

Joseph A. Siciliano, Director
Thomas J. Greco, Assistant Director
Susan M. Snyder, Recreation Superintendent
T.B.D., Parks & Trees Superintendent
Brian Kerzner, Marine & Facility Superintendent
Steve Pyo, Golf Course Operations Manager



Director's Office	203-622-6472
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 - 2019

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. 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 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 by emailing: dmohr@greenwichct.org at least two (2) weeks in advance. Please include date, time, number of people, purpose, activity planned and contact person, including address, day phone and e-mail. Only three (3) advance requests per household or organization can be given in any calendar year. There is a thirty-five (\$35.00) dollar fee per permit. **This must be paid before a reservation can be made. Residents may pay online at www.greenwichct.gov/webtrac using Master Card, Discover, Visa or American Express. The balance will be available in the "Shopping Cart" of your household account. You may also mail a check payable to: "Town of Greenwich" to: Recreation Division, 101 Field Point Road, Greenwich, CT 06836-2540, attn.: Fields. You may also pay in person at the Recreation Office, Monday – Friday 8 a.m. – 4 p.m. Field Permits will be emailed.**
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.

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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 is required and fees will apply. Depending on the event, coordination with Fire, Police, Health Department, Board of Education or other Town agencies may be needed. Please contact Frank Gabriele at 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 **The Division of Environmental Services at 203-987-1001 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 in possession of a member of your group at the field. They are not transferable.
- B. **Alcohol in any form and smoking are not allowed** on Board of Education property. Bottled and canned beverages in coolers are permitted in parks. Keg beer is not allowed.
- C. Cooking is only permitted at Town grills in designated park picnic areas.
- D. All fields must be left the way they were found. Trash and recycling receptacles are available at all fields.
- E. Field permit holders and their guests use the fields at their own risk.
- F. **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. If there is a weather cancelation, a make-up date can be provided.**
- G. Violation of above regulations will result in the withholding of future permits.
- H. 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.
- I. 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.

Revised 1/19