City of East Providence
Department of Recreation

Department of Recreation
Athletic Field Use & Allocation Policy

INTRODUCTION

The East Providence Department of Recreation coordinates and issues permits for the use of athletic fields in the City to organizations and the general public for cultural, social and recreational activities and programs. The purpose of this policy is to outline procedures and allocation priority for the permitted use of athletic fields within the City of East Providence. The Recreation Department will monitor proper use of permits. Priority will be given to East Providence residents. The Department may charge to recover public costs to operate, maintain, supervise and administer the use of parks and athletic facilities. Submission of an Athletic Field Use Request does not constitute approval. Requests for additional use or programs not covered by the Athletic Field Guide should be addressed in writing to the Recreation Department. The Department Director will make interpretation of language in the Field Use Guide. An appeal to the Director's decision must be submitted in writing with justification within ten (10) working days from the decision.

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DEFINITION OF TERMS

Resident Status

Resident status is defined as groups or organizations with at least 51% East providence residents for youth groups and 80% or more East Providence residents for adult groups. Team rosters and/or individual participant utility bills/photo ID/voter registration card may be required by Recreation Department staff to verify residency status.

Youth Status

Youth status is defined as persons 18 years of age or under.

Non Profit 501c3 Status

To qualify as a Non-Profit user, the organization must meet all criteria. The organization must be registered as a not for profit corporation with the State of Rhode Island, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly state that the objectives of the organization are of a non-profit, noncommercial nature. Visit www.irs.gov for additional information on Non-Profit Status (501 3c). The organization must be comprised of volunteers, 80% of which must be East Providence residents. The organization must submit the following:

1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. Current financial statement.
3. Roster of Officers
4. List of persons authorized to make reservations for your organization.

CITY ATHLETIC FIELDS & FACILITIES

Neighborhood parks in East Providence that have athletic field space designated in their design are available for use. Due to the limited number of fields available, the Department of Recreation has established a priority use. Allocation of fields will follow the terms set forth herein as sustainability allows. The Recreation Department has exclusive discretion in decisions on scheduling of City fields and facilities and such decision shall be final.

Priority Group Qualification

Priority use of fields/facilities will be allocated as follows:

Group 1: Recreation Department programs and other official City sponsored and/or funded programs or events.
Group 2: Official EP School Department sponsored and/or funded programs or events.
Group 3: Non-Profit Youth Recreational Organizations with at least 51% East Providence residents.

- Must be registered and operating only as a non-profit through the State of Rhode Island. Tax # and registered name must be provided.
- Organization must be open for participation to entire City of East Providence.

Group 4: Non-Profit Adult Recreational Organizations with at least 80% East Providence residents.

- Must be registered and operating only as a non-profit through the State of Rhode Island. Tax # and registered name must be provided.
- Organization must be open for participation to entire City of East Providence.

Group 5: Other Non-Profit Youth Organizations with less than 51% East Providence residents.
Group 6: Other Non-Profit Adult Organizations with less than 80% East Providence residents.
Group 7: For-Profit Commercial Agency located within the city limits of East Providence.
Group 8: For-Profit Commercial Agency located outside the city limits of East Providence.

PROCESS FOR OBTAINING PERMITS

Field Use Request

Each organization is required to sign and submit an ATHLETIC FIELD USE REQUEST for use of City of East Providence Athletic Fields form on page 20, Multiple use reservations may be made for more than one date or with recurring weekly use. Allocation is on a first come, first served basis. Submission of this request form does not constitute approval. Approval is given according to priority group qualification as listed on page 5, after fees are paid and proof of insurance is submitted and when a permit is issued. Every effort will be made to accommodate user group's use of fields. Priority of fields will be given to traditional primary season sports and by priority grouping.

Permit Procedures

Requests to permit the use of City of East Providence athletic fields are made through the Recreation Department located 610 Waterman Avenue, East Providence, RI. 401-435-7511. Groups of 10 or more individuals who wish to utilize an athletic field must complete an appropriate field rental application and the rules and regulations form. The Recreation Department has exclusive discretion in decisions on scheduling of City fields and such decisions shall be final. An Athletic Field Use Request form (page 20) is required and must be submitted a minimum of ten (10) working days prior to the requested use date. Payment is due in full at the time the permit request is submitted. Proof of insurance must be submitted prior to a permit being issued. City of East Providence City Council sets fees. Game and practice schedules may be required for submittal and will be used by Recreation Department staff to insure fields are being used as allocated. If fields are not used as requested, permits may be rescinded. Groups or organizations not using fields as stated on the permit may lose their deposit, permit and/or priority allocation consideration for future allocations. Please see "Three Strikes Rule" page 16.

