



# NEW MILFORD PUBLIC SCHOOLS

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## TURF FIELD ADMINISTRATION AND FACILITY USE MANUAL

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**Organizations approved to use New Milford turf fields are expected to read and follow all instructions in this manual. Failure to do so may result in loss of permit.**

# **FIELD ADMINISTRATION AND FACILITY USE MANUAL**

## **1. ROLE OF NEW MILFORD PUBLIC SCHOOLS**

The New Milford Public Schools Facilities Department is responsible for maintenance of the Synthetic Turf Fields on school grounds. The Facilities Manager works in coordination with the Athletic Director at the High School. The Facilities Manager and Athletic Director, with the assistance of the department staff, oversee the day-to-day operations related to field use and maintenance. The New Milford Public School Facilities Department and Athletic Department are the major communication links to the community groups using the fields.

The Facilities and Athletic Departments are responsible for guiding the administrative policy of the synthetic turf fields and future development of facilities to serve the residents of New Milford. The maintenance of athletic fields is only one segment of the overall work that must be done by the Facilities Department. The turf field maintenance is ongoing with regular maintenance during the fall, spring, and summer seasons. Priority is given to maintaining the turf fields for High School Athletics and Marching Band, starting with fields used for the varsity teams. The next level of priority goes to local town youth sports practices, games, tournaments, or special events. The Facilities and Athletic Departments try to coordinate the next level based on the priority requests from Youth Sports Organizations. Final priority is given to fields used by adults only. Organizations are not permitted to do any type of maintenance on fields without permission from the Facilities and Athletic Departments.

The Facilities and Athletic Departments have numerous responsibilities outside of the maintenance and administration of athletic fields. Requests from users of athletic fields will have to be judged based on the other priorities of the departments at the time, so it is best to make requests early. The Board of Education will periodically review this policy and make any changes deemed necessary to the policy. In addition all Town of New Milford user organizations are encouraged to identify items of concern regarding the Field Administration Policy, and provide the Athletic Director a written summary of those concerns for consideration during the review process.

## **2. ROLE OF SPORTS ORGANIZATIONS**

### **Sports Group Communication:**

Each group is responsible for making sure that all coaches, parents and participants are aware of all rules regarding use of fields and that the turf fields and neighbors are treated respectfully. Official requests to use the turf fields must be submitted, in writing, through the Facilities Department by using the Facility Use Form. The Facilities Department works in coordination with the Athletic Director to avoid conflicts. If you are not sure of the status of the request, do not hesitate to call and follow through – Facilities Office – 860-354-6265.

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Each group is responsible for securing additional services (i.e., garbage, recycling, referees, staffing, etc.) for special events. Nothing is done automatically due to the unique needs of all and the large number of special events held by many groups other than sports organizations throughout the year.

Coaches, parents, and participants should not contact the Facilities or Athletic Departments for league related matters. They will be asked to contact their league officials. This reduces the amount of phone calls or confusion, considering we receive a high volume of calls from residents on many topics.

### **Sharing Scheduled Use/Permits:**

Allocated field time cannot be shared with any group that does not have permitted use from the New Milford Public Schools Facilities Department. Two groups permitted by the Facilities and Athletic Department can work together to share field space, but must notify the Facilities Department, in writing, of those agreements.

### **Non-Permitted Group Use of Fields:**

Groups may not use the turf fields without filling out the Facility Use Form and getting approved to use the fields. If this process is not followed it will increase the wear on the fields, could potentially cause damage, and could shorten the life span of the turf fields. If you are aware of any group using fields without a permit, contact the Facilities Department at 860-354-6265, or the Athletic Director at 860-350-6647 ext. 1411, or email [fields@newmilfordps.org](mailto:fields@newmilfordps.org) or [facilities@newmilfordps.org](mailto:facilities@newmilfordps.org), and provide as much detail information about the group as possible so that we may contact the New Milford Police Department for assistance.

Make sure all of your coaches have an approved Facility Use form in hand when they have use of the fields to insure they will have use of the fields when they go for a scheduled use. Any group that decides to regularly meet to use athletic fields must have a permit and follow the rules and regulations for use.

### **Work on Fields:**

The New Milford Public Schools Facilities and Athletic Departments have a regular schedule of maintenance related to safety on the athletic fields. Only currently employed members of the Facilities Department who have been trained to maintain these fields can perform maintenance work on the turf fields. In the event that work is done without approval, that organization will pay for additional repair work that is made necessary, and will be in jeopardy of losing its permit.

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**Inclement Weather:** School decisions on turf field use at the High School are made midday directly by the High School Athletic Director. This decision may differ from the one made later in the day for community groups, based on the weather at that time.

All groups make their own decisions in regards to use of synthetic surfaces not normally closed during inclement weather including on weekends and holidays. The participants and parents in your program should be given a resource for finding out these decisions. Fields closed for the day by the Facilities Department may not be opened by any organization for any reason. Fields used when closed will result in the imposition of fines as outlined in the fine schedule. Field privileges will be revoked until all fines have been paid in full.

At the first sight of lightning, all personnel must clear the field and wait 30 minutes. Each time lightning is seen, the 30 minute waiting period resets. Once the area is clear of lightning for at least 30 minutes, groups may return to the field.

