

As we embark on a new season for field and facility usage, our department has updated the *Athletic Field Rules and Regulations*. This document is an overview of our general rules and regulations and is intended to maintain proper and fair scheduling and promote the safety and welfare of our residents.

It is important to note that those obtaining permits for organizations and events are responsible for ensuring our rules and regulations are followed. The Department of Parks and Recreation has the sole authority to issue permits for field and facility use and such permits are non-transferable.

Please read the document carefully. We have added new guidelines when registering for synthetic and natural turf fields. For example, new deadlines have been established for the submission of required documents. Furthermore, those requesting excessive changes to permits already approved will be assessed a minor fee for modifications. On too many occasions, organizations have made major changes, causing excessive and unnecessary work causing undo confusion and additional work for my team.

In an effort to reduce confusion and better assist organizations with the registration process, we will begin holding pre-seasonal meetings with all groups requesting permits. These meetings will be held in the evening at Town Hall. It will be mandatory that a representative from each organization requesting a permit attend the informational meetings.

As always, we appreciate your assistance and cooperation. Despite the addition of playing fields, the demand for permitted times continues to increase. We remain committed to meeting this demand in a fair and equitable manner.

Please have a representative of your organization sign, date and return the attached page as proof of receipt and acknowledgement of understanding. The signed page must be returned to my office no later than the close of business day, April 15, 2020.

Greg Wagner  
Director, Parks & Recreation

Enclosure

**TOWN OF HUNTINGTON  
DEPARTMENT OF PARKS & RECREATION  
ATHLETIC FIELD RULES & REGULATIONS**

TO SIGNIFY RECEIPT AND AGREEMENT, please sign below, make a copy for yourself and return the original to Parks & Recreation, 100 Main Street Huntington, New York 11743, no later than April 15, 2020 to guarantee receipt of your Sports Facility Permit.

League or Organization Name

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League or Organization Representative

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(Print)

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(Signature)

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(Date)