



Town of Stonington

Department of Human Services

Recreation Division

166 South Broad Street
Pawcatuck, CT 06379

Phone: (860) 535-5015

Email field/gym request forms to:
recfacilities@stonington-ct.gov

2026 Field/Gym/Courts Request Form (please print)

Date: _____

Name of Club or

Organization: _____ Contact Name: _____

Phone: home: _____ work: _____ cell: _____

Address: _____ Email: _____
Street town/city/state/zip (required - first form of communication)

Sport: _____ Youth / Adult Age Group: _____
(please circle)

Non Profit Organization

For Profit Organization Tax ID # _____
(required)

Certificate of Insurance
 Copy Attached (required)

Check Location Desired:

- Donald Palmer Field (turf & track)
- Multipurpose Field (behind Human Services)
- Piver Field (varsity soccer field)
- Ballato Field (multipurpose)
- Baseball Field
- Crowley Field (Softball)
- Practice Field (behind Palmer Building)

- Spellman Park Courts: [BBall or Tennis]
circle choice
- Stonington Middle School Field (multipurpose)
- District Office Field (multipurpose)
- Other:

A separate form must be completed for each field or Gym that is requested. **User fees may apply**
See attached or contact Stonington Human Services for additional information and costs

Gymnasiums

- Stonington Middle School Gym
- District Office Gymnasium
- Ston. High School Gym
- Deans Mill School Gym
- West Vine School Gym
- Other:

	List Each Date	Times Needed:	Special Notes/Requests
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Please Check:

- I/we have read the attached **Field & Gym Usage Policies** and willingly agree to abide by all rules & regulations set forth.
- The sponsoring group agrees to also provide adequate supervision during all practices/games/events.
- I/we are aware of, and are in full compliance of State Regulations regarding **Youth Athletics and Concussions** (HB 6722, SB 1502)
- I/we are aware of, and are in full compliance of **Public Act No. 21-64** concerning **Child Sexual Abuse** (HB 6113)
- I/we agree to do everything within our power to help with the protection and preservation of the grass & turf fields and Town Facilities.
- I/we understand and agree to abide by the Town's **Leash Rules/Regulations** pertaining to animals not being allowed on the sidelines.

FEE SCHEDULE

- Invoiced: _____
- Hourly rate
- Flat rate
- Other

Authorized Signature of Sponsoring Organization

Printed Name

Date

Town Rep (upon approval)

As Requested

With Adjustments (noted above or see attached doc)

Fees Charged?



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Field/Gym/Courts Usage Policy

The following regulations apply to all entities for the use of Town owned athletic fields and courts. These guidelines are specifically designed for the protection and preservation of the Town's facilities.

Prioritization of Use

As set forth in the BOE & Town Recreation Memorandum, the School Department will have first priority use of the fields & gyms during the school year. Stonington Human Services' Recreation Division will schedule all other times in conjunction with the School's Athletic Department.

1. The School Department will have first priority use of the fields during their fall, winter and spring seasons. This may include previously unscheduled games, such as playoff games or make up games due to weather. Outside requests may be canceled or rescheduled to meet the needs of the School Department.

2. Stonington Recreation programs will have second priority for scheduling - this includes any and all Recreation sponsored events and programs. Outside requests may be canceled or rescheduled to meet the needs of the Recreation Division.

3. Stonington Youth Sports Organizations ie. Stonington Youth Football League (tackle), Stonington Bears Youth Lacrosse, and Stonington Sharks Youth Soccer will have priority over other outside organizations. Within this level, the sport "in season" will have priority over sports in nontraditional season (Lacrosse in spring, football/soccer in the fall, etc.).

4. Non-Stonington Residents and outside groups will have access to the fields after a reasonable period of time for the above priorities. Make-up and playoff games for Stonington Youth & Adult Organizations have priority and can bump confirmed Non-Resident and outside group field reservations.

Attendance

All groups anticipating an attendance of over 100 individuals at any given event, must have police approval, in writing, before the event can be held.