Referees do not supersede decisions made by Facilities or the rules of the department. As an example, a referee cannot declare a field playable after the Facilities Department has closed the field for play. Practices and games cannot begin in March/April until the Facilities Department has stated that the fields are open no matter what the first date is on the schedule.

## **Signs:**

No advertising or sponsorship signs or banners may be posted on the turf fields without prior approval from New Milford Public Schools.

## **Tournaments:**

The Facility Use form must be completed and submitted to the Facilities Department for all tournaments/special events. Requests must be approved by the Athletic Director and Facilities Department prior to any event being scheduled. NO CLINICS of any type may be held without prior approval from the Athletic Director and Facilities Department. NO INFLATABLE STRUCTURES OR TENTS, of any type, may be put up without prior written permission. A copy of the Facility Use form will be sent to the Applicant. It is the responsibility of all groups to read the Facility Use Manual carefully, and make sure their group follows all rules and expectations.

## **Dogs:**

Dogs are not permitted on the Turf Fields or on school grounds, with the exception of service animals. Dogs may not be on the athletic fields or on tennis courts. Sports groups need to communicate this policy with coaches and participants. Please be sure this message is made clear to opposing teams or when hosting special events.

## **Synthetic Turf:**

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Please insure that water is the only liquid on the field, and that no other drinks or food items are permitted. Service animals must remain off the fields. Metal cleats are not permitted.

### **Accidents and Injuries:**

PREVENT accidents, and fully train all coaches by keeping the fields “911 ready”, making sure emergency access is available and first aid kits stocked and readily available. Non-school teams are responsible for training their coaches, and providing their own first aid kits for all events.

### **Respect and Safety:**

1. Be respectful of neighbors near the fields. They live near the school, but do not choose to have trash in their yards, cars parked blocking their driveways, or observe rude behavior.
2. No alcohol, tobacco products, or illegal drugs are ever permitted at any field.
3. Make sure the equipment is used as it is supposed to be used and meets current safety standards. The High School teams use these goals throughout the season. Make sure people do not climb on them or hang from them.
4. Litter should be picked up and removed at the end of each field use.
5. Resolve field conflicts between groups promptly and fairly.

### **School Fields:**

The New Milford Public Schools Facilities Department in conjunction with the New Milford High School Athletic Department schedules the use of all school fields. Please e-mail the Facilities Department at [facilities@newmilfordps.org](mailto:facilities@newmilfordps.org) to schedule a school field.

### **Lining Of Athletic Fields:**

The turf fields are permanently lined for the sports of Field Hockey, Football, Boys Lacrosse, Girls Lacrosse, and Soccer. At no time are the turf fields to be painted unless approved by both the New Milford Public Schools Head of Facilities and the Athletic Director.

### **League Presidents:**

Unless otherwise requested by the League President, the President will be the primary contact with the New Milford Public School Facilities Department and Athletic Department. This individual is responsible for:

1. Submitting field request information by the appropriate dates;

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2. Coordinating use with other groups, especially when there is shared use or schedule conflicts;
3. Training coaches and parents on the rules of field usage;
4. Communicating field closures during inclement weather (evenings, holidays, and weekends);
5. Submitting Field Administration and Surcharge Fees by scheduled date;
6. Contacting New Milford Public Schools Facilities Department with requests and safety concerns;
7. Ensuring that all participants of his/her group are participating in a safe program;
8. Assigning ONE point of contact to serve as primary contact point with New Milford Public School Facilities Department and Athletic Department;
9. Submitting lighting schedules and assuring lights are turned off when not in use.

### **Field Scheduler:**

Based on the field space made available to the league through the group permit, this person schedules all games and practices. This person may be named by the league to be the main contact with New Milford Public Schools Facilities Department and the Athletic Department. This individual is responsible for:

1. Creating a schedule that works within the time given to the league;
2. Ensuring that all coaches know when high school events and/or special events supersede permits;
3. Working out schedule conflicts with other groups;
4. With League President, communicating field closures during inclement weather (evenings, holidays, and weekends);
5. Contacting New Milford Public School Facilities Department and Athletic Department with tournament requests;
6. Submitting lighting schedules and assuring lights are turned off when not in use.

### **INFORMATION FOR COACHES**

All league officials are required to provide this information to their coaches, prior to the season beginning:

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1. Field use schedule / Permit information is available to league schedulers on the New Milford Public Schools website. In the case of a dispute, only a group that can show their Facility Use form will be allowed to stay on the field.
2. Coaches may not request additional field space. Any questions related to field space must be directed to your league officials.
3. New Milford Public Schools have first priority on school fields. They have the right to complete games that extend beyond their permitted time, and to schedule make-up or postseason varsity games outside of their permitted time.
4. Any questions related to field scheduling must be directed towards league officials. Coaches may not interfere with any other permitted group's use of a field or the instigating coach's league may face the loss of the field use.
5. The organizational permit only gives permission for practices and games for most groups. Approved Special Events supersede regular scheduled use. No special events or tournaments may be held without the prior approval of the New Milford Public School Facilities Department and Athletic Department and no additional equipment for a special event may be placed on the Turf Fields without prior approval of the New Milford Public School Facilities Department and Athletic Department.
6. All areas must be left clean at the end of use, with trash secured away and not left out to attract animals.
7. Rain dates are normally not given, due to high demand for use.

