



# **BROOKLYN PARKS & RECREATION DEPARTMENT**

P.O. Box 356 - 69 South Main Street  
Brooklyn, CT 06234  
(860) 774-5464

## **BROOKLYN PARKS & RECREATION**

### **RECREATION COMMISSION**

#### **Sub-committee**

#### **Special Meeting**

**TO:** Parks & Recreation Commission Sub - Committee

**FROM:** Brooklyn Parks & Recreation Department

**RE:** **Special Meeting**

**DATE:** **Monday, April 26, 2021**  
**Via Webex.com**

**TIME:** **7:00pm**

### **AGENDA**

1. Introduce Representatives from Brooklyn Soccer and Brooklyn Little League
2. Field Use Fee Discussion
3. Public Time
4. Adjournment

**To join this meeting via the web or phone, follow the below instructions:**

**Web**

[www.webex.com](http://www.webex.com)

**On the top right, click Join**

**Enter meeting information: 182 608 7885**

**Enter meeting password: GO8466YaNKS**

**Click join meeting**

**Phone**

**Dial 1-415-655-0001**

**Enter meeting number: 182 608 7885**

**Enter password: 46846692**

## Bucky Lohbusch

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**From:** recreationdirector@thompsonct.org  
**Sent:** Tuesday, March 09, 2021 10:09 AM  
**To:** Bucky Lohbusch  
**Subject:** RE: field use fees

I don't but I'm hoping to in the near future. I know Anthony from Woodstock was collected fee usage fees because he is thinking about doing the same.

The First Selectmen is pro me charging for field usage. I think my commission might be split. We have one long standing group that it would be a hurdle. Probably going to institute fees for this year for all groups except them and let them know starting spring 2022 they will have a fee.

## Lesley Munshower

Recreation Director  
Thompson Recreation Department  
(860)-923-9440

The Town Hall is currently open to the public by appointment only. Masks are required when in the building.

Recreation Office Hours  
Monday -Wednesday 9am – 4pm  
Thursday 9am – 6pm  
Friday 9am – 2pm



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**From:** Bucky Lohbusch [mailto:b.lohbusch@Brooklynct.org]  
**Sent:** Tuesday, March 9, 2021 9:48 AM  
**To:** recreationdirector@thompsonct.org  
**Subject:** field use fees

Lesley,  
Do you charge any field use fees to anyone, in town groups or out of town groups. If you do can you forward me your fee structure. If you currently don't charge, is it something your town is considering?  
Bucky

Field Rental Fees					
Town/City	Charge to 501C3 Resident Leagues (i.e. Little League) - Use of Town/City Turf Field	Charge to 501C3 Resident Leagues (i.e. Little League) - Use of Town/City Natural Grass Field	Charge to 501C3 Resident Leagues (i.e. Little League) - Use of Town/City Field with lights	Charge to Resident Travel Teams (i.e. American Legion) - Use of Town/City Turf Field	Charge to Resident Travel Teams (i.e. American Legion) - Use of Town/City Natural Grass Field
	N/A	\$0	\$0	N/A	\$0
Bristol, CT					
Burlington	N/A	\$10 per out of town resident	\$0	N/A	\$10 per practice/\$20 per game
Colchester	N/A	Endorsed Leagues \$10 per player, per season	Lights are \$15-\$30 per hour depending on the field	N/A	Non Endorsed Leagues (Residents) \$80/4 hours
Cromwell	\$0	\$0	\$100.00 per hour	\$0	\$0
Easton, CT		\$1250/season or \$15/hr. up to 20 hours			
	No Charge	No Charge	No Charge	\$35 - \$50 per use	\$35 - \$50 per use
Manchester					
Plymouth					
	\$0 for Redding School Fields - \$25/day for Region 9 fields	\$0	NA	\$0	\$0
Redding					
Sherman	N/A	No Charge	N/A	N/A	No Charge
Stamford	\$0	\$0	We pay custodian OT.	We pay custodian OT.	We pay custodian OT.
Torrington	\$0	\$0	\$0	\$0	\$0
	SEE FIRST COLUMN	NONE	NONE	N/A	As of now none, but a review and discussion is on the horizon for travel programs who disguise as a 501C3 being charged fees.
Wallingford					
Waterford	\$100 per hour	\$200 per hour	\$200 per hour + \$50 per hour for lights	\$100 per hour	\$20 for 2 hours

