NORFOLK RECREATION
Field Allocation & Field Usage Policy

It is the responsibility of the Norfolk Recreation Commission to allocate playing field space to Norfolk citizens and organizations serving Norfolk citizens in a fair and equitable manner. Space may be allocated to non-Norfolk based organizations as time and conditions allow.

The Norfolk Recreation Commission currently allocates the athletic field space at the Freeman Kennedy School and the field/play space at the Pond Street Recreation Complex. This document outlines the allocation procedures, requirements, and usage policies developed by the Commission to determine field/play space allocations for sports organizations and groups that request such space.

NO DOGS, leashed or otherwise, are allowed on the athletic fields in Norfolk. Dogs are allowed on the perimeter walking path at the Pond Street Recreational Complex.

FIELD ALLOCATION POLICY

Norfolk Recreation will consider every reasonable request for field space and will make every effort to accommodate as many requests as possible. Groups requesting field space should have a representative attend the field allocation meeting applicable to the dates of their request. Requests made after the applicable allocation meeting are extremely difficult, if not impossible, to accommodate.

Organizations are required to have fields allocated to them or permission to use them from Norfolk Recreation prior to using playing fields owned by the Town of Norfolk. Priority is given to organizations that are comprised of all or a high percentage of Norfolk resident participants. Second priority is given to organizations comprised of a high percentage of King Philip Town residents (Norfolk, Wrentham, and Plainville). Third priority is given to organizations with Norfolk residents and residents from other than King Philip towns. Fourth priority is given to organizations with few, if any, Norfolk residents, Club and Private Organizations.

Norfolk Community Organizations (100% Norfolk residents)
The needs of all Norfolk based community organizations will be allocated and fulfilled prior to other organizations. If field space is available after these allocations, other organizations may request use of the Norfolk fields.

King Philip Community Organizations (95% King Philip residents) Surrounding community organizations requests will be considered and fulfilled after Norfolk organizations. King Philip Community Organizations are comprised of residents from Norfolk, Wrentham and Plainville. If there are participants from towns other than Norfolk, Wrentham and Plainville, those members are considered non-residents and non-resident fees are applicable to those participants.

Mixed Community Organizations
Mixed community organizations requests will be considered based on the percentage of Norfolk residents participating in the program and space availability.

Non-resident /Club/ Private Organizations
Organizations with few or no Norfolk residents will be reviewed on a case by case basis.

FIELD ALLOCATION MEETINGS

Field Allocation meetings are public meetings held by the Norfolk Recreation Commission three times a year. The purpose of this meeting is to assemble representatives of all organizations that want to request the use of the fields under the jurisdiction of the Norfolk Recreation Commission. Requests made after the applicable allocation meeting are extremely difficult if not impossible to accommodate.

Field Allocation meetings are posted as regular public meetings. Norfolk Recreation will attempt to notify groups that have previously used the fields at that time of year by email. However, it is the responsibility of requesting organizations to find out the date of the meeting and send a representative to that meeting.

Sports groups that require fields that overlap seasonal time periods must come to all applicable allocation meetings. For example, Football would attend both the summer and fall allocation meetings since football typically starts in August and ends in November.

Target dates for seasonal allocation meetings are:

Fall: Last part of July – first week of August. Meeting covers field usage from September 1st through November 30th.
Spring: In February. This covers field usage from *April 1st through June 30th.
Summer: In May/early June. This covers field usage from July 1st through August 31st.

INFORMATION REQUIRED FOR FIELD ALLOCATION MEETING

On page 10-11, please find a FIELD USE APPLICATION. Along with the information requested on the application, the items in red below are required. The other items are suggested.

- **Rosters with participant names and Town**
- Number of coaches, assistant coaches and/or parent supervisors
- A map of fields preferably showing Norfolk Recreation Letter designation AND your organization's field numbering/lettering
- A schedule of dates, days, and times
- **Certificate of Insurance**
- **Field Fees are due within 1 week of the allocation schedule being issued**

FIELD ALLOCATION SCHEDULE

The Field Allocation Schedule is the official document charting the times and fields that have been allocated to organizations. This schedule is issued by Norfolk Recreation to the Field Manager/Organizations as an Excel Spreadsheet and distributed via email. Organizations are responsible for supplying appropriate and accurate email addresses to Norfolk Recreation. We ask that the organizations post the Field Allocation schedule on their websites.
Questions should be directed to Norfolk Recreation.

