including reasonable attorney fees), claims, suits and causes of action, of any kind or nature whatsoever, breach of contract or any other fault, in any way relating to or arising from use of Town of Walworth Fields.

#### 3) Acknowledgment:

- I acknowledge that I have received a copy of the rules and that I have read and understand these rules.
- I acknowledge that by signing this agreement I agree to follow and abide by these rules and policies.
- I understand that failure to abide by these rules may result in the forfeiture of future use of any Town of Walworth Fields.

**If any part of this agreement is deemed void, the remainder of the agreement shall remain enforceable.**

**I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING, and that I am aware of the legal consequences of this Agreement. By signing below, I express my understanding and intent to enter into this Agreement knowingly, willingly, and voluntarily.**

**X** \_\_\_\_\_

Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Team/Organization

\_\_\_\_\_  
Date