Liability Insurance Requirements

FACILITY USER shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance from a company authorized to do business in the State of Rhode Island with policy limits of not less that $1,000,000 per occurrence. The City of East Providence, its elected and appointed officials, officers, agents and employees shall be named as additional insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FACILITY USER shall be primary over any insurance held by CITY that may be applicable. The types and limits of insurance may be changed from time to time as determined by the City of East Providence. FACILITY USER agrees to hold the City of East Providence harmless and free from any liability of any nature arising out of the use of City recreational facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

Fee Payment/Deposit

- **Leagues–** Deposit due at time application submitted.
- **Individuals–** Payment to accompany application at time of submittal.
- **Tournaments-**Non-refundable deposit to accompany application. Balance to be billed after event when total number of games played has been determined.

Failure to pay will result in loss of field use. Additional fees will be applicable for unauthorized or extended field use beyond times listed on the permit and may result in the cancellation of current use and/or prohibition of future use.
Payments via cash, check or money order are accepted.

Permit Cancellation and Refunds

Permits may be canceled and/or rescheduled. Permits canceled by the Recreation Department or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Permits canceled by the user at least 10 working days prior to the event will be refunded in full. No refunds will be issued if permitted use is canceled with fewer than 10 days notice. User groups with fee waivers may be billed for fields that they have reserved and have not used. The Recreation Department may cancel use of City fields/facilities for any of the following:

- City begins work involving any of the facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, pesticide spraying, and forces of nature.
- Non adherence to Athletic Field Use & Allocation Policy or City ordinance.

See Page 26 for Liability Insurance requirements for events with or without ***Alcohol.***

Notice of Field Exchange

Organizations may "give up or exchange" their allocation, or any part of it, with an organization of ***equal or greater allocation priority*** only when all the parties agree in writing and the Department of Recreation reissues updated permits to each organization. Users **may not sublease** fields under any circumstance. **Subleasing of fields may result in revocation of all permits.**

Notice of Non Use of Field

Any organization that has been allocated space and does not intend to use it according to the permit issued shall notify the Department of Recreation so that the fields may be reallocated or otherwise used. User groups with fee waivers may be billed for fields that they have reserved and have not used. **Non use of a field may also result in revocation of the allocated field.** Please see "Three Strikes Rule" page 16.

Fee Waiver Request Procedure

Applicants requesting a fee waiver for use of athletic fields must do so in writing to the Director of Recreation. Department rulings may be appealed to the City Manager. In order for organizations to be considered as a City of East Providence partner organization and cosponsored by the City, the organization must qualify as both a non-profit and as a Group 1, 2, 3 or 4 organization. Youth groups must have at least 51% residents, adult groups 80% residents with open registration regardless of skill level and provide an "everyone plays" philosophy. Organizations the City partners with or cosponsors *may* receive a fee waiver. User groups with fee waivers may be billed for fields that they have reserved and have not used.

ALLOCATION PROCEDURES

Allocation of fields will follow this Athletic Field Use & Allocation Policy. Fields will be allocated by priority use. Fields will be allocated and permitted as sustainability allows. After high school schedules are confirmed, the Department of Recreation will work with user groups to permit fields. Fields will be allocated to teams/organizations based on the percentage of verifiable total East Providence residents participating on that team/organization in relation to all teams in that priority group. Verification of East Providence residency will be established by providing such documentation as the Recreation Department staff deems necessary up to and including team rosters, player addresses, picture ID, utility bill, voter registration card. Fields will be allocated without regard to competitive level of skill. Field use times will be divided into prime time and nonprime time. Prime time priority is given to youth teams Monday through Friday 4 pm to 8 pm and all day Saturday. Non prime time priority is given to adult groups from 8 pm to 10 pm Monday through Friday and all day Sundays as site specifics and sustainability allow. Teams and organizations may be required to provide schedules that indicate all allocated fields are being used. Fields not being utilized by the appropriate organization or team indicated on the use schedules three times during a season and/or the reserved period of use will be reassigned. Teams and organizations will be notified when a field has gone without use by Recreation staff and also prior to reassignment. Please see "Three Strikes Rule" page 16. The Recreation Department reserves the right to reassign field assignments to accommodate the needs for tournaments and/or special events. All organizations hosting tournaments on City fields must meet with Recreation staff at least 30 days prior to the tournament date to complete a Tournament Checklist Form. See page 19. After all requirements for application of field use are met a formal permit will be issued authorizing use of City fields. Submission of field request does not constitute approval. A copy of the permit must be available at each site approved for use for inspection by City staff.

