



**TOWN of DEEP RIVER**  
**Parks & Recreation Commission**  
174 Main Street ~ Deep River ~ CT ~ 06417

**Application for Use of Devitt Field / Pavilion / Athletic Fields**

*This form with all required documentation, (including applicable fees) must be submitted to the Parks and Recreation Office at least 3 weeks prior to your requested date of use. Submittal of an application does not guarantee park use. **Please note**, that depending on the request, the application may have to be presented to the full commission at the monthly meeting which is held on the second Wednesday of the month. Applications may be submitted up to 6 months in advance. Applications may be canceled by the town due to environmental, health or other public emergency situations. If canceled by the town, refunds will be issued. **Please see pg. 2 for more requirements including refund policy.***

Area Requested: \_\_\_\_\_ Pavilion \_\_\_\_\_ Baseball Field \_\_\_\_\_ Football Field \_\_\_\_\_ Other-

*Please specify other area:* \_\_\_\_\_

Name/Organization/Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact Address: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Approx. # Attending: \_\_\_\_\_

Equipment to be brought: \_\_\_\_\_

Date(s) of Use\*: \_\_\_\_\_ Hours of Use\*\*: \_\_\_\_\_

Is this a fundraiser? ☐ Yes ☐ No Is the event open to the public? ☐ Yes ☐ No What is the admission price?+ \_\_\_\_\_

***\*For sports teams, attach a separate page with detailed dates of use, including games' schedule***

***\*\* For pavilion reservations-there is a four hour limit, including set up and clean up.***

***\*If an admission fee is charged, Parks and Recreation reserves the right to impose a 10% fee on monies collected.***

**Basic Usage Fees:**

**Deep River Residents - Free^; Non-Residents - \$175.00**

**^This fee schedule is for basic usage & does NOT apply to large gatherings, team sports, events or multi-date use; Additional fees and requirements may be necessary for both residents as well as non-residents. See next page for details**

As an authorized party for the above applicant, I have read and understand the rules and regulations listed herein and agree that they will be honored and enforced by myself, members of the organization or group that I represent, participants, and spectators while using the permitted field and or park area. I do know that failure to observe the rules and regulations established by the Parks and Recreation Commission will result in cancellation of reservations and loss of future use.

Name (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release of Liability**

I hereby release the Town of Deep River and the Deep River Historical Society from any and all responsibility for any accident or injury suffered by participants, coaches, managers, officials, and spectators while using the Town of Deep River park facility including the playground and athletic fields (including adjoining land belonging to the DR Historical Society) as permitted for our use. This release applies to, but is not limited to, the condition of the playing area.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Commission use only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Usage Fee: \$ \_\_\_\_\_ Cash/check rec'd \_\_\_\_\_ Letter sent/email: \_\_\_\_\_

Comments: \_\_\_\_\_

All groups/persons that file an application for use of Devitt field need to adhere to these general guidelines and rules put forth by the Deep River Parks and Recreation Commission.

- All Parks and Recreation activities take priority over other facility use requests.
- Each group must provide liability insurance with their application or at least three weeks prior to the scheduled park use, with a minimum of \$1,000,000 coverage that indicates the Town of Deep River as 'additional insured'.
- A \$250.00 security deposit/cleaning/maintenance fee will be collected from each group that intends to use the park. This fee will be collected at the time that the application is filed and held without interest by the Parks and Recreation Commission.
- If a group is using the snack shack, the shack must be vacated within one week of the last contest or within one week from the end date listed on the application, whichever comes first. The shack must be left clean and all refrigerators, freezers and appliances turned off. Should the town be required to empty out and clean the shack, the security deposit/cleaning/ maintenance check will be used for this effort.
- Parks and Recreation does not provide a port-o-let facility within the park property. It is the responsibility of groups who intend to use the park for a period of time (longer than one week) that an adequate number of port-o-lets be provided at the group's expense. The number of units required will be determined by the Parks and Recreation Commission upon review of the group's park use application. This requirement is in addition to the restroom facilities located at the park.
- **No changes** whether structural, cosmetic or temporary **shall be allowed** to the park property without prior written approval of the Deep River Parks and Recreation Commission. This includes but is not limited to any upgrade of lighting, field equipment, facilities equipment (i.e. snack shack, (including painting, lock upgrade, reconfiguration of etc.) as well as moving dug out benches and bleachers) or typical field use. All expenses incurred by the Town for removal of such changes or modifications shall be paid by the offending group. This includes expenses incurred to restore the area to how it was found.
- Any and all damage to Parks and Recreation facilities (this includes the surface of the dugouts (i.e. gum, etc.), equipment, furnishings, and/or property, must be corrected and all costs involved paid for by the applicant. If a security deposit was made, Parks and Recreation will use these monies to offset any costs incurred to correct said damage. Any additional costs, above the security deposit amount, incurred by the Town will be billed to the organization or group responsible for the damage.
- Each group is responsible for the behavior of their guests, spectators and participants. All persons using Devitt field are expected to abide by all the posted park rules.
- Please encourage good sportsmanship and follow the Code of Conduct for Athletic programs published by the Parks and Recreation Commission. All children must be supervised at all times.
- If a group fails to comply with the Park Use Application requirements, Parks and Recreation reserves the right to limit future use of any facility by said group if damage is not rectified.
- All groups are expected to remove garbage from the ground and to empty garbage cans to the large carts located near the road before exiting the property. If the carts have been moved by you for your convenience, they are expected to be put back at the park entrance before your group exits the park.
- Should an event or group involve a gathering of more than 50 people, a police presence may be required. The Commission will consult with the Police Chief to make this determination. All costs associated with this requirement will be the responsibility of the applicant.
- The Parks and Recreation Director has been given the authority by the Parks and Recreation Commission to evaluate the park and field conditions as well as consider potential parking issues in making final decisions concerning the use of the park by individuals and/or groups. State and Dept. of Health recommendations will also be considered when granting park use.

**Athletic Field Use Policies:** \* In addition to the above requirements, all groups must abide by the following:

- All team sports must submit a team roster(s) no later than four weeks prior to the opening day of practice for a season. Roster should include town of residency for each player listed. A game schedule must also be submitted.
- Rosters are also required to be submitted for all teams playing on the field should they not practice at Devitt but consider Devitt their home field. Again, the roster must include the player's town of residency.
- P & R may impose a \$15.00 per player charge for all out of town participants that use Devitt field.
- For league play, a per team fee will be charged. This charge applies to both practice and games. This fee will be due to the Town of Deep River four weeks prior to the start of the season.
- For other programs, P & R may charge a flat fee of \$75.00 per hour for field use.
- Groups/teams are not allowed to schedule home games unless the Parks and Recreation Director has provided time slots/fields in advance and in writing. Non-compliance will result in denial of field use for at least the remainder of the season. Additionally, make-up games must be scheduled with the Parks and Recreation office at least 72 hours prior to the date requested. Once dates have been approved, groups/teams are not allowed to schedule additional home games (make-up games) unless the Parks and Recreation Department has been notified and has cleared the dates on the park calendar. All requests must be provided at least 72 hours in advance and in writing. Non-compliance may result in denial of field use for the remainder of the season.