

**Harwinton Recreation Department**  
PO Box 66, 100 Bentley Drive, Harwinton, CT 06791  
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Email: [recreation@harwinton.us](mailto:recreation@harwinton.us)

**APPLICATION FOR USE OF HARWINTON SPORTS COMPLEX**

Type of Event: Sports League \_\_\_\_\_ Special Event \_\_\_\_\_ Other \_\_\_\_\_

**Use of facility is restricted to Harwinton based, non-profit groups only.**

The Town reserves the right to make exceptions.

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Request use of: Field # \_\_\_\_\_ Pavilion \_\_\_\_\_ Basketball Court # \_\_\_\_\_ Driveway/Parking Areas \_\_\_\_\_

Date & Time Requested (Include rain date if needed) \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Representative of Organization \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Supervising Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Note: Person in charge must be on-site during the entire reservation and is responsible for the facility and attendees. If multiple persons are in charge, a complete list must accompany the application along with contact information.**

**Approved application should be in possession of the applicant when using the complex.**

It is understood and agreed that the rules of the Harwinton Sports Complex are to be strictly complied with, and the undersigned assumes full responsibility for any damage to, or loss of property of the Town of Harwinton in consequence of the use described above. The undersigned further agrees to pay promptly such charges as may be required for the use of fields and facilities and/or damages without inconvenience or expense to the Town of Harwinton.

Name \_\_\_\_\_ Position in Organization \_\_\_\_\_ Phone \_\_\_\_\_

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

**CERTIFICATE OF INSURANCE MUST BE SUBMITTED BEFORE USING FCILITY**

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Hold Harmless Received: \_\_\_\_\_ Date \_\_\_\_\_ Certificate of Insurance Received: \_\_\_\_\_ Date \_\_\_\_\_

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

**TOWN OF HARWINTON, CONNECTICUT**

**HOLD HARMLESS AGREEMENT**

Date(s) of Reservation: \_\_\_\_\_

This Hold Harmless Agreement must be completed and signed by the organization representative or individual seeking to utilize Harwinton Sports Complex (the "Premises").

PLEASE PRINT:

Applicant, \_\_\_\_\_, hereby agrees that it shall, at all times, defend, and indemnify, protect and save harmless, the Town of Harwinton and its officers, agents and employees, from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses (including but not limited to attorney's fees) arising out of injuries to any person, part or entity, that may arise as a result of any occurrence, negligence or otherwise during Applicant's use of the Premises.

Applicant's Signature: \_\_\_\_\_

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

# **HARWINTON SPORTS COMPLEX**

## **FIELD USE POLICY**

- During weekdays, field conditions will be evaluated in the early afternoon and any field closings will be determined by 3:00 p.m. Decision is subject to change based on changing weather conditions.
- On weekends and holidays field conditions will be evaluated in the early morning and any field closings will be determined by 8 a.m.  
Decision is subject to change based on changing weather conditions.
- Field status is determined by Recreation Director or Highway Supervisor. On weekends and holidays the fields may be evaluated by designated League Administrators.
- If inclement weather occurs after business hours, it is the responsibility of the user group's supervising person to determine if the reserved field is playable. The group will be held responsible for damages and field use approval will be revoked if fields are used when conditions are unsuitable.
- The Town of Harwinton owns and maintains the fields, therefore NO alterations may be made to the fields by users.
- Field users are responsible for cleaning litter from all areas and depositing litter in trash receptacles or recycling containers, prior to departing.
- The Supervising Person should make sure the area is vacated, the gate is closed and locked **by dusk**. The area may remain open after dusk only by prior arrangement for special events.
- The gate should remain closed until 12 pm on Sundays. Games should not be scheduled before 1 pm.
- ALL fields will be closed for the month of August.

### **Top 5 Signs Fields Are Unsuitable for Play**

Fields may not be used and activities **MUST BE CANCELED** if any of the following conditions exist.

1. Ground is squishy or waterlogged
2. Fields have standing puddles of water
3. Grass is easily pulled out of the ground
4. Footing is unsure or slippery- Infield areas are "muddy" and material clings to shoes
5. Weather is severe-including, but not limited to thunder &/or lightning, steady rain is falling

When fields are used under these conditions, it can often cause irreversible damage to fields.

It takes months, sometimes years, for fields to recover. It is also unsafe for participants.

**If you arrive to find any of these conditions present-do not allow players on the field!**

### **RULES FOR USE**

1. Area is open Dawn to Dusk. Fields are closed to all users when the gate is closed.
2. Harwinton Recreation Department approved activities only. An approved application is required and should be in possession of the Supervising Person during field use.
3. Stay off fields that are unsuitable for play, regardless of prior approval.
4. All groups and persons using this facility do so at their own risk
5. All children must be supervised
6. Stay off fences
7. Keep fields & surrounding areas clean – use trash bins and recycle containers
8. Spectators are not permitted on playing fields
9. The following are prohibited:

Alcohol	Smoking	Dogs & Domesticated Animals	Snowmobiles/ATV's
Golf	Loitering	Profanity	

## HARWINTON SPORTS COMPLEX

### Application Process

The following must be submitted before final approval will be granted:

1. Completed “Application for use of Harwinton Sports Complex”
2. Certificate of Insurance naming the Town of Harwinton as an additional insured.
3. Schedule of both games and practices.

The schedule should include ONLY those games and practices scheduled for the Harwinton Sports Complex.

Baseball should submit two separate schedules:

Game Schedule & Practice Schedule

**Preliminary approval** for use of fields may be given prior to the submission of complete schedules.

**Final approval** for use of fields will not be granted until a schedule of both games and practices has been submitted and reviewed by the Recreation Director and the Highway Supervisor. Application and schedules should be submitted a *minimum* of one week prior to the requested start date to allow time for review and field preparation.

No team will be permitted to use the field until one week after a complete schedule has been submitted, regardless of when the fields are ready to open for the season.