Field Rental Fees					
Town/City	Charge to 501C3 Resident Leagues (i.e. Little League) - Use of Town/City Turf Field	Charge to 501C3 Resident Leagues (i.e. Little League) - Use of Town/City Natural Grass Field	Charge to 501C3 Resident Leagues (i.e. Little League) - Use of Town/City Field with Lights	Charge to Resident Travel Teams (i.e. American Legion) - Use of Town/City Turf Field	Charge to Resident Travel Teams (i.e. American Legion) - Use of Town/City Natural Grass Field
	No Charge	No Charge	No Charge	Depends on in season or out	Depends on in season or out
West Hartford	FREE	FREE	FREE	\$100 per hour plus maintenance	\$25
Wethersfield					
Willington	N/A	\$0	N/A	N/A	\$15.00/hour
	N/A	\$5 per resident per season, \$15 per resident per season if an in town sports group	N/A	N/A	\$5 per resident per season, \$15 per resident per season if an in town sports group
Woodbury					

Field Rental Fees					
Town/City	Charge to Resident Travel Teams (i.e. American Legion) - Use of Town/City Field with Lights	Charge to Non-Resident Teams - Use of Town/City Turf Field	Charge to Non-Resident Travel Teams - Use of Town/City Natural Grass Field	Charge to Non-Resident Travel Teams - Use of Town/City Field with Lights	Additional Comments
	\$0	N/A	\$25/practice , \$100/game	\$25/practice , \$100/game +\$35 light fee	Adult teams are charged for use of fields. Our stadium is \$125 + \$50/hours for local non-profits (local BOE is still free) or \$225 + \$50/hr. for for-profit or non-resident teams
Bristol, CT					
Burlington	\$25 per game	N/A	\$40 per practice/\$50 game	\$50 per game	
Colchester	Lights are \$15-\$30 per hour depending on the field	N/A	Non-Endorsed Leagues (Non-Residents) \$160/4 hours	Lights are \$15-\$30 per hour depending on the field	
Cromwell	\$100.00 per hour	\$50.00 per hour	\$50.00 per hour	\$150.00 per hour	
Easton, CT			\$70/Hour		
Manchester	\$35 - \$50 per use plus \$12/hr. for lights	\$50 per use	\$50 per use	\$50 per use plus \$12/hr. lights	*Fees are subject to change. Baseball field use is for resident groups only.
Plymouth					Softball Field - rented to Private Softball League - \$1500/Year.
	NA	NA	We don't rent except in the summer @\$25	NA	Only the Region 9 high School Joel Barlow Charges groups
Redding					
Sherman	N/A	N/A	N/A	N/A	
Stamford		They pay laborer hourly rate.	They pay laborer hourly rate.	tournament fee \$50	Tournament Fee - \$50
	\$0	\$0	\$0	\$0	We charge USSSA Softball - \$125/Day without lights and \$150/Day with lights for Softball Tournaments. We charge tournaments \$50 per hour for use of Fuesenich Park. **We are currently looking at implementing a field use fee schedule in phases.**
Torrington					
	As of now none, but a review and discussion is on the horizon for travel programs who disguise as a 501c3 being charged fees.	N/A	\$200 based on 3hrs min	\$300 based on 3hrs min	Any other towns youth football leagues charged by BOE for field use?
Wallingford					
Waterford	\$50 for 2 hours + \$50 p/h lights	\$250 per hour	\$40 for 2 hours	\$40 for 2 hours + \$50 per hour for lights	

