



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: _____

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) _____

(Inflatables are prohibited from Town & School properties.)

Provide full and detailed set up information. (additional pages may be added) _____

(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?: _____

(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, if 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.)

PARTIAL FACILITY USER'S REGULATIONS-Highlights from full Outdoor Facility Use and Allocation Policy

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 Community Services & Parks 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 Outdoor Facility Use and Allocation Policy 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 and deposit (if required) to:
 East Greenwich Community Services & Parks Dept.
 PO Box 111
 1127 Frenchtown Rd.
 East Greenwich, RI 02818
 401-886-8626 ext. 1

Outdoor Facility Field & Court Rental Fees-as of July 9, 2019

User Group (See Policy for definition)	Baseball/Softball or Multi-Purpose Field (non-lighted)	Baseball/Softball or Multi-Purpose Field (lighted)	Turf Field (includes lights if needed)	Court (non-lighted)	Court (lighted)
Group 1	\$0	\$0	\$0	\$0	\$0
Group 2	\$0	\$0	\$0	\$0	\$0
Groups 3 & 4	\$200/season*/field or \$10/hour/field	\$400/season*/field or \$20/hour/field	\$400/season*/field or \$20/hour/field	\$10/hr/court	\$20/hr/court
Groups 5 - 7	\$400/season*/field or \$20/hour/field	\$800/season*/field or \$40/hour/field	\$800/season*/field or \$40/hour/field	\$20/hr/court	\$40/hr/court
Group 8	\$40/hour/field	\$80/hour/field	\$120/hour/field	\$40/hr/court	\$60/hr/court
Group 9	\$80/hour/field	\$160/hour/field	\$200/hour/field	\$80/hr/court	\$120/hr/court

*Seasons of play:

Spring: Late March –Mid June Summer: Mid June-August Fall: September-November

STAFF FEES-in addition to rental charges above

Town Agent Fees

When determined by the Director of Community Services & Parks, a Town Agent(s) may be required to staff the event. All costs associate with the employee's overtime will be borne by the renter.

Police Detail Fees

When determined by the Police Chief, a Police Detail Officer(s) may be required to staff the event. All costs associate with the employee's overtime will be borne by the renter.

Fire Detail Fees

When determined by the Fire Chief, fire personnel may be required to staff the event. All costs associate with the employee's overtime will be borne by the renter.