FIELD/FACILITY RULES & REGULATIONS

In addition to the Athletic Field Use request form (page 20), a completed copy of the Acknowledgement and Receipt Form (page 21) is required. Applicants are required to abide by the specific rules of the application as well as other City codes. ***Failure to comply may result in a strike, retention of a group's deposit, and/or cancellation of any current or future permits.***

These rules include but are not limited to:

1. Groups consisting of ten or more individuals wishing to use a field must acquire a permit with the Recreation Department. Field use permit must be available during use and presented to any City representative upon request. The Recreation Department has exclusive discretion in decisions on scheduling of City fields and such decision shall be final.
2. It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities, as well as make sure coaches receive and understand that permits must be on site during field use.
3. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. Check your permit for specific times you may access the fields.
4. No subleasing of fields is allowed under any circumstance. ***Subleasing of fields may result in revocation of all permits.***
5. Parking is allowed only in designated areas. No vehicles are allowed on City fields or property, other than parking lots, without written permission noted on the permit issued by the City. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues.
6. Alcoholic beverages are not allowed in City parks, fields, (City Charter: Ch. 9, Sec. 9-1 (b)
7. Selling food or other items is not allowed without City approval and must be noted on the permit. See page 13.
8. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators are not allowed. Amplified sound is not allowed on any field without City approval and must be noted on the permit.
9. Banners may not be posted without City approval and noted on your permit. See pages 17-18.
10. Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission. Do not climb walls or enter gates to gain access onto private property.
11. Property boundary walls and fences are not to be used as backstops at any time.
12. Portable goals and/or markers are allowed but must be removed daily.
13. At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. Adjoining areas must be clear of all trash.

14. Please leave park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors in residential neighborhoods.
15. Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by phoning the Department of Recreation's Parks Division at 401-435-7756 after 2:30pm Monday – Friday and after 8am on Saturday & Sunday.
16. **NO** alcohol, gambling, fireworks or flammable material, narcotics or drugs are allowed on City of East Providence property.

Starting & Ending Use Times

City fields may be permitted as available between 8 a.m. and 10:00 p.m. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Field preparation and participant warm up allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended use beyond times listed on the permit. Check your permit for specific times you may access the fields.

Allocation Procedure Formula

Fields will be allocated to teams/organizations based on the percentage of verifiable total East Providence residents participating on that team/organization in relation to all teams in that priority group. To resolve a discrepancy between two **youth** organizations that request use of the same site/ field and that can not be worked out between the two organizations, the following allocation formula will be used to determine the number of fields that will be allocated to each organization. The total number of organization participants that are East Providence residents will be divided by the Minimum Roster Size for each sport to determine the total number of teams in an organization.
Minimum Roster Sizes:
Football: 25 / 33
Soccer: 14 (regulation) or 10 (7 on 7)
Baseball / Softball: 12
The total number of teams in an organization will be divided by the total number of teams from all organizations in question determines an organization's allocation percentage. An example of this would be:

Baseball Group A has 180 East Providence residents.
180 divided by 12 equals 15 teams.
Baseball Group B has 300 East Providence residents.
300 divided by 12 equals 25 teams.
15 plus 25 equals 40 total teams
15 divided by 40 equals 37.50% of allocation for Group A
25 divided by 40 equals 62.50% of allocation for Group B

SITE SPECIFIC FIELD USE

Some sites have restricted use due to the location of the athletic fields, neighborhoods with limited parking and/or fields directly adjacent to residences. Additional site specific measures may be added to reduce residents' concerns adjacent to the athletic field facilities. Check your permit for specific times you may access the fields and the number of fields allocated for your use.

Tournament Procedures

All general rules and reservation procedures as specified in the Field Use and Allocation Policy are applicable during tournaments. Additional provisions for tournaments are stated in this section. Tournament applicants must complete an Athletic Field Request form on page 20. Submission of this form does not constitute approval. Approval is given according to allocation policy, after fees are paid and when a permit is issued. Tournament applicants must receive City approval to sell food, use a snack bar and/or barbeque. This approval must be noted on the use permit prior to use. All organizations conducting tournaments using City fields must meet with Recreation staff at least 30 days prior to the tournament date and complete a Tournament Checklist on page 19. Game times and field use must follow all policies outlined in the Field Allocation and Use Policy.