FIELD FEES

Field fees have been established to maintain and to improve the Norfolk playing fields and their facilities. The field fees are used to pay for all maintenance and repair materials including seed, fertilizer, and infield mix. Additionally, the field fees pay for contracted services such as fertilization, irrigation, and aeration. While it is our intent to charge a reasonable price to organizations so these services can be provided, there may be circumstances when additional fees are required to maintain a field. Norfolk Recreation's intent is to work with organizations when excessive repair is needed. If necessary, the Norfolk Recreation Commission reserves the right to charge additional field fees or to close fields due to maintenance issues to ensure the safety of players.

All Field Fees are due within 1 week of issuing the Field Allocation Schedule is issued and before the organization uses the fields. Certificates of Insurance are also required before fields may be used. Checks are payable to Town of Norfolk-Recreation. If fees are not paid or Insurance certificates not submitted, the fields may not be used.

USER FEE STRUCTURE:

The Norfolk Recreation Commission will utilize the following fee structure for field usage.

- ***There are two fees due from organizations****: field usage fees per participant and portable toilet fees.*
- *All fees are due within 1 week of field allocation issuance and before field use.*

PORTABLE TOILET FEES: Portable toilet fees are due with Field User fees. Portable toilet fees include the units being emptied and cleaned 2X a week by the portable toilet company. Additionally, units are sprayed each weekday with sanitizer.
If an organization plays in part of a month it is required to pay for an entire month of portable toilet fees (we are charged per month even if it is 1 day in the month).
The portable toilet fee structure is:
-Groups with 150 or more participants: **$ 300 per month 2 units**
-Groups with 100-149 participants: **$225 per month: 1.5 units**
-Groups with 50-99 participants: **$150 per month: 1 unit**
-Groups with 26-49 playing: **$75 per month: ½ unit**
-Groups not exceeding 25 playing: **$150 per season**

EXTENDED SEASONS: If your organization's season extends into another season such as summer, add a month of additional use for up to 4 weeks of additional play; add 2 months of fees for 4 weeks-8 weeks.

FIELD USAGE FEES:

(1) For Norfolk, King Philip, and mixed community public organizations:

SPRING and FALL FEES: Field fees are applicable to all players. If a player plays in Norfolk, field fees need to be paid for that player.
Organizations with designated field space are required to pay $30 per player for players living in Norfolk, Wrentham, or Plainville and $40 per player for players living in any other town.

SUMMER SEASON:
Organizations using the fields between July 1 and August 30 in addition to the spring or fall seasons are required to pay an additional $20 per player. If an organization is only using the fields in the summer, the fee is $30 per player who lives in Norfolk, Wrentham, or Plainville and $40 per player who lives in any other town.

(2) Non-resident/Club/Private Organizations
ALL SEASONS: Each application is evaluated individually. The typical fee per field is $50 per hour with a minimum of $100 per use.

SPECIAL EVENT/TOURNAMENT APPLICATIONS:

The goals of the special event/tournament permit process are to ensure that participant safety, road & parking safety, and cleanliness and sanitary conditions are maintained during and after the event. **The information you provide is used to communicate between town departments and sport organizations so your event will flow smoothly and will not be in conflict with any other town event.**

A large or special event requires permission from Norfolk Recreation Commission. Special events are defined as a planned day or activity that exceeds the usual attendance, may include the use of additional equipment such as grills or 'bouncy houses', or have participants stay at the fields for an extended period of time, or when outside vendors may come to our fields, or when the number of attendees with cars could exceed the number of available parking spaces. Examples include opening day celebrations, end of the year celebrations, picture day, charity or fund-raising events.

FOR EVENTS, other than tournaments, please include applicable information on the Field Use Application (page 10).

TOURNAMENTS: a separate Tournament Permit Application is required (Page 12).
Tournament Applications should be received by Norfolk Recreation a minimum of 21 days in advance.

When/if the application is approved, a separate TOURNAMENT PERMIT will be issued that needs to be on-site at the Tournament.
No event or tournament will be allowed at the Freeman Kennedy School while school is in session or during a professional development day.

FEES FOR TOURNAMENTS:

- ⇨ Each tournament is considered individually.
- ⇨ Small tournaments (up to 5 games) may or may not be required to pay fees.
- ⇨ Consideration is given if a tournament only has KP towns participating.
- ⇨ If any entrance fees are charged/paid, field fees **will** be charged.

- ⇨ If additional portable toilets are deemed necessary by Norfolk Recreation, the hosting league will be required to pay Norfolk Recreation $150 per unit.
- ⇨ Parking attendants and/or Police details may be required (organizer's responsibility).
- ⇨ Fees are due no later than one week in advance of the tournament date.

