

Naugatuck, Connecticut  
Park and Recreation  
Rules, Regulations, and Policies

1. All organizations wishing to use Naugatuck fields must submit request via application to the Recreation Director located in the Public Works office; with field requests submitted by February 28 for spring sports and by July 10 for late summer and fall sports. Full game and practice schedules & applicable fees must be submitted ten (10) calendar days prior to season play. If schedules are not received on time, it will be assumed fields are no longer required and they will be made available to be scheduled by other groups. The Park and Recreation Commission has sole authority to assign fields or deny use of fields to any group requesting use. **THERE WILL BE NO MORE BLANKET ISSUING OF PERMITS. PERMIT REQUESTS MUST BE SUBMITTED ON PARKS & RECREATION SUPPLIED FORMS. REQUEST FOR LIGHTS MUST BE CLEARLY NOTED ON THE APPLICATION.** Current Certificates of Insurance must be received in the Park and Recreation office prior to the start of the organization's season.
2. **CONTACT PERSON:** Each organization must submit the name of one contact person to the Park Commission.
3. All accidents, regardless of severity, involving injury to a player must be reported to the Park Commission within 48 hours.
4. Park Commission's policy on priority of field usage will be school athletic teams, recreational youth teams, and then adult recreational teams.
5. There will be no unauthorized use of fields. All organizations and leagues must have a permit to use the field they play on.
6. Any usage of fields for activities other than originally scheduled must be approved by the Recreation Director. This includes any games including out-of-town teams, tournaments, playoffs, and games played by two out-of-town teams on a Naugatuck field.
7. Any unused/unneeded field use must be reported to the Recreation Director.
8. Once field assignments have been made, any changes must be cleared through the Recreation Director. This includes make-up games due to inclement weather. Rain dates and cancellations will be rescheduled through the Recreation office Monday – Friday from 8am-3:30pm. Commissioners cannot reschedule games for leagues.
9. **RAIN POLICY:** The Park Commission and or Parks Superintendent have final say 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 by that group is to be done in an attempt to make the field playable.*
10. Any group using fields after being instructed not to by the Park Commission, or any group using poor judgment in playing in bad weather, will risk forfeiture of seasonal field rights, or compensation for field repair.
11. Any damage to facilities must be reported to the Park Commission as soon as possible. Any potential hazard must also be reported.
12. Damage to any facility by sport groups will be evaluated and will be charged to the appropriate group. **Staff Overtime rates may apply if staff is required to repair damage to field(s) and or parking area(s).**
13. Any and all complaints about field conditions, field assignments, etc. must be brought to the organization's representative, or President of that group, who will then contact the Park Department and/or the Park Commission.
14. No organizations are allowed to line any town fields. Any field lining requests must be submitted to the Park & Recreation Department in a timely manner.

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15. Organizations are **NOT** allowed to touch any timers for the lights and or irrigation systems. They will lose their field privileges and will be billed for any damages done to the fields due to overwatering and overtime to repair if needed.
16. Organizations are responsible for turning off the lights at the end of events. Lights must not be turned on earlier than 30 minutes before dusk.
17. Organizations will be charged the following fees:
  - \$50 deposit for up to 25 players per league (will be returned if unused or team or league dissolves)
  - \$100 deposit for 26 - 50 players per league (will be returned if unused or team or league dissolves)
  - \$200 deposit for 51 players and over (will be returned if unused or team or league dissolves).
18. **Field use fees: All adult leagues will be charged a per game/practice field usage fee of \$25.00 for a lighted field and \$20.00 for a non-lighted field for up to a 2-hour time block.**  
 All field permits will be issued in 2 hour increments. League insurance and schedules must be submitted *and* field usage fees must be paid before permits will be issued. No exceptions.  
 Time blocks for lighted fields will be divided into three seasons:  
 Spring: March to April 14 – lighted field time blocks begin at 5pm  
 Summer: April 15 – August 31 - lighted field time blocks begin at 7pm  
 Fall: September 1 – end of fall season – lighted field time blocks begin at 5pm  
 All youth leagues are required to have 75% participation from Naugatuck residents or be subject to field use fees as listed above.
19. **Event Fees: Any group or organization holding an event on Borough fields will be charged a \$250 deposit fee and p/day \$250 use fee in advance. Additionally, the group or organization will pay overtime for any staff needed in connection with the event. The deposit will be returned after the event when the fields and parking areas are found to be in good order and payment for use of the fields is made, or the deposit may be applied to any charges. Unless cancellations are received 48 hours before the scheduled event, the deposit will be forfeited. Fee may be waived at Park & Recreation Department's discretion.**
20. Fines will be assessed for the following:
  - Jumping fields/no permit
  - Litter
  - Damage to field
  - 1<sup>st</sup> offense: \$250 fine and league must appear before Park Commission.
  - 2<sup>nd</sup> offense: \$500 fine and immediate suspension of permit until league president appears before Park Commission.
  - 3<sup>rd</sup> offense: Immediate termination of permit and loss of field privileges for current and next calendar year
21. **Any group or organization leaving soccer goals on fields will be fined subject to current staff Overtime rates to move goals from fields.**
22. There is a \$25 fee for key replacement **and** a \$25 per hour fee for lights left on.
23. Any group losing field rights for misuse of said field must meet with the Parks and Recreation Commission before regaining use of any fields.
24. Organizations are responsible for picking up litter before, during and after use of fields and placing all garbage in proper receptacles. **Staff Overtime rates may apply if staff is required to clean field(s) and or parking area(s).**
25. Organizations are **NOT ALLOWED** to drive or park on the fields.

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26. League presidents are responsible for the actions of their coaches and volunteers and must ensure that field permits and Park Regulations are distributed to their league coaches. All requests for field space must come from the league president. Requests from individual coaches will not be honored.
27. All parks will close at dusk (except Linden Park, Hop Brook field and Rotary Field complex)
28. Dogs are permitted at the Rotary complex, Baummer's Pond, Andrew Mtn. Park, Gunntown Passive Park and Nature Preserve, and Linden Park walking areas. Dogs must be on leash unless they are inside the Naugatuck Dog Park. Owners **MUST** clean up after their pets. No dogs are permitted on any Borough playing field unless they are service dogs.
29. All requests for activities at the Naugatuck Dog Park will be considered by the Naugatuck Dog Park Committee in conjunction with Naugatuck Park & Recreation Dept. (as needed). Please contact the Park Department office with any questions.
30. **NO ALCOHOL** is permitted at any town owned property. This includes Parks, Fields, Parking lots, the Green, and Playgrounds. Alcoholic beverages are not allowed or permitted by any team or league at any park field or school field. This includes spectators, and it is up to the organization to control their spectators up to and including notifying the Police Dept. If policy is not adhered to, teams or leagues will lose field privileges pending further review of the Park Commission.
31. **Pumping of Water - No pumping of puddles.** No digging of trenches shall be done in an attempt to drain divert water from the clay infields. Under **NO** circumstances shall the water be swept off the clay infield areas onto surrounding turf.
32. **Irrigation/Drainage** - No person shall attempt to remove, cover, or in any way modify irrigation or drainage components that exist on Borough fields. If a concern exists over one of the components, please contact the Park Department Superintendent.
33. **No Smoking Regulation:** No person shall use any tobacco products, including, but not limited to, smoking cigarettes, cigars, pipes, electronic cigarettes and chewing tobacco in any Borough park, playground, field or during Park and Recreation Department sponsored events. Smoking is permitted in areas designated and marked at Borough parks, playgrounds, fields and Park and Recreation sponsored events for the parking of motor vehicles.