### **Inclement Weather:**

1. With the exception of extreme weather conditions (thunderstorms, tornado warnings, tropical rain, etc.) the turf fields will be able to handle most weather conditions and remain playable.
2. Weekday decisions are not made until 2:30 p.m. to allow the most up to date forecast to help determine the decision. If decisions were made earlier, there would be more field closures. Please do not call at 12:00 p.m. asking for a decision.
3. Weekends - For Non-School Events, the league president/commissioner, or head contact person for the event will be responsible for making decisions based on the weather and communicating with their group if the event is to be canceled. Participants should contact the league officials who are responsible for inclement weather decisions.
4. Leagues may not open any fields deemed closed by the New Milford Public Schools Facilities Department or Athletic Department.
5. Use of extremely wet fields during heavy rain jeopardizes the safety of participants, and could cause damage to the turf fields. It also adds increased maintenance to the field. Do

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not use a field with standing water and do not attempt to do any maintenance on your own that has not been previously authorized by the New Milford Public Schools Facility Department.

6. Damage to the turf fields caused by using them during poor weather conditions may jeopardize future use of the fields for that group.

### **Safety Information:**

1. All coaches should walk the field and surrounding areas prior to using the field. A potential hazard must be reported to the participants and the opposing team. Report unsafe conditions to your league officials, who will in turn, notify the New Milford Public Schools Facilities Department or Athletic Department.
2. No field may be used when it has been closed by the New Milford Public Schools Facilities Department or Athletic Department. There are NO exceptions.
3. Coaches are responsible for making sure participants/parents drive and park in a safe and legal manner. Access should always be available for emergency vehicles. Neighbors should not be blocked from accessing their own homes.
4. Children should never be dropped off in dangerous areas, i.e. crossing a busy road to reach the field.

### **Legal Information:**

1. No person shall possess or consume alcoholic beverages, tobacco products, or illegal drugs as defined by CT General Laws.
2. Ice cream trucks and vendors are not permitted within 1,000 feet of any recreational park or school in organized use, as defined by CT General Laws.
3. Dogs are not permitted on the turf fields or on school grounds with the exception of service dogs. Service dogs are not permitted to be off-leash or to defecate on school grounds; you MUST clean up after your service dog.

### **Accidents:**

1. Leagues should provide specific guidelines for the prevention of injury, and should train all coaches on how to deal with accidents. Basic first aid should be available on site and all groups should bring their own first aid kits.
2. If there is an accident caused by a defect in the field or field equipment, please let the New Milford Public Schools Facilities Department or Athletic Department know.



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## **Important Information:**

1. All trash, including water bottles, must be removed from the field by coaches and players at the end of each event.
2. Lost and Found items of value will be left at the New Milford Public Schools Facilities office at 386 Danbury Rd., New Milford CT 06776. Items not claimed within one month of being received are donated to local organizations.
3. Groups authorized to use the lights have the ability to self-cancel lights up to 1 hour before scheduled use to avoid charges. Lighting cancellation requests during the day must be made, in writing to the Facilities Department, before 2:00 p.m. to avoid use charges. Group administrators may only cancel scheduled lights. There is no way individual groups can turn lights on or schedule lights for use. Please plan accordingly.
4. Coaches should provide directions to fields to parents/participants. Ask league officials for any special parking restrictions at the fields you use.

## **Parking and Field Notes:**

- NO parking or driving on any field.
- Parking lots must be used where available.
- NO parking on grass.
- Be courteous to neighbors. No one should park on neighbors' lawns or block driveway access.
- Directions, including proper parking, must be provided to visiting teams.
- All parking laws must be followed.
- Insure there is emergency access to all fields and on all neighborhood roads.
- DO NOT BLOCK ANY GATES.
- Alcohol, tobacco, and drugs are not permitted on school grounds.

## **INFORMATION FOR USER GROUPS**

### **Starting & Ending Use Times:**

The turf fields may be permitted as available between 8:00 a.m. and 10:00 p.m. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Field preparation and participant warm up are allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended use beyond times listed on the permit. Check your permit for specific times you may access the fields.

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## **Traffic and Parking:**

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue or during postseason tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users' responsibility to alleviate traffic and parking issues. No vehicles are allowed on school fields or property, other than parking lots, without written permission noted on the use permit issued by the New Milford Public Schools Facilities Department or Athletic Department.

## **MAINTENANCE ISSUES**

### **Rest and Renovation:**

The turf fields will be closed for the Winter Season from approximately December 15<sup>th</sup> through March 15<sup>th</sup>.

## **FIELD CLOSURE PURPOSE & POLICY**

The New Milford turf fields have been designed and are maintained for the enjoyment and use of New Milford residents. The purpose of this policy is to guide the use of the turf fields at New Milford High School, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality conscious fields and sport complexes. User groups are asked for assistance by accepting and adhering to these rules. Groups who use the turf fields and facilities are expected to assist in protecting their participants and fields during periods of heavy rain or inclement weather. It only takes one practice or game to potentially damage a turf field that is not ready for play. User groups are responsible for any damages caused to a field by playing in questionable weather. Violations will constitute a mark against the organization and/or may result in cancellation of your permit.

### **Policy:**

The New Milford Public Schools Facilities Department and Athletic Department reserve the right to cancel or suspend outdoor facility or field use permits for games, practices and other uses whenever field conditions may result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, weather alerts, and forces of nature.