WATER USE and WATER BILLS:

A separate bill for water use at the Freeman Kennedy Fields is issued to the users of the fields that have irrigation using Town water. Organizations are responsible for managing their irrigation systems and for the water bills for these locations. These bills are paid directly to the Town of Norfolk Treasurer's Office unless otherwise granted permission by the Norfolk Recreation Commission.
Water fees are not covered by the Field User fees.

CRIMINAL OFFENDER RECORD INFORMATION (CORI'S)

All Sports organizations must perform a **CORI** (Criminal Offender Record) for every coach or person that will have contact with children. These documents must be maintained per the guidelines of Massachusetts law. A compliance statement is part of the field use application.
Non-Complying groups will not be allowed to use fields until compliance is made. A **SORI** request (Sex Offender Registry Information) must be done for any volunteer/coach/affiliate who is 18 years or older. CORI information is not transferable from one group to another so all groups must do their own CORI's.

INSURANCE IS REQUIRED. A Certificate of Insurance must be submitted with each application naming the Town of Norfolk as additionally insured.
No organization may use or prepare fields without a current Certificate of Insurance on file.

- ⇨ **Please do not put us in the position of asking participants or coaches to vacate fields due to lack of required paperwork.**

Type of Coverage:	Minimum Amount of Coverage:
Commercial General Liability including product liability & completed operation liability	
- General aggregate	$ 4,000,000
- Damage to Rented Premises (per occurrence)	$ 500,000
- Products-Comp/OP Aggregate	$ 1,000,000
- Personal and Adv. Injury	$ 1,000,000
- Each Occurrence	$ 1,000,000

CONDUCT

All organizations must require of all their participants, coaches and parents to demonstrate good sportsmanship-like conduct at all times. The Recreation Commission recommends that organizations adopt a "Zero Tolerance" Code of Conduct policy for Parents/Athletes and spectators.

THE COMMISSION RESERVES THE RIGHT TO TEMPORARILY OR PERMANENTLY REVOKE ANY ALLOCATION WHERE AN ORGANIZATION IS ABUSIVE TO THE FIELDS, LACKS APPROPRIATE SUPERVISION, OR ITS PARTICIPANTS ARE ABUSIVE TOWARDS OTHER OCCUPANTS OF THE RECREATION FACILITIES OR VIOLATES ANY PERTINENT LAWS.

TRASH RESPONSIBILITY

No trash should be left on the fields other than the trash in receptacles. Organizations are responsible for picking up all trash at the end of their practice and/or game and before they leave the field(s) for the day. If trash buckets are overflowing, organizations should designate certain people (i.e. concession stand workers, coaches) to have on hand additional trash bags to assure no trash is left behind. Organizations MUST take the responsibility so no trash, water bottles, sports bottles, or clothing articles are left at the fields. If additional trash barrels are needed, please make a request through Norfolk Recreation.
If trash is not picked up, organizations may forfeit field time, and/or be required to pay for trash pick up billed at $50 per hour.

FIELD CLOSURES

Fields are officially closed from December 1st through April 1st
The Commission reserves the right to keep fields closed later in the spring due to snow, very cold temperatures, or heavy spring rains that would cause fields to be negatively affected by usage. The Commission will, on occasion, close a field for a particular season so the field can undergo extensive field maintenance.

WHEN/HOW IS A FIELD CLOSED DUE TO POOR WEATHER CONDITIONS?

Norfolk Recreation relies on coaches and referees to close fields in poor weather conditions and/or if there are safety issues for the players and/or if potential harm that could occur to the fields if used in adverse weather conditions. FIELD CLOSURES are not announced by Norfolk Recreation. We trust the sport organizations to be responsible and abide by the closure guidelines set forth below.

Using a field when it is wet even one time can cause enough damage to the grass to close a field for an extended period of time. When grass is wet through the roots, running on it with cleats can easily tear and dislodge the roots resulting in muddy areas void of grass with continued use. These areas are likely to need rest along with reseeding which means the field will be closed for an extended time.

It is the sport organization's responsibility to not use fields when participant safety and/or field damage are possibilities. Examine high use areas when making decisions, specifically, the center of the field and goal mouth areas. On baseball and softball fields, the condition of the infield mix is paramount. Standing water needs to be removed with a pump or field sponges. DO NOT USE 'Speedy-Dry' or similar product as they compromise the playing surface in the long run. Due to the damage these products can cause when used improperly, they are banned from Norfolk Playing fields. If you have questions about this, please call us.

