



Field/Facility Reservation Form
32 Church Street
Guilford, CT 06437
203 453-8068

Facility Requested: \_\_\_\_\_ Date(s) requested: \_\_\_\_\_

Organization: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone: (w) \_\_\_\_\_

(c) \_\_\_\_\_

Address: \_\_\_\_\_ (h) \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Planned: \_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_ Does Group consist of 60% Guilford residents? \_\_\_\_\_

Are you charging admission? \_\_\_\_\_ Fee Charged: \_\_\_\_\_

Supervision Provided by Applicant: \_\_\_\_\_

Clean-Up Plans \_\_\_\_\_

\*\*If using Synthetic Turf Field, check all other amenities requested. Note: A fee may be assessed. \*\*
Rest Room Score Board PA System
Lights Press Box Concession Stand

I have read the rules listed on the reverse side of this form and will be sure my organization and opposing teams will abide by these rules. I agree to indemnify and hold harmless the Guilford Board of Education, the Town of Guilford and all Town and School employees and volunteers from and against any and all claims, charges, actions or suits in connection with the use of the facility, and to promptly reimburse the Town of Guilford or Board of Education for any damage or loss of the property or equipment in connection with the use of the facility by the user. I am aware that there may be a fee to reserve a field/facility as determined by the Parks & Recreation Director.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*Office Use Only\*\*\*\*\*

Application: [ ] Approved [ ] Disapproved Fee: \_\_\_\_\_

- [ ] Rest room key required. Call Department (203-453-8068) ten days prior to event to reserve.
[ ] Certificate of Insurance required
[ ] Press Box Key required
[ ] Concession Stand key required
[ ] Other \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_
Parks & Recreation Director

Copy To: [ ] Athletic Director [ ] Parks Foreman [ ] Police Dept. [ ] Parks & Recreation Dept.



## PARK RULES

1. No smoking/tobacco on fields/in parks or on school property.
2. Please throw out all trash.
3. No glass containers.
4. No cars or motorized vehicles on fields.
5. Unnecessary rough play will not be tolerated.
6. The Parks & Recreation Department reserves the right to close the parks due to weather conditions or overcrowding.
7. Parks close at dusk or at times posted by the Parks & Recreation Department.
8. An adult must closely supervise all children.
9. No dogs.
10. No golfing.

## **Rules for Use of Synthetic Turf Field at Guilford High School**

The scheduled use of the synthetic turf at Guilford High School will be managed by the Athletic Director for school events and the Parks and Recreation Director for non-school events. Scheduling priority will be in the following order:

1. School events
2. Traditional in-season sports (Guilford organizations)
3. Out of season sports (Guilford organizations)
4. Rentals – non-resident organizations

### **Reservation Subject to the Following Conditions**

- Athletic Department schedule changes or unforeseen circumstances may require reservations to be changed or cancelled
- No food, snacks, candy or drinks on the field (including sport drinks)– DRINKING WATER ONLY
- No sunflower seeds
- No chewing gum
- No pets
- No bikes, roller blades, strollers, motorized vehicles on field or track
- No smoking/tobacco products on school property
- No metal cleats
- No driving in stakes
- No unauthorized use of field
- No alcohol on school property
- No spectators on the field
- Please remove all trash and debris after use of stadium

### **General Rules**

- There must be adequate adult supervision for activities involving children under age 18
  - The School Athletic Department and/or Parks and Recreation Department reserves the right to cancel or terminate the use of the Guilford High School synthetic turf field for failure to abide by these rules and regulations.
  - Cancellations for non-weather related issues must be made at least 48 hours in advance
  - Reservations may be made for 2 hour blocks of time during the following periods:
    - o 7:30 a.m. – 9:00 p.m. weekdays
    - o 8:00 a.m. – 9:00 p.m. weekends
- Later times by permission of Athletic Director and pending use of lights

**USE OF THE FIELD IS A PRIVILEGE, NOT A RIGHT. PLEASE RESPECT THE FACILITY**