### **Procedure:**

The New Milford Public Schools Facilities Department and Athletic Departments shall have the authority to close any or all athletic fields whenever weather or field conditions dictate. During

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inclement weather, maintenance staff will assess the playability of the turf fields to determine if use will occur. The New Milford Public Schools Facilities Department and Athletic Department will be responsible for assessing field conditions and updating field status. Should weather conditions deteriorate staff will reassess field playability and close fields if conditions dictate. Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of user/players, existing and forecasted weather conditions for the day and potential damage to the field due to play or practice use.

### **ALLOCATION PROCEDURES**

Fields will be allocated by priority use and permitted as sustainability allows. After high school schedules are confirmed, the New Milford Public Schools Facilities Department and Athletic Department will work with user groups to permit fields. Fields will be allocated to teams/organizations based on the percentage of verifiable New Milford residents participating on that team/organization in relation to all teams in that priority group. Verification of New Milford residency will be established by providing such documentation as the New Milford Public Schools Facilities Department and Athletic Department staff deems necessary including but not limited to team rosters, player addresses, picture ID, utility bill, or birth certificate. Fields will be allocated without regard to competitive level of skill. After high school use, turf field use times will be divided into prime time and non-prime time with priority given first to in-town youth teams, second to in-town adult groups, and third to out of town groups. Teams and organizations may be required to provide schedules that indicate all allocated fields are being used. Turf fields not being utilized by the appropriate organization or team indicated on the use schedules three times during a season and/or the reserved period of use will be reassigned. Teams and organizations will be notified when a field has gone without use by the New Milford Public Schools Facilities Department or Athletic Department and also prior to reassignment. The New Milford Public Schools Facilities Department and Athletic Department reserve the right to reassign field assignments to accommodate the needs for tournaments and/or special events. All organizations hosting tournaments on the turf fields must meet with the New Milford Public Schools Facilities Department or Athletic Department at least 30 days prior to the tournament date to complete a Tournament Checklist Form. After all requirements for application of field use are met a formal permit will be issued authorizing use of the turf fields. Submission of turf field request and/or special event tournament request does not constitute approval. A copy of the permit must be available at each site approved for use for inspection by the New Milford Public Schools Facilities Department and Athletic Department. All fees must be paid in full 48 hours prior to scheduled use.

#### **Allocation Procedure Formula:**

Turf fields will be allocated to teams/organizations based on the percentage of verifiable total New Milford residents participating on that team/organization in relation to all teams in that priority group. To resolve a discrepancy between two youth organizations that request use of the

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same site/field and that cannot be worked out between the two organizations, the following allocation formula will be used to determine the number of fields that will be allocated to each organization. The total number of organization participants that are New Milford residents will be divided by the Minimum Roster Size for each sport to determine the total number of teams in an organization.

The total number of teams in an organization will be divided by the total number of teams from all organizations in question to determine an organization's allocation percentage. An example of this would be:

Football Group A has 96 New Milford residents: 96 divided by 16 equals 6 teams. Football Group B has 64 New Milford residents: 64 divided by 16 equals 4 teams.

$6 + 4 = 10$  total teams

$6$  divided by  $10 = 60.0\%$  of allocation for Group A

$4$  divided by  $10 = 40.0\%$  of allocation for Group B

All fields allocated for adult teams/organizations will be based on the total number of verifiable New Milford resident players expressed as a percentage of all residents playing in all Adult League organizations as the premise for allocation of hours.

### **SITE SPECIFIC FIELD USE**

#### **Tournament Procedures:**

All general rules and reservation procedures as specified in the Field Administration Policy are applicable during tournaments. Tournament applicants must complete a Facility Use form. Submission of this form does not constitute approval. Written approval is given according to allocation policy, after fees are paid and when a permit is issued. Tournament applicants must receive New Milford Public Schools Facilities Department and Athletic Department approval to sell food, or set up tents. This approval must be noted on the use permit prior to use. All organizations conducting tournaments using the turf fields must meet with the New Milford Public Schools Facilities Department or Athletic Department staff at least 30 days' prior to the tournament date and complete a Tournament Checklist. Game times and field use must follow all policies outlined in the Field Allocation and Use Policy.

#### **User Organization Categories:**

These categories place non-school organizations into scheduling categories that are listed in the following priority use levels. Any users who add programming, or change affiliations, must present changes to the Facilities Department prior to field use for approval.

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## Category A – Must meet all criteria

- New Milford Non-Profit Youth organization
  - 80% or greater New Milford Residents per team and;
  - Youth Established Organization and;
  - Games and Practices only, priority does not trump special events.

## Category B – Must meet all criteria

- New Milford Non-Profit Adult organization
  - 80% or greater “New Milford residents” (see definition) per team and;
  - Adult Established Organization and;
  - Game Schedules, priority does not trump special events

## Category C

- New Milford Non-Profit Youth or Adult organization with:
  - Less than 80% New Milford Residents per team or;
  - Regional teams based in New Milford ( Club, Premier, AAU, CFC, or other entity not qualified under category A and B )

## Category D

- Non-New Milford based regional teams or;
- Non-New Milford based non-profit
- Outside Tournaments (One time, or no prior category or affiliation)
- Outside Special Events (One time, or no prior category or affiliation)
- Any organization not listed in prior categories

## Fee Structure

Category	Registration Fee	Turf Field – no lights	Turf Field – with lights
Category A	\$5 per player/per year	No Charge	Additional \$15.51 per hr.
Category B	\$5 per player/per season	No Charge	Additional \$15.51 per hr.
Category C		\$150/hour	Additional \$15.51 per hr.
Category D		\$150/hour	Additional \$15.51 per hr.

