



**FEE SCHEDULE – OUTDOOR FIELDS AND FACILITIES PERMIT APPLICATION**

*Effective March 5, 2019*

**When to Apply:**

**Single Day Reservations:**

Single day reservations may be requested after February 3<sup>rd</sup> for Spring and Summer reservations and after May 1<sup>st</sup> for fall reservations. All field permit requests must be reviewed by the Park & Recreation professional staff for consideration and approval. Requests must be made 30 days in advance of the requested dates.

**Seasonal Reservations:**

Seasonal reservations will be accepted three times a year for all organized youth and adult groups.

- Traditional seasonal sports will be given preference if two or more groups request the same facility
- All requests will be reviewed by the Park & Recreation professional staff for approval
- Request must be made 30 days in advance to be processed
- Approximate league schedules and rosters must be included with permit applications (**Tier 3 & Tier 4 only**)
- Reservation deadlines for the following seasons:

Spring Season:	February 3 <sup>rd</sup>
Summer Season:	May 1
Fall Season:	June 30 <sup>th</sup>

**\*\* Applications received after the deadlines will be accommodated on a first come first serve basis for remaining athletic field space \*\***

- Final Schedules must be submitted to the Parks & Recreation Dept. two weeks prior to the start of the league. Any changes during the season that require additional dates (e.g. play-off schedule, make-ups) must be submitted for approval prior to the games.

**Processing Permit Applications**

Spring requests will be reviewed beginning February 15

Summer requests will be reviewed beginning May 15

Fall requests will be reviewed beginning July 15

Applicants will be considered according to the following Canton Parks and Recreation priorities for facility/field use:

1. Canton Park & Recreation and Canton Public School activities
2. Canton Organized Youth Leagues
  - a. Leagues specifically designed for Canton residents (in house leagues)
  - b. Canton sponsored travel leagues that require team rosters to be comprised of town residents (pop Warner, Canton Youth Lax)
3. Canton organized Adult Leagues made up of Canton residents
4. Other Non-profit Organizations (churches, AAU, mixed residents- more than 5% non-residents)
5. Private/for profit organizations (clinics, sports camps, non-residents)

- Incomplete applications will not be accepted.
- Permits will not be issued until the application is approved, payment has been made and the Department has received a valid Certificate of Insurance.

## **FEE SCHEDULE**

### **Seasonal Fees:**

#### **Tier 1**

Canton Parks & Recreation Department Programs/ Canton Public Schools

- No Fees

#### **Tier 2**

Canton based Youth Sports Organizations

95% of participants are Canton residents

\$5.00 per participant per season - Ages 8 and under

- \$10.00 per participant per season - Ages 9 and older
- Additional \$5.00 per participant per season for programs utilizing lights
- No participant fee will be charged for:
  - o Scholarship Participants
  - o Fall Season participants for Canton Little League baseball & softball
- Leagues must provide the Department the total number of participants by age group by the following dates:
  - o Spring Leagues: May 11
  - o Summer Leagues: July 6
  - o Fall Leagues: September 14

#### **Tier 3**

Canton Adult League Blanket Fees

95% of participants are Canton residents

- Seasonal fee: \$400/field
- Additional \$50/team for leagues that utilize lights.

#### **Tier 4**

Other non-resident /mixed use groups (Club teams, out of town groups, fee oriented organizations)

- Seasonal fee : \$600/field
- Additional \$50/team for leagues that utilize lights.

#### **Tier 5**

Canton Charitable Organization (Proceeds must benefit the Town of Canton or a Canton Resident)

- \$15.00 per 2-hour block of time/seasonal fee
- Must be approved by the Canton Recreation Commission

### **Single Day /Multiple Use Rentals:**

These fees apply to the use of the athletic fields/facilities for the following purposes:

- Camps, clinics, corporate outings, fields/facility rental, tournaments or any special events

**Fee schedule:**

- Canton Residents \$30.00 per 2-hour block of time
- Canton Businesses \$60.00 per 2-hour block of time
- Non-resident/Private mixed use groups \$100.00 per 2-hour block of time, \$25/hr for each additional hour

**Single Day Field Light Fee :**

- \$25.00 per hour for use of lights
- \$85.00 per hour Walsh Field, Canton High School

**Liability Insurance**

All applicants must provide the Town of Canton a certificate of insurance naming the Town of Canton as “additionally insured”. Insurance coverage shall include:

- Minimum of \$1,000,000 for bodily injury and property damage.
- Name the Town of Canton, its officers, and employees as additional insured against any and all liability arising or resulting from the usage of said premises.
- The certificate of insurance for the required policy must be on file with the Parks Recreation Department prior to the use of the facilities.

**Cancellations**

The Parks & Recreation Department reserves the right to cancel use of the facilities in an emergency situation or when deemed necessary for public safety or facility protection. Every effort will be made to notify the applicant of a cancellation at the earliest possible date. The Parks & Recreation Department reserves the right to revoke permits for rule violations at any time. Refunds will not be issued for inclement weather.

**Rules & Regulations**

- Applicants wishing to reserve facilities must be at least 18 years of age.
- In all parks and facilities, consumption of alcoholic beverages and/or the use of controlled substances are illegal. Violators will be prosecuted. All permits issued will be revoked.
- All persons shall comply with all safety rules and notices.
- No open fires or grills are permitted.
- Users agree to be responsible for any damage beyond normal wear and tear.
- Profanity, harassment or unsportsmanlike conduct is grounds for revocation of the permit.
- Permits are not transferable. The permit holder must be present and/ or a participant during the use of the facility.
- Please have a copy of your permit with you during scheduled field use to avoid disputes over facility use.

**Persons failing to follow the rules and regulations of the Parks and Recreation Department may be subject to their permit being revoked and will not be allowed to use the facility or any other Town property.**

**\*\*\*This fee schedule will be evaluated annually and is subject to change.\*\*\***



# CANTON

## PARKS & RECREATION

Inspiring People. Celebrating Community.

### Facility Reservation Request Form

#### Group/Contact Information

GROUP NAME (if applicable): \_\_\_\_\_

TYPE OF ORGANIZATION (Check One):

- Canton Town Youth League/Program
- Canton Town Adult League/Program (95% residents)
- Non-resident / private organization (less than 95% residents)
- Family Event (Canton Resident)
- Other (Please Describe): \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ALTERNATIVE CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### Facility Information

SPECIFIC FACILITY REQUESTED: \_\_\_\_\_

#### SEASONAL REQUEST:

- \_\_\_\_ Spring (April 1- June 30)
- \_\_\_\_ Summer (July 1 – August 31<sup>st</sup>)
- \_\_\_\_ Fall (September 1- November 30<sup>th</sup>)

DAY(S) DATE(S) TIME(S)

\_\_\_\_\_

CERTIFICATE OF INSURANCE ATTACHED : YES NO

#### SINGEL DAY REQUEST:

DAY(S) DATE(S) TIME(S)

\_\_\_\_\_

CERTIFICATE OF INSURANCE ATTACHED (if necessary): YES NO

**DEPARTMENT OF CANTON PARKS & RECREATION USE ONLY – DO NOT WRITE BELOW**

**DATE OF APPROVAL:** \_\_\_\_\_ **PERMIT #:** \_\_\_\_\_

Permission has been granted to use the following:

**FACILITY DATE(S) TIME(S)**

\_\_\_\_\_

Reservation Fee: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Check/Money Order #: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Waiver Signed: Y or N Policies Distributed: Y or N

**APPROVED BY:** \_\_\_\_\_, **Recreation Director**