



*Town of East Greenwich*  
**OUTDOOR FACILITY REQUEST FORM**

Downloaded application. Not an authorized permit. Upon approval a computer printout will be sent to you.

Organization's Name: \_\_\_\_\_

Street: \_\_\_\_\_

Town/City, State, Zip: \_\_\_\_\_

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

Representative's Name: \_\_\_\_\_

Street: \_\_\_\_\_

Town/City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Insurance Requirements:** You must submit a **Certificate of Insurance** naming the **Town of East Greenwich** and the **East Greenwich School Department** as an **Additional Insured**.

Does your group have liability insurance? \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

**Facility Request Information:** *If more than one location or dates, then attach a schedule.*

Site Requested: \_\_\_\_\_

(Academy, Shovlin Park, Hanaford, etc.)

Area(s) Requested at the Site: \_\_\_\_\_

(Softball field, basketball court, tennis court, playground, restrooms, concession stand, etc.)

Proposed Day & Date: \_\_\_\_\_

Proposed Rain Day & Date: \_\_\_\_\_

**Time Requested:**

Set Up Time (to and from): \_\_\_\_\_

Event Time (to and from): \_\_\_\_\_

Clean Up Time (to and from): \_\_\_\_\_

Event Name: \_\_\_\_\_

Is this a *fundraiser*, if so name the group benefiting from this: \_\_\_\_\_

Is/are there any *Event Sponsor(s)*, if so name them and provide addresses: \_\_\_\_\_

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Is this event open to the *general public*:      Yes              No

Admission Fees/Charges: What are your charges for admission and/or participation?

Admission \_\_\_\_\_ Participation \_\_\_\_\_

Anticipated Number of *Attendees*: \_\_\_\_\_

Provide a full and detailed *description of the event*: (additional pages may be added) \_\_\_\_\_

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(Inflatables are prohibited from Town & School properties.)

Provide full and detailed *set up information*. (additional pages may be added) \_\_\_\_\_

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(Tent size, stage, outdoor lighting, how you plan to access the site, etc. Vehicle access is prohibited on fields. Tent Permit from the Fire Marshal maybe required. Building inspector approval may be required.)

**ATTACH A PROPOSED SITE LAYOUT & SET UP.**

What are the *electrical needs* of the event-list power supply needed?: \_\_\_\_\_

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(Electrical Inspector approval may be required.)

How will *security* be handled?: \_\_\_\_\_

\_\_\_\_\_  
(Preventing vehicles from driving on the field, personal safety, etc. Subject to Police Chief review.)

How will *medical emergencies* be handled? \_\_\_\_\_

\_\_\_\_\_  
(EMT or trained medical staff on site, 911 only, etc. Subject to Fire Chief review)

Are *restrooms* needed for the event, if so number needed and how will they be provided?

How will *site clean up* be handled? \_\_\_\_\_

\_\_\_\_\_  
(Site must be left in the condition it was found-cleaned, swept, litter picked up & removed, etc.)

Will anything be *driven into the soil/turf* (ie. *tent stakes, etc*), if so describe in detail?

\_\_\_\_\_  
(Most sites have irrigation systems.)

Will an *amplified sound system, live or recorded music* be used, if so please describe?\_\_

\_\_\_\_\_  
(Town Noise Ordinance in effect-amplified permit may be required.)

Will *food* be sold at the event, if so list items? \_\_\_\_\_

\_\_\_\_\_  
If food is sold at the event, provide the name and a copy of the Department of Health Food Handler Certificate holder for the event. \_\_\_\_\_

Will *non-food items* be sold, is so list items?) \_\_\_\_\_

\_\_\_\_\_  
**If non-food or food items are being sold, you must provide the following State of RI permits- Division of Taxation's Show Promoter's Permit, Permit to Make Sales at Retail and/or a Dept. of Business Regulations Auctioneer's License for all vendors.**

List *Special Request(s)* you have of the Town: \_\_\_\_\_

\_\_\_\_\_  
(May be an added expense to the renter.)