## Site Specific Definitions:

**Authorized Maintenance:** Tasks undertaken by an organization approved, in advance and in writing, by the Facilities Department.

**Fall Season:** August 15<sup>th</sup> through December 15<sup>th</sup>.

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**Field Surcharge Fee:** A fee charged to assist with costs related to capital expenditures that is deposited into a designated Town of New Milford Turf Field Account.

**Field Administration Fee:** A fee charged to account for the cost of the administrative tasks undertaken by the New Milford Public Schools Facilities Department or Athletic Department, and deposited into the Town of New Milford's Turf Field Account.

**For-Profit:** Any business, group, individual or organization not certified as a 501(c)(3) or that has not received a waiver from the Facilities Department.

**Established Organization:** New Milford-based organization that has used facilities for a minimum of 5 years under the same organization, or prior to the establishment of field use policies.

**New Milford Residency:** In order to be considered 100% New Milford residency, the participants must live in New Milford, attend New Milford Public Schools or a private elementary school or high school located in New Milford or have 100% of participants employed in New Milford, by a New Milford based business.

**Non-Profit:** An organization formed as a 501(c)(3) for which proof must be provided, including certificate, copy of constitution and table of organization with list of paid employees.

**Organized Activity:** Any group of ten (10) or more individuals that communicate and meet on a regular basis.

**Permit:** A set of documents provided by the New Milford Public Schools Facilities Department and Athletic Department, including but not limited to a calendar of approved dates and organizations, Regulations for Use, and safety information.

**Priority Use:** The order of preference when allocating the use of facilities to organizations.

**Special Events:** Includes, but not limited to, clinics, tournaments, round-robins, practice-only organizations, charity events; approved only for events sponsored by New Milford Parks and Recreation, New Milford Public Schools or a New Milford based nonprofit organization.

**Spring Season:** March 15<sup>th</sup> through third Sunday in June (New Milford High School may start prior to March 15<sup>th</sup> based on CIAC schedule).

**Standing water:** Puddles that remain on the facility surfaces after inclement weather.

**Summer Season:** Monday immediately after third Sunday in June through August 15<sup>th</sup>.

**Traditional Use:** Includes, but not limited to, practices, games or meets between two teams.

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**Waiver:** A determination made by the New Milford Public Schools Facilities Department and Athletic Department that a specific organization may not meet all the requirements for a priority user group, but is determined eligible based on written documentation provided that determines organization's value to the community or requirements of league.

### **FIELD/FACILITY RULES & REGULATIONS**

In addition to the Facility Use request form, a completed, signed, copy of the Acknowledgement and Receipt Form is required. Applicants are required to abide by the specific rules of the application as well as other school rules and any posted signage at a given site. Failure to comply may result in a fine, retention of a group's deposit, and/or cancellation of any current or future permits. These rules include but are not limited to.

1. Groups consisting of ten (10) or more individuals wishing to use a field must acquire a permit with the New Milford Public Schools Facilities Department and Athletic Department. Field use permit must be available during use and presented to any public school representative upon request. The New Milford Public Schools Facilities Department and Athletic Department have exclusive discretion in decisions on scheduling of Turf fields and such decision shall be final.
2. It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities, as well as make sure coaches receive and understand that permits must be on site during field use.
3. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. Check your permit for specific times you may access the fields.
4. Parking is allowed only in designated areas. No vehicles are allowed on turf fields, grass fields, or property, other than parking lots, without written permission noted on the permit issued by the New Milford Public Schools Facilities Department and Athletic Department. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues.
5. Selling food or other items is not allowed without the New Milford Public Schools Facilities Department and Athletic Department approval.
6. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed. Amplified sound is not allowed on any field without New Milford Public Schools Facilities Department and Athletic Department approval and must be noted on the permit.

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7. Advertising and/or Sponsorship Banners may not be posted without New Milford Public Schools Facilities Department and Athletic Department approval and noted on your permit.
8. Balls and any other equipment thrown, batted, kicked or otherwise landing on private property must not be retrieved without the property owner's permission. Do not climb walls, fences, or enter gates to gain access onto private property.
9. Property boundary walls or any fences are not to be used as backstops at any time.
10. Portable goals and/or markers are allowed but must be removed daily.
11. Please leave school area immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors as the turf fields are near residential neighborhoods.
12. Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to distribute field closure information to its users.
13. NO alcohol, tobacco, gambling, fireworks or flammable material, firearms, narcotics or drugs are allowed on New Milford Public Schools property. This includes spectators. It is up to the organizations to control their spectators or call the New Milford Police Department. If this is not adhered to, teams or leagues will lose the right to use facilities
14. All permit applications must be submitted, in writing, to the New Milford Public Schools Facilities Department and Athletic Department. Applications received past the established deadlines will be processed on an as available basis, regardless of priority status. No action will be taken on incomplete applications.
15. Facility allocation will be managed by the New Milford Public Schools Facilities Department and Athletic Department and will be based on the categories listed in the previous section, but may also take into account field conditions, scheduled renovations, age and history of organization, past practices of organization (positive and negative), age appropriate sized facilities, and impact on neighborhood.
16. Priority use on turf fields will be given to organizations that play on rectangular fields, including but not limited to football, soccer, and lacrosse.
17. All permit holders agree to abide by the most current set of Regulations for Use.
18. Although extremely rare, a turf field with standing water is automatically closed. No unauthorized maintenance work may be done to move the standing water and use the closed field. Permits may be revoked from organizations allowing use of athletic fields with standing water, and a fine may be charged to cover the costs related to the needed repairs.