Snack Bar And Barbeque Use

All organizations using fields or hosting an event utilizing a snack bar and/or personal portable gas BBQ must receive City approval and be noted on the use permit. Portable barbeques utilizing charcoal, briquettes, or a similar type heat source are **NOT** allowed. Personal, portable BBQ's utilizing propane or similar type gas canisters for the fuel source are allowed in all developed, passive areas of all City parks and must comply with Fire Department code. Portable BBQ's using propane are not allowed:

- Within one hundred feet (100') of undeveloped, or brush areas.
- Within fifty feet (50') of residential properties.
- On or within 10' of any walkways or travel ways.
- Within parking lots.
- Within public rights of way.
- On or within 25' of any fields, courts, or other facilities designated and/or intended for competitive sports games.
- Within fifty feet (50') of tot lot/children play areas, except where City provided BBQ's may be located.
- Within 20 feet of any tree trunk
- Within 20 feet of any tree branch/foliage that is less than 10 feet from the ground.

Traffic And Parking

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue or during postseason tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users responsibility to alleviate traffic and parking issues. No vehicles are allowed on City fields or property, other than parking lots, without written permission noted on the use permit issued by the Department of Recreation.

MAINTENANCE ISSUES

Rest And Renovation

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. The Department of Recreation does attempt to be flexible in accommodating user groups but, ultimately, the health and safety of the user and the condition and playability of the fields takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use. See "Three Strikes Rule" page 16.

Athletic Field Lining/Marking

1. Lining of City fields is prohibited without a permit.
2. Burning lines on City fields is not permitted.
3. Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and the termination of field use permit. Please see "Three Strikes Rule" page 16.

Field Modifications

Requests to modify, resize, add multiple field use, or improve any City field or facility shall be submitted with conceptual drawings to the City of East Providence Recreation Department. No temporary or permanent structures or equipment shall be erected on any facility unless approved by the Recreation Department and is dedicated for community use. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to City policy. Approval will be provided in the form of a written document and will outline the scope of the project as approved. Adding additional fields to a site without permission will result in a Strike. Please see "Three Strikes Rule" page 16. Modified fields for multiple use will be billed appropriately.

FIELD CLOSURE PURPOSE & POLICY

City athletic fields have been designed and are maintained for the enjoyment and use of East Providence residents. The purpose of this policy is to guide the use of City athletic fields, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality conscious fields and sport complexes. User groups are asked for assistance by accepting and adhering to these rules. Groups who use City athletic fields and facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather. **It only takes one practice or game to destroy a field that is not ready for play.**

Policy

The Department of Recreation reserves the right to cancel or suspend outdoor facility or field use permits for games, practices and other uses whenever field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, weather alerts, pesticide application, and forces of nature.

Procedure

The Director of Recreation or designated representative shall have the authority to close any or all athletic fields whenever weather or field conditions dictate. During inclement weather, the Assistant Superintendent of the Parks Division will instruct maintenance staff to assess the playability of all City owned athletic fields *to determine if use will occur.* The Parks Divison staff shall be responsible for assessing field conditions and updating field status. Should weather conditions deteriorate, staff will reassess field playability and close fields if conditions dictate. Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of user/players; existing and forecasted weather conditions for the day; and potential damage to the field due to play or practice use.

Inclement Weather Field Closures

In the event of inclement weather fields may be closed. **It is the user group's responsibility to call the Department's Parks Division at 401-435-7756 (MUDLINE) after 2:30 pm Monday through Friday or after 8:00am Saturday and Sunday to verify field closures. Groups cannot play on fields that have been closed.** If use does take place when the fields have been closed, the Recreation Department may bill the user group for damage to the fields and/or revoke permits. User group is responsible for any damages caused to a field by playing in questionable weather. **This includes damages done trying to dry out the field such as digging ditches, raking mud into the fencing, pushing water into the outfield/grassy areas or applying a drying agent.** Violations will constitute a strike against the organization and/or may result in cancellation of your permit. Please see "Three Strikes Rule" page 16.

THREE STRIKES POLICY

Purpose

The purpose of this policy is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy.

Policy

The Department of Recreation reserves the right to cancel or suspend field and facility permits for games, practices, and other usages based upon user groups violating the City Municipal Code or the established Athletic Field Use and Allocation Policy.

Examples

In the event of inclement weather, wet fields may be closed. It is the user group's responsibility to call the Parks Division at 401-435-7756 to verify field closures. Groups cannot play on fields that have been closed.

- If play does take place the user group may be billed for damage to field(s). Violations may constitute a strike against the organization.
- If fields are not used as requested, permits may be rescinded. Organizations not using fields as stated on the permit may lose field and/or priority field allocation consideration for future allocations. Violations may constitute a strike against the organization.
- Any user organization that has been allocated space and does not intend to use it regularly, shall notify the Recreation Department so fields may be reallocated or otherwise used at their maximum. Violations may constitute a strike against the organization.