Equipment

Stonington Recreation does not supply any equipment for events other than the goals already on the field. Public announcement systems, flags, field markers, score boards are not provided unless otherwise arranged in advance. Most athletic equipment is owned by the School department and arrangements must be made through the Athletic Director to use their equipment. *Equipment specifically designed for turf use can be used on Palmer Field (soccer goals, Lacrosse goals and field hockey goals are available).*

Field Scheduling Requests

A **Field Request Form** must be submitted for each specific field that clearly identifies the dates and times for each usage. Warm-up and cool down for practices and games must be included on the request. Field times will be strictly enforced to ensure that all organizations receive their scheduled time. Proper approvals and signatures must be in hand before any use. Any group found using the fields without the proper paperwork will result in a loss of privileges for that group. **Requests should be made in a timely manner.** Groups or organizations late in their request will be allocated only if space/time allows. *In Return, all notifications, confirmations or denials will be sent back to organizations within a reasonable period of time depending on the season and/or volume of requests.

Certificate of Insurance

Groups or organizations using town fields must furnish proof of their own liability insurance and name the town additional insured. All certificates on file must remain current and updated on a yearly basis.

Sponsor/Marketing Signage

Youth sports teams or outside groups are not allowed to hang temporary sponsor banners, or signs from any of the field's fencing or buildings throughout Spellman Park.

Preparing Fields for Competition

Stonington Public Works is responsible for the prepping and lining of all fields. Fields will be lined and maintained for all approved usages (i.e. lacrosse/football field markings, etc) and will be maintained on a as needed basis throughout the season. All additional or special field work requests should be directed to the Recreation Administrator and approvals will depend on the applicable field needs and the nature of the work that is requested.

Inclement Weather/Field Closing Decisions

In conjunction with the Stonington Public Works Director (or designee) together with School Officials, the Stonington Human Services' Recreation Division reserves the right to close the fields or gyms at any time due to un-playable conditions. Group leaders identified on the original Field Request Form will be contacted. It will be the responsibility of the group to contact their individual coaches and players to inform them of the closing. Groups are required to keep all contact information up to date. Groups found using the fields after such closings are subject to losing their privileges for future dates.

Youth Athletics and Concussions (HB 6722, SB 1502)

[Full text of SB 1502 can be found here](#)

[Section specific to concussions can be found here](#)

All youth organizations must be in compliance with state regulations regarding concussions: (b) Not later than January 1, 2016, and annually thereafter, each operator of a youth athletic activity shall make available a written or electronic statement regarding concussions to each youth athlete and a parent or legal guardian of each youth athlete participating in the youth athletic activity. Such written or electronic statement shall be made available upon registration of each youth athlete and shall be consistent with the most recent information provided by the National Centers for Disease Control and Prevention regarding concussions. Such written or electronic statement shall include educational content addressing, at a minimum: (1) The recognition of signs or symptoms of a concussion, (2) the means of obtaining proper medical treatment for a person suspected of sustaining a concussion, (3) the nature and risks of concussions, including the danger of continuing to engage in youth athletic activity after sustaining a concussion, and (4) the proper procedures for allowing a youth athlete who has sustained a concussion to return to athletic activity.

Governor's Task Force [Public Act No. 21-64]

All youth organizations must be in compliance with the Governor's Task Force on Justice for Abused Children in Connecticut (GTF) which mandates that they: (1) develop instructional guidelines for youth coaches on best practices for appropriate interaction with youth athletes (2) develop child sexual abuse informational guidelines that describe (a) abusers' grooming techniques, (b) victim behavior, and (c) methods for contacting the appropriate authorities, and (d) methods for victims to tell a parent or other adult if abuse has occurred; and make both sets of guidelines available on the department's website. Consequently, each operator of a youth sport must then **annually** distribute a copy of these child sexual abuse guidelines to: (1) each participant's parent or guardian upon enrollment or registration distribute a copy of the best-practices instructional guidelines to their instructors and youth coaches - volunteer or paid. **Such distribution may occur by electronic mail.** All three documents can be found here: <https://portal.ct.gov/DCF/GTF-CJA/HB-6113> (scroll to the bottom of the page)

Field Usage Fees

The Recreation Division is committed to the long term maintenance and upkeep of all the town's recreation facilities and sports fields. To offset those costs a user fee will be charged (see Field Usage Fees attached). Any funds collected will be allocated in a dedicated account within Stonington Human Services (Acct# 21100 72232) and dispersed with approval for the sole purpose of the long term care and maintenance of town fields.