AS A GUIDELINE, DO NOT USE THE FIELDS WHEN:

1. **It is raining steadily or has just finished raining steadily. Grass that has been soaked through to the roots does not hold up well to use especially with cleats.**
2. **There is standing water on the field infield mix or on the grass.**
3. **The ground is water-logged and "squishy" when walked upon. Listen when you walk…do you 'hear' water when you walk on the field? If you do, it is too wet to play.**
4. **The footing is unsure and/or slippery especially in high use areas.**
5. **There is a thunderstorm or lightning event within 5 miles or heavy/downpour of rain. If you can see or hear thunder, teams should vacate fields including dugouts.**

Failure to adhere to these guidelines may result in a league or team forfeiting their field permit for as long as the remainder of the season without the refund of fees, incurring a field repair fee as determined by the Norfolk Recreation Commission, and/or a loss of permitting the following season.

LIMITED USAGE TIMES

During the school year, there are dates the school request to limit field use due to school functions and/or parking concerns. There may also be times the Town may wish to reduce or restrict field usage due to town events. To cause the least disruptions to scheduling by organizations and notification to participants, restricted dates should be given to the Recreation Commission by the following dates. This will enable the Commission to relay these restricted dates at the allocation meetings.

For fall allocation: August 1st. This would cover dates between September 1st and Nov. 30th.
For spring allocation: February 1st. This would cover dates between April 1st and June 30th.
For summer allocation: May 21st. This would cover dates between July 1st and August 30th.

OPEN & CLOSING TIMES of FIELDS

At the Pond Street Complex, during the summer, and when school is out of session, the Freeman Kennedy fields are available: Sunday – Saturday 8AM – 9:30PM (or sunset whichever is earlier)
All games must be completed by 9:20PM in order to assure the school grounds are vacated by 9:30pm.

While school is in session school fields are available:
Monday – Thursday: Arrival time is before 2:45pm or after 3:15 PM to avoid busses/dismissal traffic.
Friday: 3:15 PM – 9:30 PM
Saturday: 8:00 AM – 9:30 PM
Sunday: 8:00 AM – 8:30 PM

PARKING, TRAFFIC, AND USE OF EMERGENCY ROADS

- **FREEMAN KENNEDY SCHOOL**

Parking by participants and coaches is in the designated parking spots in the school parking lot only. Permission to use the emergency access road is granted for the use of handicapped parking, heavy or initial equipment drop off, and concession stand deliveries.
The use of the access road for anything other than emergencies and accessibility for those with limited mobility is only allowed when children are not present.

DO NOT PARK cars at or around the concession stand at any time. The Emergency Road is **not** for late child drop off or for coaches to drop off sports equipment and to then park. If heavy items need to be brought to the fields, please do it when children are not present. These rules are for the safety of pedestrians.

Unauthorized usage is prohibited and per town bylaw, Article 10, section 32, paragraph (d) and (e). As defined in section (e) violations are subject of a fine of up to $300.

The speed limit at Pond Street and Freeman Kennedy is 5 MPH.

- **POND STREET FIELDS**

Parking is only allowed in the parking lot. **Parking on Route 115 is NOT allowed.** *Organizations are REQUIRED to allow enough time in between games/events so participants have enough time to leave before the next set of scheduled participants arrive. Organizations should make it clear to all participants that parking on Pond Street is not allowed and that they may be ticketed unless a police detail is present and has given permission to park on the road.*

When an organization estimates that parking for its activities may overflow the number of available parking spots, the organization is required to hire a police detail to monitor/direct traffic during these times. If parking overflows and the Norfolk Police have NOT been called, the Norfolk Police may enforce the laws by ticketing. Additionally, the Organization holding the activity may be charged by the Norfolk Police Department for their time.

COMPLIANCE WITH LAWS:

All users of Town of Norfolk facilities are solely responsible for the fulfillment of the regulations, laws, and requests of the following:

- All State and Federal Laws, regulations, and guidelines
- All applicable State Standards
- State and Local Board of Health Laws, regulations, and guidelines
- State & Local Police Laws and requirements including the hiring of detail officers for large/special events
- State and Local Fire Laws
- Department of Public Works requirements
- **DOGS are not allowed on any playing field or playground as voted by the Recreation Commission in the fall of 2021.**

USE OF GRILLS

Only Gas Grills may be used at the fields and only with permission from Norfolk Recreation. Grills may be used with the following provisions:

- Grills must be within distance of a working and accessible water source and/or a fire extinguisher must be on hand.
- Grills must have a 4-foot open path around grill(s).

