

Wilton Parks & Recreation Field Usage Policy

The following proposal for the Parks & Recreation (P&R) Commission's consideration has been put together by the Director of P&R with input from the P&R staff and various Wilton youth sports groups within the community. The purpose of this review and recommendation for a new formalized policy is to ensure that Wilton residents have priority usage of the town's fields and any private, for-profit group, and/or third parties are paying an appropriate rate for the use of the town's facilities and the wear and tear thereof.

All field usage requests should be made in writing via email to the P&R Department or online via P&R's eTrak system at:

<https://etrakne1.com/etrak/cp?org=88&origin=http://wiltonparksandrec.org/index.html>

Field Assignment Priority:

1. In season Wilton High School Athletic programs
2. Parks & Recreation Programs
3. In season Wilton Youth Sports Associations and in season Wilton Adult Groups
 - In season Wilton Youth Sports groups must have written field requests into P&R no later than March 15th for the months of April through August and August 15th for the months of September through March. Submissions may be made no sooner than February 15th of the same year requesting fields for spring/summer use or July 15th for fall/winter use.
 - Any field time allocated but then found not to be needed, will be reported back to P&R via email in a timely fashion and put back into open facilities inventory for use by other groups.
4. Out of Season Wilton Youth Sports Associations and out of season Wilton Adult Groups and Wilton Tax Paying Corporations and Businesses
 - Out of season Wilton Youth Sports groups must have written field requests into P&R no later than March 15th for the months of April through August and August 15th for the months of September through March. Submissions may be made no sooner than February 15th of the same year requesting fields for spring/summer use or July 15th for fall/winter use.
 - Fields will be assigned in order of requests received based on availability after all in season requirements have been met.
 - Any field time allocated but then found not to be needed, will be reported back to P&R via email in a timely fashion and will be put back into open facilities inventory for potential use by other groups.

5. Private, For-profit group and/or Third Parties
 - Private, for-profits, and/or third-party groups must have written field requests into P&R no later than March 15th for the months of April through August and August 15th for the months of September through March. . Submissions may be made no sooner than February 15th of the same year requesting fields for spring/summer use or July 15th for fall/winter use.
 - Fields will be assigned in order of requests received based on availability after all in season, and out of season Wilton Based sports requirements have been met and at the discretion of P&R.

Field Usage Rules:

1. All teams **without** 100% Wilton residents participating will pay to use the fields at the rate set by P&R Commission and adopted by the Board of Selectman. Exceptions will be permitted for non-residents of not-for-profit Wilton Sports Associations that are governed by national charters. These individuals and applicable exceptions must be filed with the P&R Department. The rate will be \$275.00 per four hour period per facility per day effective January 1, 2020.
2. Any private, for-profits and/or third party groups, will pay to use the fields at the rate set by the P&R Commission and adopted by the Board of Selectman. The rate will be \$275.00 per four hour-period per facility per day effective January 1, 2020.
3. Any Wilton based, not for profit, youth sports association may contract with a private and/or for profit third party group for coaching, clinics, and/or camps and no field usage fees will be charged if **ALL** participants are Wilton residents or attend school in Wilton. Any subcontracted groups coaching, operating clinics and/or camps open to residents or participants who attend schools in Wilton **AND** also open to non-residents will be charged for the use of fields at the rate set by the P&R Commission and adopted by the Board of Selectman. The rate will be \$275.00 per four-hour period per facility per day effective January 1, 2020.

Insurance:

1. All field use groups must provide the Town a \$1 Million liability certificate of insurance with the certificate naming the Town of Wilton as an additional insured. The certificate should read as follows:
 - Town of Wilton
 - 238 Danbury Rd
 - Wilton, Ct. 06897