



Field & Facility Use Guidelines

Athletic fields, facilities, sports courts, and pavilions in the Town of Farmington are provided for the leisure time pursuits of all residents. Correspondingly, guidelines are needed to ensure proper use and management of the Town of Farmington's athletic fields, facilities, and sports courts so that all residents may have fair and equitable access to these facilities.

Guidelines and Procedures:

- Town of Farmington sponsored programs have priority use of athletic fields, facilities, sports courts, pavilions, etc.
- The Town of Farmington reserves the right to close any/all athletic fields, facilities, sports courts, pavilions, etc. at any time. Athletic fields, facilities, sports courts, and pavilions are generally closed December 1 – March 31 (weather permitting).
***You are trespassing if you utilize athletic fields, facilities, sports courts, pavilions, etc. declared closed. Police Take Notice.**
- Although approval is not guaranteed, lessees in good standing from the previous years may submit a completed Field and Facility Use Request Form beginning March 1 (weather permitting) or when updated Field & Facility Use Guidelines have been approved and issued. Priority will be based on a first come, first served basis. Requests made less than seven days in advance may not be approved.
 - An invoice will be processed indicating a due date for the rental fee.
 - Those who have secured athletic fields, facilities, sports courts, etc. are required to inform Farmington Recreation if they are not using the dates/times that have been reserved.
 - Those who have secured athletic fields, facilities, sports courts, etc. are responsible for following the Town of Farmington ordinances available online.
 - Those who have secured athletic fields, facilities, sports courts, etc. must submit a Certificate of Insurance or must sign a Liability and Indemnification Agreement/Release of Liability, which is found on the Field and Facility Use Request Form.
- Conditions, maintenance schedules, and the number of hours of available usage on an athletic field will determine availability.
- The Town of Farmington reserves the sole right to restrict, refuse, or cancel the use of any athletic fields, facilities, sports courts, etc. as deemed necessary.
- Private/For-Profit use is prohibited without the express written consent of Farmington Recreation.
- Farmington Recreation is responsible for assigning youth athletic organizations not sponsored or co-sponsored by the Town of Farmington to designated sport specific athletic fields, facilities, sports courts, etc. The number of athletic fields, facilities, sports courts, etc. use time allocated to each community youth athletic organization is at the discretion of Farmington Recreation and is determined by the availability of space to provide the specified activity.
- Athletic fields, facilities, sports courts, etc. rentals, Monday - Friday, may not be available until July 1st due to use by community youth athletic organizations. Athletic fields, facilities, sports courts, etc. rentals on Saturdays and Sundays may be available at the discretion of Farmington Recreation.

MAILING ADDRESS
Farmington Recreation
1 Monteith Drive
Farmington, CT 06032
Phone: 860.675.2540



- It shall be a violation of these guidelines and Town Ordinances to disturb, alter, enhance, destroy, remove, or damage the land, wildlife, vegetation or improvements on any open space property, right-of-way, school grounds or Town property except as authorized by the Town Manager or his or her designee for any authorized agricultural use.
- It shall be a violation of these guidelines and Town Ordinances to leave, deposit, dump or throw any litter, trash, garbage, or rubbish other than in a designated receptacle on any open space property, right-of-way, school grounds or Town property.
- It shall be a violation of these guidelines and Town Ordinances to possess or discharge any firearm, fireworks or other hunting implement on any open space property, school grounds or Town-owned property except as permitted during Town-approved or -sponsored events or as permitted by the Town Manager or his or her designee; however, firearms and other hunting implements may be possessed and discharged in accordance with state law on open space property where hunting is permitted.
- It shall be a violation of these guidelines and Town Ordinances to set a fire of any type on any open space property, right-of-way, school grounds or Town property except as specifically authorized by the Town Manager or his or her designee and the Fire Marshal.
- It shall be a violation of these guidelines and Town Ordinances to drive, operate or park any motor vehicle or motorboat except agricultural vehicles in conjunction with an authorized agricultural use, motorcycle, all-terrain vehicle, or snowmobile on any open space property, school grounds or Town property except on a road or parking lot or any area especially designated for motor vehicles by type and use as posted.
- It shall be a violation of these guidelines and Town Ordinances to be present on any multi-use trail or open space property except for open space property used for agricultural use, Westwoods Golf Course and Tunxis Mead-Thomas J. Quirk Park after 10:00 p.m. and before 5:00 a.m. except to participate in a permitted or supervised activity of the Town or as otherwise permitted by the Town Manager or his or her designee.
- It shall be a violation of these guidelines and Town Ordinances to be present on the Tunxis Mead-Thomas J. Quirk Park property after 12:00 midnight and before 5:00 a.m. except to participate in a permitted or supervised activity of the Town or as otherwise permitted by the Town Manager or his or her designees.
- It shall be a violation of these guidelines and Town Ordinances to be present on school grounds beyond the hours established and posted by the Farmington Board of Education or the Town of Farmington except to participate in a permitted or supervised activity of the Town or as otherwise permitted by the Superintendent of Schools or Town Manager or his or her designee.
- It shall be a violation of these guidelines and Town Ordinances to partake in any alcoholic beverage on any open space property except for Westwoods Golf Course and except as otherwise permitted by the Town Manager or his or her designee.
- It shall be a violation of these guidelines and Town Ordinances to take onto any open space property, school grounds or Town property any dog or pet not on a leash which can be restricted to a maximum of six feet in length unless such pet is participating in a program sponsored by the Town.