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19. The Police Department will be notified when organizations allow coaches, parents, and/or participants to park illegally, or obstruct access to neighborhood homes or access by safety vehicles.
20. A permit may not be sublet to a different organization. The New Milford Public Schools Facilities Department and Athletic Department will work with current permit holders on any exchanges when both permit holders agree to the exchange. Unauthorized permit subletting shall result in an immediate loss of permit.
21. Permits may be revoked if an organization does not abide by the Regulations for Use, or allows a facility to be damaged through its actions or lack of action. Organizations with revoked permits may be denied permits in the future.
22. For-profit individuals and/or organizations will not be given permits for use of turf fields or parks, for the purpose of raising private funds, without a written consent of the New Milford Board of Education
23. All organizations wishing to use the New Milford Turf Field facilities must meet an 80% residency requirement by individual team composition to use fields with no charge. All other groups or teams will be charged hourly.
24. All organizations wishing to use the New Milford turf field facilities must submit requests at biannual sports meetings, with schedules being submitted three (3) weeks prior to the start of the season. If schedules are not received on time, it will be assumed facilities are no longer required and they will be made available to be scheduled by other groups. **SCHEDULES MUST BE SUBMITTED TO THE NEW MILFORD PUBLIC SCHOOLS FACILITIES DEPARTMENT AND ATHLETIC DEPARTMENT WITH REQUESTS FOR LIGHTS CLEARLY NOTED ON THE SCHEDULE.**
25. The New Milford Public Schools Facilities Department and Athletic Department have sole authority to assign turf fields or deny use of facilities to any groups requesting use. Said request may require the New Milford Public Schools Facilities Department and Athletic Department to obtain reasonable personal information or organization information, as the case may be, and may include a police background check. The New Milford Public Schools Facilities Department and Athletic Departments reserve the right to deny a request in the event that information is obtained which calls into question the character or morals of the person or organization applying. The New Milford Public Schools Facilities Department and Athletic Departments may revoke or suspend a permit in the event information comes to the attention which would cause the permit to be denied in the first instance.
26. Once turf field assignments have been made, any changes must be cleared through the New Milford Public Schools Facilities Department, with a minimum of 48 hours notice.

## **FIELD ADMINISTRATION AND FACILITY USE MANUAL**

27. Schools have priority use of facilities on school grounds. Every effort will be made to coordinate school usage with previously assigned sports group usage. (Any groups not utilizing assigned field time must notify New Milford Public Schools Facilities Department and Athletic Department 48 hours in advance or a cancelation fee of 20% but no less than \$200 will be assessed.) The New Milford Public Schools Facilities Department and Athletic Department will notify the organization representative should any schedule or facility changes be required. The representative will ensure that the turf field usage complies at all times with approved New Milford Public Schools Facilities Department and Athletic Department facility allocations. Time cannot be used or allocated for any activities other than practice or games. (Ex. camps, clinics, tournaments, etc.) NOTE: If this request is a special program, clinic, camp or tournament request it must be clearly noted on the Facility Use form and submitted to the New Milford Public Schools Facilities Department and Athletic Department.
28. Each organization will provide the New Milford Public Schools Facilities Department and Athletic Department with one individual "Contact" to serve as Representative for all contacts regarding facility requests and/or issues. All requests, schedules, field concerns, lights, etc., must come through this person or the League President. No request from others will be accepted.
29. The organization will notify the New Milford Public Schools Facilities Department and Athletic Department, in writing, immediately if they appoint a NEW Representative/Contact Person.
30. The Representative will ensure that all officers, coaches, trainers, and other organizational officials are familiar with and understand the Facility Use Agreement Rules and Regulations prior to use of any New Milford Public School facilities.
31. Any and all complaints about facility condition, assignments, etc., must be brought to the organization's Representative, who will then contact the New Milford Public Schools Facilities Department and Athletic Department.
32. The New Milford Public Schools Facilities Department and Athletic Department have final say as to whether games or practices will take place on fields under our jurisdiction. Safety of participants and damage to fields must be of the highest priority, no matter how tight schedules become. Once it has been determined that the fields are closed, NO work is to be done by any organization to attempt to make the fields playable. No repair work is to be done in an effort to deem a field playable.
33. The New Milford Public Schools Facilities Department and Athletic Department will notify the organization's Representative should any schedule or facility changes be required. The

## FIELD ADMINISTRATION AND FACILITY USE MANUAL

Representative will ensure that facility usage complies at all times with approved New Milford Public Schools Facilities Department and Athletic Department facility allocations.