FIELD FEEDBACK:

The Norfolk Recreation Commission enjoys a cohesive relationship with the Norfolk's Department of Public Works. Through concise communication and feedback and with proper lead times we can help set priorities for the town maintenance crews regarding field repair, upgrades, installation of new equipment and field mowing.

Any comments or requests for field maintenance must be made through Norfolk Recreation. The email is recreation@norfolk.ma.us.

NON-COMPLIANCE

If an organization has been allocated fields by the Norfolk Recreation Commission and it fails to meet the requirements of this policy it will be subject to revocation of their allocation and forfeiture of any and all fees paid.

These conditions include but are not but limited to:

- ⇨ Using fields that have not been allocated to them
- ⇨ Using fields when the conditions of the fields may be hazardous to players and/or to the fields themselves
- ⇨ Not having insurance or not providing insurance certificates
- ⇨ Not performing CORI/SORI checks as required
- ⇨ Not paying field user fees on a timely basis
- ⇨ 'Subletting' their field time to any other organization or persons
- ⇨ Having members and/or affiliates of their organizations be abusive to the fields, grounds, schools, or other persons using the fields

Field Permit Application/Agreement on the next 2 pages: pages 10-11
Tournament Application: page 12

Updated March 1, 2022

RECREATION FIELD USE APPLICATION

1 Liberty Lane, Norfolk, MA 02056, recreation@norfolk.ma.us

Name of Organization: _____ Date: _____

Is your organization a 501(c)3? If so, please supply the registered name if other than above:

_____

Address: _____

Your name, phone and email: _____

Your role in the organization: _____

Treasurer of Organization and his/her phone & email: _____

Fields/Facility/Facilities Requested. Attach an additional list if necessary:

_____

_____

_____

_____

Date(s) and times Requested (attachment accepted). Please include your start date and end date:

_____

_____

Total number of players in your organization this season: _____

Please give us a breakdown by age and let us know how often they play:

# of players age 6 & under: _____ # of times 6 yrs. & under play a game/week? ____ Practice/week? ____

# of players ages 7-9: _____ # of times 7-9 yr. olds play a game/week? _____ Practice/week?_____

# of players ages 10-12: _____ # of times 10-12 yr. olds play a game/week? _____Practice/week?_____

# of players ages 13-15: _____ # of times 13-15 yr. olds play a game/week? _____ Practice/week? _____

# of players 16-17: _____ # of times 16-17 yr. olds play a game/week? _____ Practice/week? _____

# of players ages 18+: _____ # of times 18 yrs. and up play a game/week? _____Practice/week? _____

How many or what percentage of players are from Norfolk? _____ Wrentham/Plainville?_____Other?_____

Are other organizations practicing or scrimmaging on Norfolk fields with your teams? _____

If so, what organization(s), how many teams or players, and how often do these players practice or scrimmage in Norfolk? _____ What days? _____

What is the age range of these players? _____

Is your organization having any events as part of your season? _____

If yes, name, date and hours of event: _____

Person in charge of event and email & phone: _____

How many additional people do you expect to have at this event?_____

Will there be any additional services required for this event? _____

If so, please explain: _____

The applicant whose name appears above and, if different, the person signing this form/agreement as a representative of the organization, attest that the above information is accurate at the time of application and if the information changes, the organization's representative(s) will update Norfolk Recreation in a timely manner. Furthermore, these parties agree to be responsible for disbursing the information found in Norfolk Recreation's Field Allocation and Field Use Policy to all persons using the fields associated with their organization and this permit.

No Organization may play/prep fields without a current certificate of insurance on file with Norfolk Recreation.

FIELD FEES ARE DUE within 1 week of the disbursement of the Allocation schedule.

Please make checks PAYABLE TO: TOWN OF NORFOLK- Recreation

NORFOLK RECREATION
FIELD POLICY AND USE AGREEMENT

My signature below indicates that I have the authority to represent the stated organization and that I have received, read, agree, and fully understand and will fully abide by the terms, conditions, and provisions contained in the Town of Norfolk's Field Allocation Procedures and Field Usage Policy including the fees and the timeliness of their payment to Norfolk Recreation. It is understood that failure to abide by this agreement could result in the revoking of the organization's permit, additional fees, and/or the future loss of use of Norfolk fields. The applicant agrees to be the responsible person to see that all Recreation Department rules and regulations are followed and that the facility is left in a neat and orderly manner.