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- Peddling and Soliciting:
 - Peddling and soliciting shall not be permitted in any congested area or any area where their operations might impede or inconvenience the public. To this policy, Farmington Recreation does not permit reservations of public park/open space by non-licensed/non-insured individuals for bake sales, pot-luck dinners, etc. Those with a State of Connecticut Cottage Food Operation License or other applicable license may request the use of public park space but permission is at the sole discretion of the Town of Farmington. Approved concession stands must carry a valid permit with the Farmington Valley Health District and/or the State of Connecticut as applicable.
 - Peddlers and solicitors are required to exhibit their licenses at the request of any citizen.
- Sports Courts (Basketball, Pickleball, Tennis, etc.): Drop-in resident personal use is on a first come, first served basis.
 - Town of Farmington sponsored programs have priority use of all athletic fields, facilities, sports courts, pavilions, etc.
 - Sports courts located on school property are closed to the public during school hours.
 - Non-marking shoes only.
 - Bicycles, roller blades, skateboards, roller skates, etc. are prohibited.
 - Pets, smoking of any kind, alcohol, gum/seed chewing and are prohibited.
 - Moving apparatus/equipment is prohibited.
 - Removal of snow and other debris is prohibited without the express written consent of Farmington Recreation.
 - Private/For-Profit use is prohibited without the express written consent of Farmington Recreation.
 - The Town of Farmington reserves the right to close any/all sports courts at any time.
***You are trespassing if you utilize sports courts declared closed. Police Take Notice.**
- Tunxis Mead Turf Field (Setlow Family Field) & FHS Turf Field/Facilities/Track
 - Town of Farmington sponsored programs have priority use of all athletic fields, facilities, sports courts, pavilions, etc.
 - Use of the Farmington High School Track during school hours is prohibited.
 - Use of the lights at Farmington High School is restricted to Farmington High School activities and Farmington Recreation sponsored programs.
 - Metal spikes/cleats are prohibited.
 - Bicycles, roller blades, skateboards, roller skates, etc. are prohibited.
 - Pets, smoking, alcohol, gum/seed chewing and are prohibited.
 - Moving apparatus/equipment is prohibited.
 - Removal of snow and other debris is prohibited without the express written consent of Farmington Recreation.
 - Private/For-Profit use is prohibited without the express written consent of Farmington Recreation.
 - The Town of Farmington reserves the right to close any/all sports courts at any time.
***You are trespassing if you utilize athletic fields, facilities, sports courts, pavilions, etc. declared closed. Police Take Notice**

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User Categories

- Group A (Pre-approval by Farmington Recreation staff is Required)
 - Community & Civic Organizations that are comprised of a minimum of 80% of Farmington residents and who contribute to the well-being of the Town of Farmington (Certificate of Insurance is required).
 - Town affiliated groups that consist of all Town departments and those appointed by the Town.
 - Town sponsored groups that work with the Town departments to be aware of basic goals, needs, issues and concerns.
 - Resident youth athletic organizations that are comprised of a minimum of 80% of Farmington residents and who contribute to the well-being of the Town of Farmington (Certificate of Insurance is required).
 - Public Event Permits may be required at the discretion of Farmington Recreation.
- Group B (Pre-approval by Farmington Recreation staff is Required)
 - Non-profit organizations whose membership is comprised of a minimum of 80% of Farmington residents whose primary purpose is to benefit the Town of Farmington (Certificate of Insurance is required). Non-profit status is required by submitting an IRS letter of tax exemption for 501c (1-29) classification.
 - Public Event Permits may be required at the discretion of Farmington Recreation.
- Group C (Pre-approval by Farmington Recreation staff is Required)
 - Non-profit organizations whose membership is less than 80% of Farmington residents and serve the Town of Farmington but also serve a wider region (Certificate of Insurance is required). Non-profit status is required by submitting an IRS letter of tax exemption for 501c (1-29) classification.
 - Non-profit youth athletic organizations whose membership is less than 80% of Farmington residents and serve the Town of Farmington but also serve a wider region (Certificate of Insurance is required).
 - Non-profit adult athletic organizations (Certificate of Insurance is required).
 - Public Event Permits may be required at the discretion of Farmington Recreation.
- Group D (Pre-approval by Farmington Recreation staff is Required)
 - For-Profit, Private Entities, Tournaments (Certificate of Insurance is required). Please contact Farmington Recreation at 860.675.2540 for multi-use booking information.
***Private/For-Profit use is prohibited without the express written consent of Farmington Recreation.**
 - Public Event Permits may be required at the discretion of Farmington Recreation.