## **East Greenwich Outdoor Facility Permit Policy**

- 1) Permits will be issued to reserve town and school athletic fields, courts, and parks for organized non-profit activities. Leagues such as Little League, the Soccer Assoc., tennis clubs, etc. must also submit facility requests for an approval. These organizations must submit a schedule for practices, games, tournaments, playoffs, All Star games, etc. Permits are necessary for make-up games, additional practices, etc. (See the Town ordinances for additional information.)
- 2) Outdoor facility requests can be made thru the Parks & Recreation Dept., 1127 Frenchtown Road, 886-8626, Monday thru Friday, 8:30am-4:30pm.
- 3) All requests will be approved at the discretion of the Parks & Recreation Director and the Town Manager.
- 4) Priority of Permits to be issued: Existing established leagues will be given consideration.
  - a) Town use: School and Parks & Recreation Dept.
  - b) Town Association: Little League, Soccer Association, Lacrosse
  - c) Town Users: Must be a town resident.
  - d) Industrial League: American Legion, Telephone Company, etc. Business or group must be based in East Greenwich and East Greenwich resident must fill out permit. Games must involve East Greenwich based team.
  - e) Out of town user on state funded fields only.
- 5) Leagues or Associations must submit permit request for approval by:
  - i) February 1 for Spring use
  - ii) April 1 for Summer use
  - iii) July 1 for Fall use
- 6) Those possessing a permit have the use of that facility over anyone on the field at that time. (Due to RI Interscholastic League ruling regarding school make-up games, playoffs, and practices, the School Dept. reserves the right to use any School Dept. facility over a permit holder. Every effort will be made to contact the permit holder in advance of the activity.)
- 7) Upon approval, a complete permit will be issued to the group or individual requesting a facility. The person requesting a facility should have the permit with him/her at the activity.
- 8) Users must obey all facility regulations.
- 9) Any fees associated with a facility permit must be paid by the permit holder.

### **FACILITY USER'S REGULATIONS**

1. Area must be left free of all debris and in the same general condition, as when found. At the end of practices and games pick up your team's and visiting team's trash-athletic tape, orange peels, water bottles, etc. Check the field and bleachers.
2. The renter will be responsible for any damages done to the area during its use.
3. NO ALCOHOLIC beverages allowed on premises.

4. All Town and School Parks, Recreational Facilities and Athletic Facilities are TOBACCO FREE FACILITIES. This includes products containing, made, or delivered from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any means or any component-including by not limited to cigarettes, cigars, chewing tobacco, and electronic delivery devices (ENDS). All facilities areas are included: i.e. benches, bleachers, fields, playgrounds, courts, trails, rinks, fitness areas, parking lots, etc.
5. Park in appropriate area. DO NOT DRIVE or PARK ON GRASSED AREA.
6. Do not play on fields when there is standing water or unsafe conditions. Do not spread mud from infields onto the grass.
7. Move around for practices to avoid wear areas. Goal mouths, centers, penalty boxes, etc.
8. ALL SOCCER GOALS MUST BE ANCHORED AT ALL TIMES!
9. Teams must rake the mound and plate after each practice and game. Do not spread mud from infields onto the grass.
10. No soft-toss against backstops or fencing.
11. The Parks & Recreation Department and the Town of East Greenwich are not liable for injuries or loss of property during activity.
12. Inflatables (bounce houses, obstacle course, etc.) are prohibited from Town & School properties.

I have read the above policies and agree on, behalf of myself and the organization I represent, to abide by the stated regulations. Failure to adhere to these regulations will result in the forfeiture of this permit and exclusion from future facility requests. I acknowledge an assumption of risk of injury and agree to hold harmless, indemnify and release the Town of East Greenwich, the East Greenwich School Department, their staff and volunteers from all liability.

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

Representative's Name Printed \_\_\_\_\_

Return the completed Outdoor Facility Request Form to:  
 East Greenwich Parks & Recreation  
 PO Box 111  
 1127 Frenchtown Rd.  
 East Greenwich, RI 02818

401-886-8626 ext. 1