_____ (printed organization's name) (the "Organization") hereby agrees that in hosting or conducting any activity upon the Town's athletic fields or other facilities, the Organization shall fully comply with all federal, state and local laws, requirements, and governmental orders and advisories relating to the COVID-19 pandemic ("COVID-19 Requirements"), including without limitation the terms of the Reopening Massachusetts report issued by the Reopening Advisory Board, Governor Charles Baker's orders pertaining to COVID-19 and social distancing protocols, and other related authority. The Organization shall ensure that all participants in its activities, including all players, legal guardians, coaches, administrators, umpires, and referees, know of and fully comply with all COVID-19 Requirements. The Organization acknowledges and agrees that in the event that it or any participant in the Organization's activities violates any COVID-19 Requirements or other law, such violation shall serve as proper cause for the Town to terminate the Organization's use hereunder and to prohibit the Organization from entering upon or using the Town's athletic fields or other facilities.

Furthermore, I assure that every adult associated with _____ (printed organization's name) who may have the opportunity to have direct and/or unmonitored access to children has completed the CORI certification process as required by state law (Mass. General Laws Chapter 6, Sect. 172 or Sect. 232) including but not limited to all coaches, volunteers, referees, board members and administrative staff. Furthermore, I assure this organization has set standards of suitability and acceptability at a level that is in the best interest of safety for participants regarding CORI/SORI results and only adults that meet these standards are allowed to participate in our organization.

The Organization hereby further agrees, to the fullest extent permitted under the law, to release, indemnify, defend, and hold harmless the Town of Norfolk, its officers, its employees, volunteers, agents and attorneys from any and all claims, damages, liability or expenses of any kind arising out of or in connection with any activity that the Organization conducts or hosts upon any Town athletic field or other facility.

Applicant's Signature: _____ Date: _____

Print name: _____

Email: _____

ORGANIZATION Name and ADDRESS:

_____

_____

_____

NORFOLK RECREATION TOURNAMENT APPLICATION

(1 application per tournament)

NAME and address of sponsoring Organization(s): _____

Contact name(s) and phone numbers: _____

Name and brief description of Tournament:

_____

_____

Requested dates, times, and location of tournament. Please be field specific:

_____

_____

Number of games per field per day: _____

Anticipated number of teams participating: _____ Number of players & coaches per team:_____

Age group(s) of teams playing?:_____

Number of spectators expected on a given day: _____

What is the maximum number of games each team will play: _____

What is the participation fee per team for this tournament? _____

Please attach a list of all participating teams and their home towns. If not fully known at the time of application submit the names you know now and submit updated information no later than 1 week before start date:

_____

_____

Please attach an insurance binder with the Town of Norfolk named as additionally insured (required).

What, if any, field work is requested to be done by the Town in preparation for this tournament?

_____

Please tell us your plan for trash management. Hosting organizations are responsible for making sure trash is picked-up during and at the close of a tournament. Barrels must be emptied and new bags inserted on a regular basis during the tournament. At the close of the tournament, full trash bags need to be tied off and left next to barrels for pick up or deposited into a container if applicable. **Loose trash on fields and in parking lots must be picked up and removed immediately following the end of a tournament.** If any help from the Town is anticipated, please include the request in your plan:

_____

_____

Do you expect to need police details and/or parking attendants? If so, which, how many, and have they been scheduled?

_____

Do you anticipate needing additional portable toilets? _____If so, how many? _____ (units are $150 each)

Do you have any questions for Norfolk Recreation? _____

FEES FOR TOURNAMENTS: Please initial here that you agree to all of the following: _____

- ⇨ Each tournament is considered individually.
- ⇨ Small tournaments (up to 5 games) may or may not be required to pay fees.
- ⇨ Consideration is given if a tournament only has KP towns participating.
- ⇨ If any entrance fees are charged/paid, field fees **will** be charged.
- ⇨ If additional portable toilets are deemed necessary by Norfolk Recreation, the hosting league will be required to pay Norfolk Recreation $150 per unit.
- ⇨ Parking attendants and/or Police details may be required by the Town. Fees are the hosting organization's responsibility.
- ⇨ Fees are due no later than one week in advance of the tournament date.

I, _____ (print your name), as a representative of _____ (Organization's name) understand and agree to all above conditions and take responsibility that all provided information is correct and complete and all fees will be paid on a timely basis. Additionally, all coaches, referees, umpires, and team representatives have been CORI'd and SORI'd and the any findings are acceptable to our organization.

Applicant's Signature: _____ **Date:**_____