<b>Field Rental Fees</b>					
<b>Town/City</b>	<b>Charge to Resident Travel Teams (i.e. American Legion) - Use of Town/City Field with Lights</b>	<b>Charge to Non-Resident Teams - Use of Town/City Turf Field</b>	<b>Charge to Non-Resident Travel Teams - Use of Town/City Natural Grass Field</b>	<b>Charge to Non-Resident Travel Teams - Use of Town/City Field with Lights</b>	<b>Additional Comments</b>
	N/A	\$125 per hour	\$50 per two hour block, \$25 each hour after	Not Permitted	Private group fees: Synthetic Fields \$75 per hour resident. \$125 per hour non resident. Grass Fields: \$30 per two hour block resident and \$15 per hour each additional hour. \$50 per two hour block non resident and \$25 per hour each additional hour. Only town approved youth leagues and interscholastic programs allowed to request lights.
<b>West Hartford</b>	\$125 (\$25 field \$100 lights)	\$200 per hour plus maintenance	\$100	\$200 (\$100 field \$100 lights)	Maintenance is time and a half on Saturday and double time on Sunday.
<b>Wethersfield</b>					
<b>Willington</b>	N/A	N/A	\$15.00/hour	N/A	
	N/A	N/A	\$250	N/A	We are currently unable to use BOE fields or facilities of any kind. In the past there was no turf field to use, now there is and a new Superintendent so we really don't know if he will charge us. In the past all field use has been free to use if we have not needed any custodial help or access to the schools.
<b>Woodbury</b>					

Field Rental Fees						
Town/City	Charge to Town/City - Use of BOE Turf Field	Charge to Town/City - Use of BOE Natural Grass Field	Charge to Town/City - Use of BOE Field with Lights	Charge to BOE - Use of Town/City Turf Field	Charge to BOE - Use of Town/City Natural Grass Field	Charge to BOE - Use of Town/City Field with Lights
	\$0	\$0	\$0	N/A	\$0	\$0
Bristol, CT						
Burlington	N/A	\$0	N/A	N/A	\$0	\$0
Colchester	N/A	N/A	N/A	N/A	N/A	N/A
Cromwell	\$0	\$0	\$100.00 per hour	\$0	\$0	\$100.00 per hour
Easton, CT						
	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Manchester						
Plymouth	\$0	\$0	\$0			
	\$0 for Redding School Fields - \$25/day for Region 9 fields	\$0 for Redding School Fields - \$25/day for Region 9 fields	NA	\$0	\$0	NA
Redding						
Sherman	N/A	No Charge	N/A	N/A	No Charge	N/A
Stamford	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	Not Sure	NA	\$0	\$0
Torrington						
	Youth Football paid \$4659 in fees for use of turf field in 2019. We are working on getting the fee waived and Parks and Rec. will hold the permit for future use as we are no charge for usage.	\$75 resident fee based on 3hrs; \$200 non-resident/commercial fee based on 3 hours.	\$100 resident fee based on 3hrs; \$300 non-resident/commercial fee based on 3 hours.	NONE	NONE	NONE
Wallingford						
Waterford	\$100 per hour	\$20 for 2 hours	\$20 for 2 hours + \$50 p/h lights	\$150 per hour	\$20 per 2 hours	\$20 for 2 hours + \$50 p/h lights