Conclusion

The Recreation Division hopes that all organizations enjoy the use of the Town owned athletic facilities. Please be respectful of all the areas. Violations of any of the Rules & Regulations set forth may result in loss of access and/or cancellation of future reservations, depending on the severity of the infringement. Any damages due to abnormal usage must be paid for by the individual or organization before the next scheduled event or agreed to date. The Recreation Administrator handles all field related issues and scheduling issues. **For additional questions or information regarding field usage, please email Stonington Human Services' Recreation Division:** recfacilities@stonington-ct.gov



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Rules & Regulations

The following regulations apply to all entities for the use of Town owned athletic fields, courts and school gymnasiums. These guidelines are specifically designed for the protection and preservation of the Town's facilities.

All Natural Grass Fields:

- No sunflower seeds
- No pets
- No motorized vehicles on the field without authorization
- No flammable equipment or heating equipment allowed on the field
- No glass or sharp objects
- All materials are to be carried (not dragged) across the field
- No driving stakes without authorization
- No alcohol on the premise
- No smoking/tobacco products on the premise
- No spectators on the track or field
- No playing Golf
- Please remove all trash and debris after use of the field

Gymnasiums/Courts:

- Inappropriate use of equipment is not permitted
- No food or beverages are allowed, with exception of water or refreshments during designated community events
- Proper attire including non-marking shoes, shorts/pants and t-shirts must be worn at all times.

End of Game or Practice

After each use of the field, it is required that all trash be picked up and placed in the proper receptacles available around the field. Special attention must be placed on the team areas. This is required so that all organizations may enjoy the full use of the field without trash or impediments. All equipment must be returned to its designated area.

Donald Palmer Field (Turf Field):

- No food, snacks, candy or drinks on the field (including sports drinks). **Water Only!**
- No sunflower seeds
- No chewing gum
- No pets
- No bikes, rollerblades or strollers
- No motorized vehicles on the field or track without authorization
- No flammable equipment or heating equipment allowed on the field
- No heels
- No chairs, tents or stages without authorization
- No glass or sharp objects
- All materials are to be carried (not dragged) across the field
- No driving stakes
- No alcohol on the premise
- No smoking/tobacco products on the premise
- No spectators on the track or field
- No playing Golf
- Please remove all trash and debris after use of the field

Cleats on the Palmer Field (Turf Field):

"Screw-ins" or "Metal cleats" are not allowed. The traditional molded rubber or plastic cleats, turf shoes or flat shoes are allowed and recommended for the best performance. The cleat length MUST NEVER exceed 2 inches. All players must clean their cleats from dirt before walking on the field. Cleats are prohibited on the track at all times. Players wearing cleats must enter and exit on the designated carpet/mat areas.

Contact the Recreation Administrator within 24 hours in the event of any serious injury, mishap, or inappropriate behavior by calling 860-535-5015. Any maintenance issues that could be deemed harmful or unsafe to users should be reported immediately. Please keep the facility clean & well kept. All equipment must be returned to its designated area. All litter shall be cleared before leaving the facility. Use of any Town Facility by organized groups without prior approval is not allowed and could result in lost privileges.

For additional information please contact The Stonington Human Services, Recreation Division by phone 860-535-5015 or by email: recfacilities@stonington-ct.gov



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Town Parks & School Grounds - Leash Rules/Regulations

For the health and safety of all involved: Animals must be on a short leash or lead (maximum of seven feet in length) while in any Town owned park (Haley's Way, Town Dock & Spellman Park). While in Spellman Park leashed dogs are only allowed in the parking areas, the East & West Pavilion areas, and on the nature trails and road ways in Spellman Park.

At no time shall animals be allowed at any school or Town recreation sponsored event or on any athletic field, sidelines or walkways leading to and from fields and playground within Spellman Park. This includes any other school athletic field or playground at Stonington High, Stonington Middle, Deans Mill School, West Vine Street School and District Offices. A pet owner who brings or permits his/her animal to enter these areas will have committed an act of trespass and proper authorities will be notified.

Exceptions to this are "Service" - "Guide" and/or "Assistance" dogs as defined by law or dogs owned or controlled by government, law enforcement agencies or organized fire departments or persons authorized by agencies or departments to engage in search & rescue activity or training.

Dogs may be at large on Town or School District property only in areas designated as "Off-Leash" fenced areas. Rules of any such area will apply.

