

## **Ware Park Commission Field Usage Request Requirements**

**The president or director of an organization or event that wishes to use any field under the jurisdiction of the Park and Recreation Department must attend a Park Commission meeting and have their request approved by the Park Commissioners and shall provide the following criteria:**

1. A completed and properly filled out roster.
2. A Town Waiver form for each participant, coach and volunteer.
3. Documentation that all of the participants have paid their \$10.00 user fees, as well as the organizations or events field usage fees.
4. Proof of insurance.
5. CORI forms along with a \$5.00 CORI fee for each coach and volunteer.
6. A completed game and practice schedule to the Park Manager that each team must abide by.

Until all of the requirements above are met, the organizations and participants will not be able to use any field under the jurisdiction of the Ware Park and Recreation Department for any organized event or activity. If participants, coaches, or volunteers are added to rosters after the organization has met all of the requirements above, the added participants, coaches, or volunteers cannot participate until all of the requirements have been met. An organization that fails to follow these guidelines will, after two violating seasons, forfeit the privilege of using any field or practice area for the next full year (all four seasons). Subsequent violations will result in the organization permanently losing the right to use any field or practice area.

**The Park Commission reserves the right to change or revise the field usage requirements at any time.**