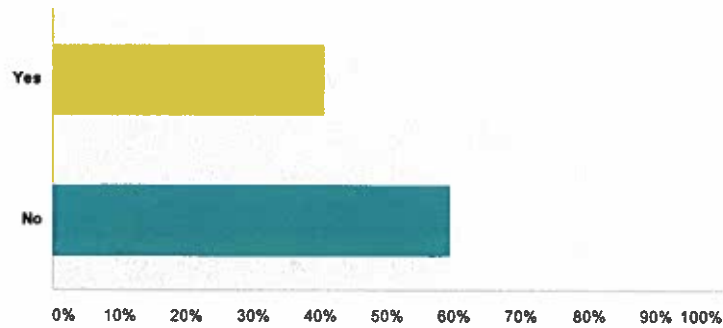


<b>Field Rental Fees</b>						
<b>Town/City</b>	<b>Charge to Town/City - Use of BOE Turf Field</b>	<b>Charge to Town/City - Use of BOE Natural Grass Field</b>	<b>Charge to Town/City - Use of BOE Field with Lights</b>	<b>Charge to BOE - Use of Town/City Turf Field</b>	<b>Charge to BOE - Use of Town/City Natural Grass Field</b>	<b>Charge to BOE - Use of Town/City Field with Lights</b>
	Youth Leagues -no charge	Youth Leagues -no charge	Youth Leagues -no charge	No Charge	No Charge	No Charge
<b>West Hartford</b>	FREE	FREE	N/A	FREE	FREE	FREE
<b>Wethersfield</b>						
<b>Willington</b>	N/A	\$0	N/A	\$0	\$0	\$0
		\$0	N/A		N/A	\$0
<b>Woodbury</b>						

## Field Maintenance User Fees from Town Sport Organizations

**Q1 Does your Recreation and Park Department collect any type of field maintenance user fee from your town sport organizations? NOTE, the field maintenance user fee is an individual fee that is usually paid as part of a participant's registration fee for a sport organization.**

Answered: 37 Skipped: 0

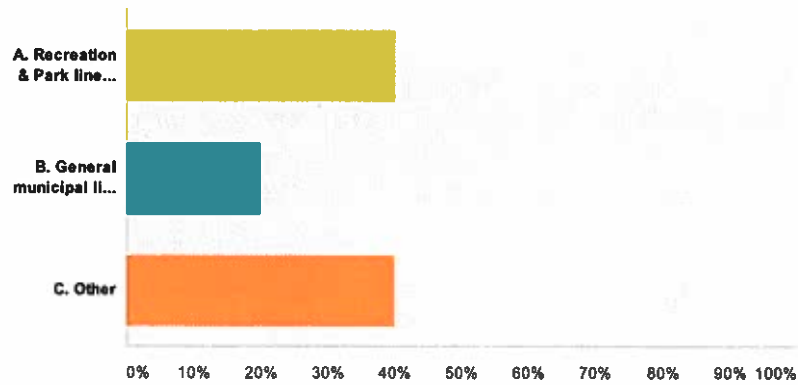


Answer Choices	Responses	
Yes	40.54%	15
No	59.46%	22
Total		37

## Field Maintenance User Fees from Town Sport Organizations

### Q2 If yes to question #1, where do the fees go?

Answered: 15 Skipped: 22

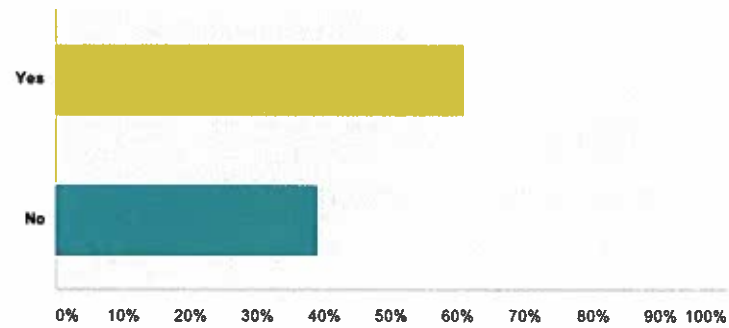


Answer Choices	Responses	
A. Recreation & Park line item	40.00%	6
B. General municipal line item	20.00%	3
C. Other	40.00%	6
<b>Total</b>		<b>15</b>

