

## TOWN OF ROYALTON RECREATION COMMISSION REQUEST FOR FIELD USAGE

<b>ORGANIZATION:</b>		<b>DATE:</b>	
<b>Contact Person Name:</b>			
Address:			
City:		State:	ZIP Code:
Phone Number:		E-mail:	
<b>FIELD BEING REQUESTED</b>			
Carpenter Field <input type="checkbox"/>	Carpenter Softball Field <input type="checkbox"/>	<i>Alumni Field (contact S. Royalton School 763-7740)</i>	
School Baseball Field (behind playground) <input type="checkbox"/>		School Softball field (behind school) <input type="checkbox"/>	
Time(s) Needed:			
Specific Days Needed:			
<b>* You must be specific as to the days and times you request *</b>			
<b>USAGE DETAILS</b>			
By signing and submitting this request the above noted organization/individual agrees to all terms and guidelines established for field usage by the Town of Royalton Recreation Commission.			
Signature:		Date:	
<b>~ RECREATION COMMISSION USE ONLY ~</b>			
Remarks:			
Name of Member Receiving Form & Payment:		Schedule attached: <input type="checkbox"/>	Paid: <input type="checkbox"/> Check # _____
Added to field schedule: <input type="checkbox"/>		Privileges Revoked: <input type="checkbox"/>	Security Deposit Returned: <input type="checkbox"/>
Date Added to schedule:		(See remarks)	

## Royalton Recreation Field Usage Guidelines

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The following are general guidelines for the use of designated recreation fields under the jurisdiction of the Town of Royalton Recreation Commission. This guideline applies to the scheduling and use of the following fields:

*Carpenter Field*

*Alumni Field* (Contact South Royalton School at 763-7740)

*South Royalton School Fields* (For the months of June -August) September-May you will be scheduled through the school.

- Anyone requesting the usage of one of the above named fields must submit the "Request for Field Usage" form to the Recreation Commission for approval prior to usage along with a check or money order (NO CASH) made payable to the **Town of Royalton** in the amount of **\$150.00 (includes security deposit)** for use of the field and **\$250.00** if using any additional buildings/structures. All requests must specify the overall time period by specific days and total days as well as time periods (e.g. 4:00pm-6:00pm), specific field or area requesting, group affiliation, contact person's name, address, telephone number, and e-mail address.
- A security deposit of **\$50.00** is due at time of request. Each group or sport assigned to field space is responsible for insuring that the assigned space is left clear of any special equipment, belongings, etc. The field will be clear of trash and returned to its original condition following each activity period. All baseball and softball infields must be dragged and smoothed up after each usage. Failure to abide by this may result in suspension of the privilege to use a field and security deposit will not be returned.
- Annual activities such as Babe Ruth League (Cal Ripken Baseball: T-ball, B-ball, A-ball, Rookie, Fall Ball, Summer League, Softball), Babe Ruth Legion Baseball, Middle/High School soccer and track, youth soccer, VLS Summer Track, soccer and Frisbee, must provide their game and practice schedules, and contact information prior to the start of the season.
- School and youth activities will take priority in scheduling over adult league activities at all fields with regard to annual activities as noted above. Some re-arranging of the schedule may be required for one-time special events or regularly scheduled annual events.
- The Recreation Commission shall post the master schedule for field usage at the Town Office, Royalton Recreation website, and other designated areas and update as needed.
- The Recreation Commission **must be** notified of any change in the scheduling immediately. If a change takes place without notification and a conflict arises, the activity approved by the Commission will take precedent.
- Alcohol and tobacco is **PROHIBITED** on these fields. Use of these on any field will result in your privileges will be revoked immediately.
- All fields and facilities are available for community wide usage. No field or portion thereof assigned to the group will be exclusive to that group only, except during their schedule time frames (i.e. practices and/or games). All fields will be scheduled to assure maximum use for all activities.
- Annual activities and seasons such as the Babe Ruth League, Legion Baseball, School, youth, and VLS soccer, VLS Frisbee, high school track etc, must notify the Recreation Commission of any special end of the season tournaments, playoff, hosting All-Star practices etc, as soon as it's known, for the purpose of scheduling coordination and to insure field availability within master schedule. It is not to be assumed that it is automatically available, but every effort will be made to accommodate such events when requested in a timely manner.
- The Recreation Commission will approve all use of additional buildings or structures at the Carpenter field and the former little league field behind the school. Organizations wishing to use these structures for fund raising activities must request approval prior to the activity taking place. The Recreation Commission may, at their discretion, charge a fee for such activity.
- The Recreation Commission shall establish a fee for advertising banners to be located at any of the fields under the jurisdiction of the Commission.
- The Recreation Commission shall have the final decision over appeals regarding the field scheduling conflicts and field usages.