Strike One

Strike one consists of documented activity in direct violation of the City Municipal Code or Athletic Field Use and Allocation Policy.

Penalty A letter will be written to the user group's representative documenting the violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the group's file. This may be appealed to the Director of Recreation.

Strike Two

Strike two occurs after a second documented violation within one year from first strike.

Penalty The group will be informed by letter that a Department staff member may be assigned to their permitted activity at the respective park where the violation occurred. The permitted group will be billed for the assigned hours of the staff member at the appropriate rate per hour. The staff member's duty will be to monitor activity at the site and to report further violations to the Recreation Department. This may be appealed to the City Manager.

Strike Three

The third documented violation within a one year (365 days) time frame from the first violation.

BANNER POLICY/ PERMIT FORM

Banners may be placed on public baseball and/or softball fields after obtaining the necessary permit from the Department of Recreation. A strike may be issued for not following these policies and guidelines. Please see "Three Strikes Rule" page 16.

Acceptable Banner Location: Banners shall only be displayed on the field's outfield fence and shall only face the field's interior.

Banner Composition: Banner copy and/or logos shall be limited to one side of the banner, and the banner shall be made of durable cloth, bunting, plastic, or similar material.

Maximum Size: Individual banners shall not exceed 32 square feet.

Installation: The banner's surface must be tautly and securely fastened to the outfield fence of the field by a minimum of four contact points.

Maintenance Required: The applicant shall maintain all banners in good condition, and the applicant shall remove or replace any banner that is torn, faded, dirty or defaced, including by graffiti.

Installation Period: Banners shall be installed no sooner than seven days prior to the baseball and/or softball season's commencement and shall be removed within seven days of the season's close. Specific dates and time for the banners' installation and removal may be subject to change by the Department of Recreation in order to minimize impacts to the public.

Banner Removal: All banners that are not removed by the applicant by the approved removal date shall constitute a public nuisance subject to summary removal by the Parks Division. The Department of Recreation may bill user groups for removal.

Banner Permit Request Form

(Please type or print one form per permit)

Organization _____

Proposed Field Site _____

# of Banners _____ Size _____

Proposed Banner Location(s) _____

Method of Installation _____

Banner Color _____ Print Color _____

Reason For Posting Banners _____

Banners will be posted on _____and

removed on or before_____.

Applicant's Name _____

Daytime Phone (___)_____

EMail
Address _____

Approved by _____ **Date** _____

Permit Number_____

TOURNAMENT CHECKLIST

The following information must be discussed prior to each proposed tournament.
Tournament Director
Tournament Locations
Tournament Dates
1) PROCESSING INSTRUCTIONS
( ) Fill out Permit Request
( ) Verify paperwork has been received and permits issued
( ) Proof of Insurance
( ) Pay for permits ($500 Non-refundable deposit p/field. Deposit applied to Tournament cost.)
( ) Special Event Permit
( ) Additional Charges for Unauthorized or Extended Use
2) TRASH
( ) Explanation of duties and responsibilities
( ) Site & Program Specific Information
( ) Additional Dumpster Necessary
( ) All Trash Bags Picked Up and Emptied into Dumpster
3) TOURNAMENT SCHEDULE
( ) Hours of tournament vs. Permitted field times (site specifics)
( ) Submit Tournament Schedule
4) FACILITIES
( ) Relationship between City and User Group
( ) Snack bar – BBQ
( ) Portable Goals/Restrooms - Placement
( ) Parking areas – Parking Monitors to direct participants and spectators to designated parking areas.
( ) Contact P.D
( ) Supply/Storage Areas
( ) Bulletin boards and information sources
( ) No Field Modifications - 1 Game Per Field
( ) Lining Fields - Need Permit (Mow Schedule)
( ) PA System – What type?
( ) MUDLINE
( ) Volunteers-Trespassing stations around facility
5) POLICIES AND PROCEDURES
( ) Review Rules and Regulations pertaining to Field Use
( ) Safety precautions and reporting of accidents
( ) Requisitioning supplies and equipment
( ) Department staff – Contact Information
( ) Review, sign policy and provide copy for tournament director(s)
Tournament Director's Signature

ATHLETIC FIELD USE REQUEST

CITY OF EAST PROVIDENCE
DEPARTMENT OF RECREATION
610 Waterman Avenue, East Providence, RI 02914
401.435.7511 ph 401.435.1999 fx