## Field Maintenance User Fees from Town Sport Organizations

### Q3 If no, to question #1, is your department considering a field maintenance user fee?

Answered: 23 Skipped: 14

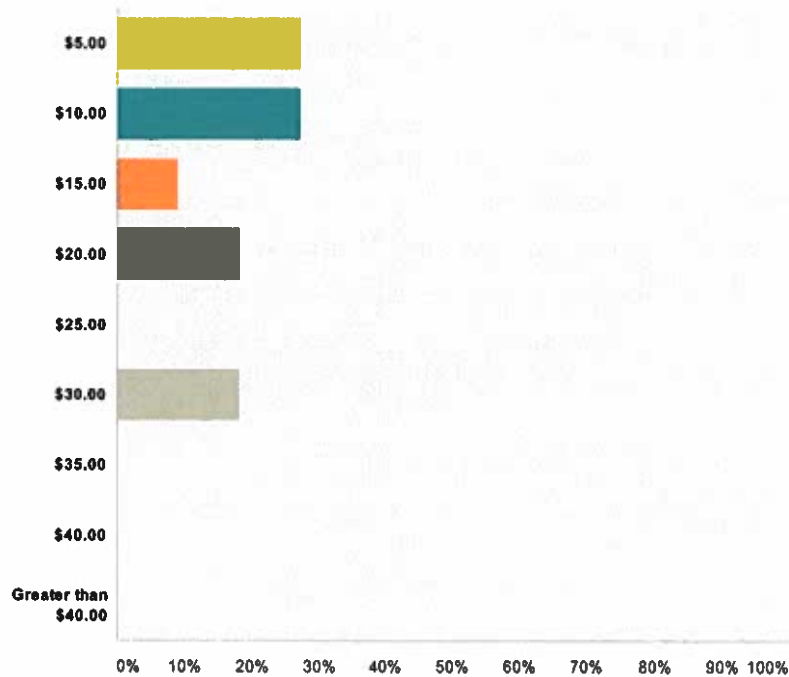


Answer Choices	Responses	
Yes	60.87%	14
No	39.13%	9
Total		23

## Field Maintenance User Fees from Town Sport Organizations

### Q4 How much is your field maintenance user fee?

Answered: 11 Skipped: 26



Answer Choices	Responses	
\$5.00	27.27%	3
\$10.00	27.27%	3
\$15.00	9.09%	1
\$20.00	18.18%	2
\$25.00	0.00%	0
\$30.00	18.18%	2
\$35.00	0.00%	0
\$40.00	0.00%	0
Greater than \$40.00	0.00%	0
<b>Total</b>		<b>11</b>

#	Other (please specify)	Date
1	None at this time.	5/8/2012 4:54 PM
2	\$34 per resident and \$100 for non-resident per season	5/8/2012 4:24 PM
3	Not applicable	5/8/2012 4:18 PM
4	per participant per season, ie Babe ruth baseball pays \$20 per participant for the spring season.	5/8/2012 3:17 PM
5	none yet. would be based upon number of activities per field	5/8/2012 1:34 PM
6	\$50.00 per hr non - mres	5/8/2012 1:32 PM
7	\$100 per team adult leagues only, no user fee for youth groups	5/8/2012 1:09 PM
8	10.00 weekday games, 30.00 weekend games	5/8/2012 12:43 PM
9	\$10/Resident, \$30/NonResident	5/2/2012 8:45 AM
10	10/player 150/team 250/week or 50/day for private and commercial programs	5/1/2012 3:38 PM
11	per use	5/1/2012 3:20 PM
12	\$10 for residents, \$20 for non-residents	5/1/2012 1:42 PM
13	per season charge for users of the artificial turf fields	5/1/2012 1:39 PM

