



FEE SCHEDULE – OUTDOOR FIELDS AND FACILITIES PERMIT APPLICATION

Effective January 1, 2020

When to Apply:

Single Day Reservations:

Single day reservations may be requested after February 3rd for Spring and Summer reservations and after May 1st 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 rd
Summer Season:	May 1
Fall Season:	June 30 th

** 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

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

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.

Field Closing Policy

The Canton Parks and Recreation Department reserves the right to close any field due to inclement weather and/or poor field conditions. The Recreation Department will make field closures on a case-by- case basis. Field closing factors include, saturated fields, player safety, and the chance of prevent damage or extensive repairs. In the event of inclement weather during play, please use good judgement in determining whether the field conditions are still playable, and that no damage or extensive maintenance will need to be done. The Canton Park and Recreation Department will contact the league directors in the event of field closure.

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 31st)
- ____ Fall (September 1- November 30th)

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**