ATHLETIC FIELD USE REQUEST

ALL SECTIONS MUST BE COMPLETED IN FULL BY ALL APPLICANTS

Organization/Team Name	EIN/Tax #	Date
Contact Person	Email Address	
Day Phone	Evening Phone	Cell Phone
Billing Address	City/State/Zip	
Name of Supervisor on Site	# of teams in your organization	Total # of players in organization	# of Players living in East Providence

Organization Type*
(may check more than one box)

- ☐ City or School Use
- ☐ EP Youth Organization*
- ☐ EP Adult Organization**
- ☐ Other Youth Organization
- ☐ Other Adult Organization
- ☐ Commercial Group
- ☐ Non Profit Group*** (indicte which type of group above)

* Organizations/teams that are 51% City of East Providence residents

**Organizations/teams that are 80% City of East Providence residents

*** Organizations claiming non-profit status must provide their State Tax # or Federal EIN# prior to field usage.

Activity
(may check more than one box)

- ☐ Practices and League Games*
- ☐ Tournament*
- ☐ Sports Camps*
- ☐ Other_____

* Must provide team rosters with names and addresses included and proof of insurance, both to be submitted with application.

Sport

- ☐ Baseball
- ☐ Football
- ☐ Soccer
- ☐ Softball
- ☐ Other _____

Please Use Separate Form For Each Sport/Event

Requested Date/s	Times/s	Facility

Indemnification/Hold Harmless

APPLICANT/ORGANIZATION shall indemnify, defend and hold the CITY and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, loss, damages, or costs, of whatsoever kind or nature, brought against the CITY arising out of, or in connection with, or incident to, the execution of this rental application and/or the APPLICANT/ORGANIZATION'S performance or failure to perform any aspect of this Agreement, provided however, that if such claims are caused by or result from the concurrent negligence of the CITY, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the APPLICANT/ORGANIZATION; and provided further, that nothing herein shall require the APPLICANT/ORGANIZATION to hold harmless or defend the CITY, its agents, employees, and/or officers for damages or loss caused by the CITY'S sole negligence. *The **UNDERSIGNED** has read and on behalf of the Licensee agrees to be bound by this permit/license and the Terms and Conditions contained herein and attached hereto by means of the Athletic Field Scheduling Guide, and hereby warrants and represents that he/she executed this permit/license request on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.*

AUTHORIZED REPRESENTATIVE **DATE**

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the City of East Providence Department of Recreation Athletic Field Use & Allocation Policy.

I have read and understand the contents of the aforementioned document and I will inform my organization that all team coaches and managers need to understand these policies and procedures.

The City of East Providence reserves the right to amend or revise said document and will notify recipients prior to any effective amendments or revisions.

Recipient's Name (print): _____

Recipient's Signature: _____ Date: _____

Title: _____

Organization: _____

FOR OFFICE USE ONLY:

Authorized City Signature: _____

Title _____ Date: _____

This receipt must be signed and filed with the City of East Providence Department of Recreation

3/25/15

Athletic Field Fees

All Tournaments will require a $500.00 non-refundable Deposit per field. This deposit will be applied to the total rental cost of the Tournament.

USER	BASEBALL/ SOFTBALL FIELD	BASKETBALL COURT *(leagues)*	LARISA PARK & HUNT'S MILLS	PIERCE STADIUM	SOCCER FIELD *(leagues)*	TENNIS COURT (leagues)
Group1 EPPRD & City Events	NC	NC	NC	NC	NC	NC
Group 2 EP School Department	NC	NC	NC	EP Parks & Rec. Staff Fees	NC	NC
Group 3 Non-profit Youth Organization Meeting 51% Residency Requirement	NC	NC	NC	EP Parks & Rec. Staff Fees	NC	NC
Group 4 Non-profit Adult Organization Meeting 80% Residency Requirement *Group 4 organizations may apply for fee waivers. See page 8.*	$50.00 p/date	$15.00 p/date	$25.00 p/date	EP Parks & Rec. Staff Fees	$25.00 p/date	$15.00 p/date
Group 5 & 6 Other non-profit Youth & Adult Organizations Not Meeting % Requirement *Requests granted per respective availability as determined by P&R*	$100p/date + $20 p/hr. for lights p/event where applicable	$30.00 p/date	$50.00 p/date	$250p/day* $500p/night*	$50.00 p/date	$30.00 p/date
Group 7 For-profit Commercial Agency within EP *Requests granted per respective availability as determined by P&R*	$150p/date + $20 p/hr. for lights p/event where applicable	$45.00 p/date	$75.00 p/date	$500p/day* $1000p/night*	$75.00 p/date	$45.00 p/date
Group 8 For-profit Commercial Agency outside EP *Requests granted per respective availability as determined by P&R*	$200 p/date	$60.00 p/date	$100.00 p/date	$1000p/day	$100 p/date	$60.00 p/date