34. Any group using facilities after being instructed not to by the New Milford Public Schools Facilities Department and Athletic Department, or any group using poor judgment in playing in bad weather or scheduling events not approved by the New Milford Public Schools Facilities Department and Athletic Department, will risk fines and/or forfeiture of seasonal facility rights.
35. Facility improvements (including equipment or services) will not be initiated until written approval with explicitly outlined task(s) has been given by the New Milford Board of Education.
36. Any organization requesting facilities use for a tournament must submit a request in writing no less than thirty (30) days before the tournament. Tournament approval is based on facility availability and with written prior approval from the New Milford Public Schools Facilities Department and Athletic Department.
37. Any organization's failure to comply with the Regulations for Field Use will result in the imposition of fines as well as forfeiture of facility rights, subjects to the discretion of the New Milford Board of Education noted below:
  - a. First Offense - \$250.00 fine, possible forfeiture of facility rights
  - b. Second Offense - \$500.00 fine, possible forfeiture of facility rights
  - c. Third Offense - \$1,000.00 fine forfeiture of facility rights
  - d. Additional Offenses - \$1,500.00 fine forfeiture of facility rights
38. Any groups losing use of a facility for misuse of said facility must meet with the New Milford Public Schools Facilities Department and Athletic Department before regaining use.
39. Any scheduling or lighting requests must be made to the New Milford Public Schools Facilities Department and Athletic Department, at least 48 hours in advance. Lights will be on approximately 15 minutes before scheduled start time or dusk and off approximately 15 minutes after scheduled end time.
40. Any damage to facilities caused by an organization must immediately be reported to the New Milford Public Schools Facilities Department and Athletic Department. Any damages your organization may notice, see, occur, or feel may soon occur must also be reported. Damages to facilities by sports groups will be evaluated and will be charged to the appropriate group.
41. All organizations are responsible for removing all garbage from facilities, recycling is strongly encouraged. The league must remove all garbage and debris from field before leaving field, even if another activity immediately follows. Coaches are responsible for

## **FIELD ADMINISTRATION AND FACILITY USE MANUAL**

reporting violations to the organization president. Continual violations will result in fines and or loss of use of facilities.

42. All organizations requesting use of the turf field, which require scheduling, custodians, grooming, and/or other maintenance operations, are required to pay a per player, per season registration fee. This registration fee, including rosters with participant's addresses, must be received in the Facilities Department three (3) weeks prior to the start of the season. Failure to adhere to this policy will result in loss of facilities until fee is paid and a \$250.00 fine, at the discretion of the New Milford Public Schools Facilities Department and Athletic Department.
43. The registration fee is \$5.00 per player per team for New Milford residents and \$10.00 per player non-resident.
44. If there is an accident caused by a defect in the field or field equipment, please let the New Milford Public Schools Facilities Department or Athletic Department know immediately.
45. Annually approved tournaments may impact field availability to other User Organizations. Organizations will be notified at bi-annual Facility Use meeting in the spring and the fall as to which turf fields will be available along with various School and Town activities and dates.
46. Requests for night games/lights at New Milford High School must be made at least 48 hours prior to the requested date. If the game is on the weekend, the request should be in the office by Thursday morning. Cancellations must be made prior to 2:00 p.m., Monday through Friday. If a night game is not played and has not been canceled through the New Milford Public Schools Facilities Department and Athletic Department, the League, or team, will be charged and payment shall be made within five (5) days from the date said game was to be played.
51. Current certificates of insurance must be received in the New Milford Public Schools Facilities Department office at least three (3) weeks prior to the use of facilities (this includes practices). No field time will be granted until insurance is provided.

### **ARTIFICIAL TURF RULES AND REGULATIONS**

1. NO food of any kind, (i.e. gum, soda, juice or sports drinks, sunflower seeds, etc.) is allowed on the turf fields. Water is the only approved drink allowed on the turf fields.
2. NO suntan lotions, oils or creams of any kind on the field. Please apply sun block prior to accessing field.
3. NO spiking or anchoring of goals, corner flags, benches or field markers.

## **FIELD ADMINISTRATION AND FACILITY USE MANUAL**

4. NO lawn or folding chairs of any kind are allowed on the turf field.
5. Field use scheduled through New Milford Public Schools Facilities Department and Athletic Department ONLY. Scheduled events have priority.
6. NO animals of any kind on the turf field.
7. NO metal spiked cleats.

In an effort to communicate our desire to provide the best possible playing conditions we need the help of our users. The goal is to have athletic fields that provide a safe environment for the athletes, and help prevent injuries as much as possible.

### **SCHEDULING**

Many factors go into decisions on how fields are scheduled that relate to maintenance.

- No field should be used if it is excessively wet. The New Milford Public Schools Facilities Department and Athletic Department will close fields with “standing water”.
- Organizations need to make the decision on weekends and holidays, and ask for your full cooperation, which we acknowledge can be a challenge as league officials can’t control all coaches who want to play no matter what the circumstances, and it is also difficult to figure out how to get all games played with constant cancellations.
- Fields should not be used when frozen, has a frost covering or is partially thawed. Fields are not scheduled in the winter months, and are closed in mid-December. The schools are also asked to assist with how the turf fields are used in the winter months.
- Appropriate amounts of parking are needed for the use. Some activities are just too large for a particular site, so need to be scheduled at a location that can handle the parking needs. This is also a reason that special event requests are submitted for activities that are not typical for a school, so that issues related to parking can be accommodated.