Per order of:

Town of Stonington – Board of Selectmen

Stonington Public Schools – Board of Education

Stonington Human Services – Recreation Division

Classification of groups:

COMMUNITY YOUTH ATHLETIC ORGANIZATION

Stonington Youth Football
Pawcatuck Little League

Stonington Bears Youth Lacrosse
Stonington Soccer Club

NON-PROFIT IN TOWN

1. Non-profit, youth and adult athletic organizations whose membership is comprised of at least 75% Stonington residents and/or are full time employees of a business located in Stonington.
2. Non-profit groups whose membership is comprised of at least 75% Stonington residents.

NON-PROFIT OUT OF TOWN

1. Non-profit, youth and adult athletic organizations whose membership is not comprised of a majority of Stonington residents and/or are full time employees of a business located in Stonington.
2. Non-profit groups whose membership is not comprised of a majority of Stonington residents.

FOR PROFIT GROUP

1. For-profit groups, businesses, camps, etc.

Classification of fields:

All Weather Field (Turf): Ideal use for competition due to meeting standard regulations for all youth, high school and adult sports. Locations include: Palmer Field at Stonington High School

Class A Grass Field: Ideal use for competition due to meeting standard regulations for all youth, high school and adult sports. Locations include: HS Baseball, Softball (Crowley Field), Soccer (Piver Field), Ballato Field, Multipurpose Field (behind Human Services) & District Office Field (Mistuxet Ave, Mystic)

Class B Grass Field: Ideal use for practice and limited youth recreational competition. All fields do not meet the standard regulations for most youth, high school and adult sports. Locations include: the Practice Field in Spellman Park, Both Fields at Stonington Middle School (upper and lower), Deans Mill School field and West Vine Street School.

RENTAL FEES:

(Minimum Rental Use: All rentals shall be billed in one-hour increments unless otherwise agreed to in advance)

All Weather Field (Turf)	NON-PROFIT IN TOWN	NON-PROFIT OUT OF TOWN	FOR PROFIT GROUP
Field Rental	\$50/hour	\$100/hour	\$125/hour
Light Use	\$50/hour	\$50/hour	\$50/hour
Press Box	\$50/hour	\$50/hour	\$50/hour
PA/Scoreboard	\$50/hour	\$50/hour	\$50/hour
Field Monitor	\$20/hour	\$20/hour	\$20/hour
Grass Field	NON-PROFIT IN TOWN	NON-PROFIT OUT OF TOWN	FOR PROFIT GROUP
Class A Grass Field	\$20/hour	\$40/hour	\$80/hour
Class B Grass Field	\$15/hour	\$30/hour	\$60/hour
Basketball Courts (1 Court)	\$20/hour	\$40/hour	\$80/hour
Tennis Courts (1 Court)	\$20/hour	\$40/hour	\$80/hour
Light Use	\$25/hour	\$25/hour	\$25/hour
Press Box	\$25/hour	\$25/hour	\$25/hour
PA/Scoreboard	\$25/hour	\$25/hour	\$25/hour
GYMNASIUMS	NON-PROFIT IN TOWN	NON-PROFIT OUT OF TOWN	FOR PROFIT GROUP
SHS, SMS, DO & Elementary	Call for rate + applicable maintenance fees*	Call for rate + applicable maintenance fees*	Call for rate + applicable maintenance fees*

- **Note:** Discounted Day rates are available for groups that use the facilities multiple hours over multiple days for tournaments, clinics or camps. Contact the Recreation Administrator refacilities@stonington-ct.gov

*Additional maintenance fees for overtime may apply if the usage exceeds the normal work schedule and/or falls outside the normal coverage of school personnel (i.e. weekends or holidays).

The Community Youth Athletic Organizations (identified above) may agree to host at least one off-season clinic and one summer camp opportunity open to the public through the Recreation Division of Stonington Human Services. The club must fully support both programs by making volunteer coaches available to physically run the clinic/camp and by marketing it fully to their constituents. Clinics must total at least 8 hours over a period of time and camps must run at least 4 consecutive days. Any such profits made over direct expenses (i.e. equipment, staffing, etc) will be allocated towards the long-term maintenance of the fields (Field Usage Fees: Acct#21100 72232)