

**Town of Canterbury
Recreation Commission
Use of Facilities Policy**

The Canterbury Recreation Commission coordinates recreational facility usage for the following:

- Manship Park (Walking Track, Picnic Gazebo, Baseball Field, Softball Field, Soccer field Playground)
- Frink Park (Waskiewicz Field, Softball Field)
- Campbell Field (baseball field, basketball court)
- Baldwin Tennis Court

Utilization of facilities at the Canterbury Elementary School or Baldwin Middle School require approval from the Canterbury Superintendent of Schools or his/her designee. However, **only programs that have been approved by the Canterbury Recreation Commission will be permitted to request use of those facilities (see Recreation Program Application and Approval Policy).**

The Recreation Commission works closely with the schools and local athletic organizations to coordinate field/facility usage. Every effort is made to meet the needs of all groups, while maintaining availability for use by the general public. The Commission retains the right to approve or deny any request for use of facilities.

Use of Facilities - General

All outdoor venues are available to anyone on a first-come-first served basis, except when there is an approved request for reserved field usage.

Reserved Use of Fields/Facilities:

Requests for reserving fields/facilities are limited to:

- **Approved Recreational Programs or local athletic organizations** (*see Recreation Program Application and Approval Policy*) - for single or recurring use
- **Other events** – One-time use for public or private events if requested by a resident of Canterbury

Procedure for Requesting Reserved Use

For Approved Recreational Programs and local athletic organizations (who carry their own insurance)

- 1) Complete **Use of Facilities** form. Form is available from the Rec. Commission or can be downloaded from the Rec. Program page on the Canterbury Athletic Association

website (canterburyathleticassociation.com) or the Recreation Commission page on the Town website (canterbury-CT.org).

- 2) Submit request to Recreation Commission: Town of Canterbury, 1 Municipal Dr, Canterbury CT 06331, or to any Recreation Commission member. Please submit the request a minimum of two weeks prior to the requested date(s).
- 3) The facility schedule will be reviewed by the Recreation Commission for conflicts.
- 4) The program sponsor will be notified to confirm approval of the request, or to schedule alternatives if a conflict exists.

Other One-time Events

- 1) Complete **Use of Facilities Form**. Form is available from the Rec. Commission or can be downloaded from the Rec. Program page on the Canterbury Athletic Association website (canterburyathleticassociation.com).
- 2) Submit request to Recreation Commission: Town of Canterbury, 1 Municipal Dr, Canterbury, CT 06331 or to any Recreation Commission member. Please be sure to allow a minimum of two weeks prior to the event to obtain approval.
- 2) The facility schedule will be reviewed by the Recreation Commission for conflicts.
- 3) The request will require approval from four Recreation Commission members. If a Recreation Commission meeting is not scheduled within the two week timeframe, the Commission chair or his/her designee will obtain verbal approval from four Recreation Commission members.
- 5) The program sponsor will be notified to confirm approval of the request, or to schedule alternatives if a conflict exists.
- 6) A separate request must be submitted for each date requested.
- 7) Applicant **MUST** be present at the requested event.
- 8) Repeat requests by the same applicant for private usage within a short period of time are **strongly discouraged** as this would limit the availability of these public facilities for other residents to use.

Schedule of Facility Usage

A schedule of facility usage is maintained by the Recreation Commission, and posted on the Rec. Program page on Canterbury Athletic Association website (canterburyathleticassociation.com) or the Recreation Commission page on the Town website (canterbury-CT.org). Additional postings are placed at the town hall and at Manship Park.

Please note that schedules are subject to change at any given time. The most up-to-date posting will be found on the canterburyathleticassociation.com website.