### **USE**

Once the New Milford Public Schools Facilities Department and Athletic Department have scheduled the turf fields, it is now up to the organizations to make some decisions on actual use, to help achieve the goal of having safe and functional athletic fields for the athletes.

- Keep practices and drills off of high traffic areas, and move to different locations each time. Reducing the stress on heavily used areas will decrease the amount of compaction and allow for more growth of grass.
- Communicate with coaches on when fields are available, and when they are not. A single coach, ignoring the decision of the league, can cause a major disruption to the scheduling process.

## **FIELD ADMINISTRATION AND FACILITY USE MANUAL**

- Move practice equipment around so the same areas aren't impacted. For practice, game areas do not need to be used, particularly for repetitive drills or activities that need heavy equipment.
- Put items away after use. Nets/goals should be put back if the field is used for multiple sports.
- Report concerns about field conditions to league officials who will report to the New Milford Public Schools Facilities Department and Athletic Department. A worn spot on a turf field can all decrease the safe conditions on a field. Prevent activities that create these issues.
- Reduce unpermitted use. The organizations that have permits tend to work with the New Milford Public Schools Facilities Department and Athletic Department to assist with how the fields are used to properly maintain their conditions. The hardest uses creating the most damage are the organized uses without permits. They play on a regular basis whenever they can sneak on, and tend to use fields as long as there is no snow coverage. They are not contributing to the care of the fields. Your assistance in helping us get these groups off the fields is greatly appreciated.
- Pick up trash. New Milford has a carry in/carry out trash policy. New Milford High School has dumpsters near the back of the building so items can quickly be dropped on the way out. If no dumpster is seen or if full, please "carry out." Remember garbage cans attract bees and a number of individuals have life-threatening allergies to bees.
- NO vehicles. Vehicles are not permitted to drive on the turf fields or any other field. No wheeled vehicles should be brought onto the turf field or any other field for any reason. If deliveries or special access is required prior arrangements must be made.

### **MAINTENANCE**

This is an integral part of the equation for quality turf fields. The New Milford Public Schools Facilities Department and Athletic Department provide the majority of the maintenance at athletic fields. Along with this task, New Milford Public Schools Facilities Department and Athletic Department has many other duties, seasonal maintenance, and tasks.

#### **Synthetic Turf**

Regular maintenance is done on the synthetic turf fields to prolong the life-span of the fields and to keep in safe condition for the heavy use. Only water is permitted on the fields. No other food item, including sports drinks, food, or gum. All trash should be removed after each use.

NEW MILFORD HIGH SCHOOL  
TURF FIELD FACILITY USE FORM

\*Contact Name: \_\_\_\_\_  
Print (First Name) (Last Name)

\*Email: \_\_\_\_\_  
Please Print

\*Phone: \_\_\_\_\_ \*Date Submitted: \_\_\_\_\_

\*Billing Address: \_\_\_\_\_  
\_\_\_\_\_

\*Requested  
Event Title: \_\_\_\_\_

\*Description of  
Event/Activity: \_\_\_\_\_

\*Date(s) Requested: \_\_\_\_\_

\*Event Start Time: \_\_\_\_\_ am/pm \*End Time: \_\_\_\_\_ am/pm

- Lights Needed [ ] YES [ ] NO \$ \_\_\_\_\_
- Utility Fee [ ] YES [ ] NO \$ \_\_\_\_\_
- Labor Fee [ ] YES [ ] NO \$ \_\_\_\_\_
- Application Fee [ ] YES [ ] NO \$ \_\_\_\_\_
- Rental Fee [ ] YES [ ] NO \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**\*FULL PAYMENT OF ALL FEES ARE DUE TO FACILITIES MANAGEMENT OFFICE 5 BUSINESS DAYS BEFORE THE SCHEDULED EVENT\***

\*Organization Name: \_\_\_\_\_

\*Organization Type:  Profit  Non-Profit  Other

Insurance Information: (Use will NOT be authorized unless insurance is valid)

\*Company: \_\_\_\_\_

\*Company Policy Number: \_\_\_\_\_ \*Coverage: \_\_\_\_\_

\*Expiration Date: \_\_\_\_\_

\*Number Attending: \_\_\_\_\_ \*Adults: \_\_\_\_\_ \*Children: \_\_\_\_\_

NEW MILFORD HIGH SCHOOL  
TURF FIELD FACILITY USE FORM

Specific Set-up Services:  Lighting       AV (Sound Services)       Other: \_\_\_\_\_

\*Fee Admission/Donation charged?       Yes       No

The applicant, renter, organization shall indemnify, defend and save harmless the Town of New Milford, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of the New Milford Public Schools pursuant to this agreement.

The renter shall procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of New Milford and Board of Education is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and renter shall furnish evidence with a certificate of insurance prior to the activity.

It is agreed the policies and procedures adopted by the Board of Education for use of school buildings and provided to all renters in advance will be rigidly enforced.

The applicant personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the property are observed.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Facilities Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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**Business Office Only**

- School Sign Off (availability)
- Custodian notification and confirmation of time and manpower required
- Proof of non-profit status
- Proof of Insurance
- Agreement sign off
- Invoice sent

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**Custodial/Maintenance Services required**

- Basic (1 man x 4/hrs)
  - Additional Custodian (# \_\_\_\_\_ # \_\_\_\_\_ hrs)
  - Additional hours pro-rated at basic rate
-