* Fees established by City Charter: Ch.13, Article V, Sec. 13-176 (b)

CITY OF EAST PROVIDENCE

DEPARTMENT OF RECREATION
610 Waterman Avenue, East Providence, RI 02914
401.435.7511 ph 401.435.1999 fx

ATHLETIC FIELD USE REQUEST

ALL SECTIONS MUST BE COMPLETED IN FULL BY ALL APPLICANTS

Organization/Team Name	EIN/Tax #	Date
Contact Person	Email Address	
Day Phone	Evening Phone	Cell Phone
Billing Address	City/State/Zip	
Name of Supervisor on Site	# of teams in your organization	Total # of players in organization / # of Players living in East Providence

Organization Type*
(may check more than one box)

- ☐ City or School Use
- ☐ EP Youth Organization*
- ☐ EP Adult Organization**
- ☐ Other Youth Organization
- ☐ Other Adult Organization
- ☐ Commercial Group
- ☐ Non Profit Group*** (indicte which type of group above)

* Organizations/teams that are 51% City of East Providence residents

**Organizations/teams that are 80% City of East Providence residents

*** Organizations claiming non-profit status must provide their State Tax # or Federal EIN# prior to field usage.

Activity
(may check more than one box)

- ☐ Practices and League Games*
- ☐ Tournament*
- ☐ Sports Camps*
- ☐ Other_____

* Must provide team rosters with names and addresses included and proof of insurance, both to be submitted with application.

Sport

- ☐ Baseball
- ☐ Football
- ☐ Soccer
- ☐ Softball
- ☐ Other _____

Please Use Separate Form For Each Sport/Event

Requested Date/s	Times/s	Facility

Indemnification/Hold Harmless

APPLICANT/ORGANIZATION shall indemnify, defend and hold the CITY and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, loss, damages, or costs, of whatsoever kind or nature, brought against the CITY arising out of, or in connection with, or incident to, the execution of this rental application and/or the APPLICANT/ORGANIZATION'S performance or failure to perform any aspect of this Agreement, provided however, that if such claims are caused by or result from the concurrent negligence of the CITY, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the APPLICANT/ORGANIZATION; and provided further , that nothing herein shall require the APPLICANT/ORGANIZATION to hold harmless or defend the CITY, its agents, employees, and/or officers for damages or loss caused by the CITY'S sole negligence. *The **UNDERSIGNED** has read and on behalf of the Licensee agrees to be bound by this permit/license and the Terms and Conditions contained herein and attached hereto by means of the Athletic Field Scheduling Guide, and hereby warrants and represents that he/she executed this permit/license request on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.*

AUTHORIZED REPRESENTATIVE **DATE**

ATHLETIC FIELDS & PARKS

Baseball Fields

1. Brook Field	Brook St., 02915
2. Brown Field	Providence Ave., 02915
3. Connors Field	Providence Ave., 02915
4. Devory Field	Glenlyon Park, Kelly Ave., 02916
5. Glenlyon Practice Field	Kelly Ave., 02916
6. Grassy Plain	Grassy Plain Park, Estrelle Dr., 02915
7. Fascio Field	Hull St., 02914
8. Kent Field "A"	Clyde Ave., 02914
9. Kent Field "B"	Clyde Ave., 02914
10. Lindberg Field	Kimberly Rock Park, Ferris Ave., 02916
11. Pierce Field	Pierce Athletic Complex, Mercer St., 02914
12. Pierce LL Field	Pierce Athletic Complex, Mercer St., 02914
13. Riverside Rec.	Somerset Ave., 02915
14. Rodericks LL	Pierce Athletic Complex, Mercer St., 02914
15. Sweeney Field	Kimberly Rock Park, Ferris Ave., 02916
16. Ulrich Field	Kimberly Rock Park, Ferris Ave., 02916
17. Valerio Field	Kimberly Rock Park, Ferris Ave., 02916

Basketball Courts

1. Agawam Field	Pawtucket Ave., 02916
2. Kent Field	Clyde Ave., 02914
3. Pierce Field	Mercer St., 02914
4. Silver Spring	Dodge St., 02914

Football Fields

1. Hull St. Practice Field	N. Hull Street, 02914
2. Riverside Rec. Practice Field	Somerset Ave., 02915
3. Pierce Stadium	Mercer St., 02914