*Sports Camp and/or Clinic providers interested in utilizing athletic fields, facilities, sports courts, etc. space in the Town of Farmington please contact Recreation Staff at 860.675.2540 for information on program sponsorship.

A certificate of insurance for a minimum of \$1,000,000.00/occurrence general liability coverage including bodily injury, personal liability and property damage must be provided. The Town of Farmington must be named on the certificate of insurance as "additional insured." Dates, times and/or frequency of event(s) should be noted.

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User Fees

Classification	User Category A/B	User Category C	User Category D
Class T Field/Facility (Turf)	No Fee	\$45.00/hour	\$55.00/hour
Class A Field/Facility	No Fee	\$50.00/hour	\$60.00/hour
Class B Field/Facility	No Fee	\$40.00/hour	\$50.00/hour
Sports Courts	No Fee	\$40.00/hour	\$50.00/hour
Light Use	No Fee	\$25.00/hour	\$25.00/hour
Class T Fields/Facilities (Turf)	Class A Fields/Facilities	Class B Fields/Facilities	Sports Courts
FHS Football/Lacrosse	FHS Upper Multi-Purpose	East Farms School	Tunxis Mead Basketball (N/A: 2024)
Tunxis Mead Soccer	Irving Robbins School Multi-Purpose	Noah Wallace School	Irving Robbins School Tennis (N/A: 2024)
	River Glen Little League Baseball	Union School	
	Tunxis Mead Soccer	West District School	
	Tunxis Mead Softball		
	Tunxis Mead Baseball		
	West Woods School Baseball		
	West Woods School Multi-Purpose		
	Farmington Youth Center		

Pavilions

Tunxis Mead Eagle Scout Pavilion (Not Available for Rental – Updated 4/25/18)

Westwoods Golf Course Pavilion (Contact Community Services at 860.675.2390 for details.)

Notice

- 1) Baseball/Softball fields will be closed for the season on the Sunday following Columbus Day.
- 2) Athletic fields, facilities, sports courts, pavilions, etc. may be closed for maintenance during July and August.

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2024 Field and Facility Use Request Form

Name of User, Group, or Affiliation: _____

Primary Contact: _____

Address: _____ **City:** _____ **Zip Code:** _____

Primary Phone: _____ **Email:** _____

Location	Date	Start Time	End Time	Lights (Y/N)

Waiver

By signing below, as the sole representative/primary contact of the user group listed above, I can attest that all members of the user group recognize that there are risks of injury involved in participating in recreational activities. Therefore, as the sole representative/primary contact of the user group listed above, I can attest that all members of the user group listed above do hereby release the Town of Farmington and its employees and agents from all liability with respect to an injury received by any member within the user group listed above arising from such activities. The organization supervisor, president, primary contact, or person whose signature appears on this request form assumes full responsibility for following the Town of Farmington’s Fields & Facilities Use Guidelines. By signing and accepting the terms of the facility use agreement, I agree that the rental payment will be made on time. By signing and accepting the terms of the facility use agreement, I understand that the Town of Farmington reserves the right to restrict, refuse, or cancel the use of the above requested facility at any time for any reason as deemed necessary. By signing and accepting the terms of the facility use agreement, I acknowledge that payments not received by the date listed on the invoice will be subject to a 10% late fee. By signing and accepting the terms of the facility use agreement, as the sole representative/primary contact of the user group listed above, I understand that for promotional purposes the Town of Farmington may videotape and/or take photographs of participants within the user group listed above. By signing and accepting the terms of the facility use agreement, as the sole representative/primary contact of the user group listed above, I hereby release and permit the Town of Farmington to utilize for said promotional purposes any videotapes and/or photographs of me or any other member of the above stated user group.

Furthermore, to do our part in reducing the risk of the spread of COVID-19, our facilities currently will be operated in compliance with the State of Connecticut Re-Opening Guidelines and Executive Orders. By signing and accepting the terms of the facility use agreement it is expected that the user group will comply with the same re-opening operational guidelines and Executive Orders. The user group shall fully indemnify, defend and hold harmless the Town of Farmington and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for any illness (including but not limited COVID-19), personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the user, and even if caused by the negligence of the Town or any of their officers, employees, agents, servants and volunteers.

Signature (Primary Contact): _____ **Date:** _____

Office Use Only

Approved Denied **Request Number** _____ **Date:** _____

Authorized Signature, Farmington Recreation _____

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