

Joseph A. Siciliano, Director
Blaize Levitan, Assistant Director
Susan M. Snyder, Recreation Superintendent
Brian Kerzner, Marine & Facility Superintendent
Dr. Gregory T. Kramer, Parks & Trees Superintendent
Steve Pyo, Golf Course Operations Manager



Administration	203-622-7814
Recreation	203-618-7649
Marine & Facility Operations	203-618-7651
Parks & Trees	203-622-7824
Griffith E. Harris Golf Course	203-531-7200
Information/Programs	203-622-7830

www.greenwichct.gov

DEPARTMENT OF PARKS AND RECREATION

FIELD PERMIT POLICY - 2022

Thank you for your interest in using Town of Greenwich athletic fields for your sports leagues or special event. Please read this information sheet carefully to avoid delays in processing your request for a single use field permit.

The Department of Parks and Recreation makes field permits available to residents and Town organizations for various activities, such as family or company softball games or birthday parties. The permit season runs from mid-April through early November.

The Department sponsors leagues involving numerous teams and works with private organizations involving many teams in different sports. As a result, space is very limited.

How To Request A Field Permit

1. An individual or organization may wish to hold a special “game” or activity during the season. Examples include children’s birthday parties, family gatherings and company softball games. To make planning easier, a permit may be granted in advance if available. Individuals must make their request by emailing: dmoehr@greenwichct.org at least two (2) weeks in advance. Please include date, time, number of people, purpose, activity planned and contact person, including address, day phone and email. Only three (3) advance requests per household or organization can be given in any calendar year. There is a forty (\$40.00) dollar fee per permit time period up to two (2) hours. **This must be paid before a reservation can be made. Residents may pay online at www.greenwichct.gov/webtrac using Master Card, Discover, Visa or American Express. A credit will be available in your account and will make the permit and charge the balance. You will receive your Field Permit by email.**
2. If you are looking to have a regular program or travel team on Town Fields, you must request an application packet from us for this. Any new group or any existing group looking to expand their activity or season, must submit a written presentation of need to the Board of Parks and Recreation Field Committee, as well. The requirements and fees are explained in the application packet.
3. Individuals or organizations wishing to conduct an exercise class, “boot camp” or similar program must fill out a special application for this. The application will explain the rules, requirements and fees for this. There are limited areas in Town where these activities can be scheduled. Insurance and other requirements must be met. The season runs from early April to mid-November.

-OVER-

Fax: (203) 622-6494

101 Field Point Road – Greenwich, CT 06836-2540

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4. Individuals or Organizations looking to hold a special event must secure a Special Event Proposal Form from the Department of Parks and Recreation. Special Events are larger events than a routine game, with significant spectator attendance, the serving of food, outside vendors, rides, and other special attractions. If your proposal is approved, you must then complete an Application for a Special Event. The application must be completed, liability insurance is required and fees will apply. Depending on the event, coordination with Fire, Police, Health Department, Board of Education or other Town agencies may be needed. Please contact the Recreation Division Office at recreation@greenwichct.org. for a Special Event Proposal Form.
5. If a PTA or school sanctioned event is being planned on any Town Athletic Field, including races, school fairs or other special events, approval must be received through the Board of Education and the Department of Parks and Recreation. The initial request must be through the Board of Education and then the Department of Parks and Recreation. Depending on the nature of the event, applicants may need to fill out an Application for a Special Event and meet other requirements.
6. Anyone wishing to apply for a permit to do any type of filming or videography on any Town Property must contact **The Division of Environmental Services at 203-987-1001 for an application form**. Insurance is required, and you will likely need to secure approval from various other Town Departments as well.

Regulations Governing Field Permits

- A. Permits must be in your possession at the field. They are not transferable.
- B. Alcohol in any form and smoking are not allowed on Board of Education property. Bottled and canned beverages are permitted in parks; kegs are not allowed.
- C. Cooking is only permitted at Town grills in designated park picnic areas.
- D. All fields must be left the way they were found. Trash and recycling receptacles are available at all fields. If no receptacles are available, you must carry out your trash.
- E. Field permit holders and their guests use the fields at their own risk.
- F. **In the event of inclement weather, field permit holders must call 203-618-7659 to see if fields are open. The Town reserves the right to close fields if weather conditions make them unplayable. If there is a weather cancelation, a make-up date can be provided.**
- G. Violation of above regulations will result in the withholding of future permits.
- H. Depending on intended field use, The Town reserves the right to require a certificate of liability insurance, naming the Town of Greenwich as an additional insured, (\$3 Million aggregate), and you must provide an Endorsement Letter from your carrier.
- I. It is Town Policy that all grass and artificial turf fields are automatically closed during thunder and lightning and remain closed for thirty (30) minutes following the last appearance of thunder or lightning. If there is any further occurrence of thunder or lightning, the 30-minute waiting period must begin again.

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative actions, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or Demetria.nelson@greenwichct.org as soon as possible in advance of the event.