Soccer Fields

1. Glenlyon Full Size	Kelly Ave., 02916
2. Hull St. Practice Field	N. Hull St., 02914
3. Kent Field	Clyde Ave., 02914
4. Sr. Ctr. Field	Waterman Ave., 02914
5. Riverside Rec. Practice Field	Somerset Ave., 02915
6. Rosegarden	Brown St., 02914
7. Silver Spring	Dodge St., 02914

ATHLETIC FIELDS & PARKS

Softball Fields

1. Agawam-Fynn Field	Pawtucket Ave., 02916
2. Agawam-Mello Field	Pawtucket Ave., 02916
3. Glenlyon Practice Field	Kelly Ave., 02916
4. Hull St. Practice Field	N. Hull St. 02914
5. Pierce Field	Mercer St., 02914
6. Riverside Rec. Practice Field	Somerset Ave., 02915
7. Silver Spring	Dodge St., 02914

Tennis Courts

1. Glenlyon Field	Kelly Ave., 02916
2. Kent Field	Clyde Ave., 02914
2. Pierce Field	Mercer St., 02914

Parks & Playgrounds

1. Agawam	Pawtucket Ave., 02916
2. Bold Pt. Park	Pier Road, 02914
3. Brook Ave. Park	Brook Ave., 02915
4. Freedom Green	North Broadway, 02916
5. Glenlyon Park	Kelly Ave., 02916
6. Grassy Plain	Estrelle Dr., 02915
7. John Lewis Park	Mauran Ave., 02914
8. Hull Street	N. Hull St., 02914
9. Hunts Mills	Pleasant St. 02916
10. Kent Heights	Clyde Ave., 02914
11. Lyle Bourne Park	New Road, 02916
12. Martello St. Park	Martello St., 02914
13. Onna Moniz-John Park	Central Ave., 02914
14. Pierce Field	Mercer St., 02914
15. Providence Avenue	Providence Ave., 02915
16. Riverside Square Park	Bullocks Pt. Ave., 02915
17. Rosegarden Park	Martin St., 02914
18. Rose Larisa Memorial Park	Bullocks Pt. Ave., 02915
19. Sabin Point	Shore Road 02915
20. Silver Spring	Clyde Ave., 02914
21. Squantum Woods	Veterans Memorial Parkway, 02915
21. Vintner Avenue	Vintner Ave. 02915

POLICY FOR USE OF CITY PROPERTY (WITH ALCOHOL)

City Sponsored Events

The R.I. Interlocal Risk Management Trust provides the City with "host liquor liability" coverage through its liability policy with the Trust if the City sponsors an event where liquor will be served.

If the City is sponsoring an event with another party, that party will be required to obtain a Certificate of Insurance which includes liquor liability coverage, if necessary, and may be required to include liability limits equal to the City's current liability coverage limit ($5 million per occurrence).

The organizing city agency must obtain an F-1 License from the East Providence City Council.

Non-City Sponsored Events

The Trust's policy **does not** provide liability coverage to third parties. If a third party requests to use City property for a function and wishes to serve alcohol, they are required to obtain a Certificate of Insurance that includes liquor liability insurance and the insurance policy must name the City of East Providence as an "Additional Insured".

If a third party plans to use vendors (caterer, tent vendor, beverage company, etc.) which will serve alcohol for an event, the City requires that the third party obtain a Certificate of Insurance from the vendors which includes liquor liability and which names the City as an "Additional insured".

If a third party cannot provide a Certificate of Insurance evidencing liability coverage, they can purchase a special events policy referred to as TULIP (Tenant User Liability Insurance Policy) through the Entertainment Brokers International at their cost. The TULIP policy provides a limit of liability in the amount of $1 million per occurrence and protects the third party and the City, the owner of the property, from bodily injury or property damage arising from the event. Considerations of special requirements of the event are considered in the pricing such as alcohol liability, food service, etc. The TULIP program is autonomous. Coverage can be quoted and purchased directly by the third party online through the Trust's website at www.ritrust.com or at www.onebeaconentertainment.com.

The third party and the vendor, if there is one, must obtain an F-1 liquor license from the City of East Providence.

Be advised that not all East Providence facilities can be utilized if liquor is served. Please contact the East Providence Recreation Department for further details.

September 2015

POLICY FOR USE OF CITY PROPERTY (WITHOUT ALCOHOL)

City Sponsored Events

The R.I. Interlocal Risk Management Trust provides the City with liability coverage though its general policy with the Trust.

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City of East Providence
Department of Recreation

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