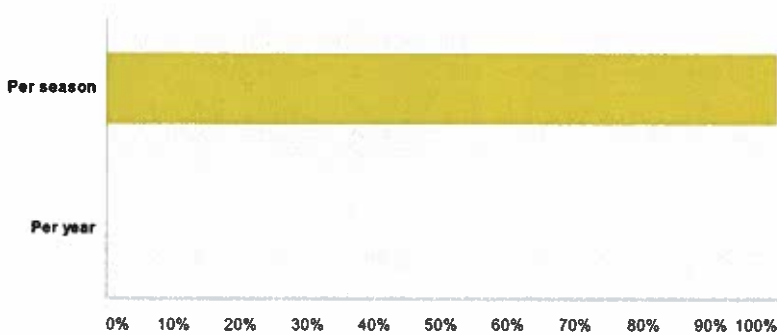
## Field Maintenance User Fees from Town Sport Organizations

14	\$12 per team per game + staff required + 15%	5/1/2012 1:19 PM
15	50,00 per hour non resident teams	5/1/2012 1:17 PM

Field Maintenance User Fees from Town Sport Organizations

Q5 How often is your field maintenance user fee collected?

Answered: 17 Skipped: 20

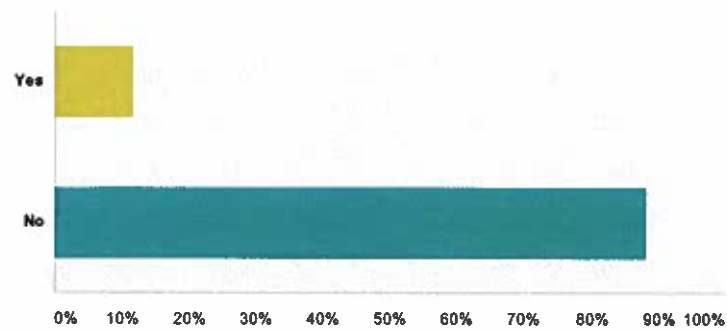


Answer Choices	Responses	
Per season	100.00%	17
Per year	0.00%	0
Total		17

## Field Maintenance User Fees from Town Sport Organizations

**Q6 If you use school fields in your town do you share this fee with your school district?**

Answered: 17 Skipped: 20



Answer Choices	Responses	
Yes	11.76%	2
No	88.24%	15
Total		17



## Field Maintenance User Fees from Town Sport Organizations

### Q7 How many years have you collected a field maintenance user fee?

Answered: 20 Skipped: 17

#	Responses	Date
1	7	5/10/2012 11:30 AM
2	None	5/8/2012 4:54 PM
3	1982	5/8/2012 4:24 PM
4	Not applicable	5/8/2012 4:18 PM
5	11	5/8/2012 3:17 PM
6	n/a	5/8/2012 1:34 PM
7	2	5/8/2012 1:32 PM
8	over 10 years	5/8/2012 1:09 PM
9	always	5/8/2012 12:43 PM
10	Since 2007	5/2/2012 8:45 AM
11	hoping to implement 2013	5/2/2012 7:43 AM
12	4	5/1/2012 3:38 PM
13	3 years	5/1/2012 3:20 PM
14	It is a Facility Maintenance Fee. All Rec. registrations since 2003; all outside leagues since July 1, 2009	5/1/2012 2:21 PM
15	0	5/1/2012 1:56 PM
16	this is our third or fourth year	5/1/2012 1:42 PM
17	6	5/1/2012 1:39 PM
18	Optional up to this year	5/1/2012 1:34 PM
19	5+	5/1/2012 1:19 PM
20	2	5/1/2012 1:17 PM

## Field Maintenance User Fees from Town Sport Organizations

### Q8 What is your annual average number of sport organization participants using your fields?

Answered: 24 Skipped: 13

#	Responses	Date
1	15000,not counting Bd. of Ed sports use	5/10/2012 11:30 AM
2	1500-2000	5/8/2012 4:54 PM
3	5,400 per year	5/8/2012 4:24 PM
4	8 per season	5/8/2012 3:17 PM
5	Approximately 3,000 youth	5/8/2012 1:52 PM
6	3	5/8/2012 1:34 PM
7	15k	5/8/2012 1:32 PM
8	unknown	5/8/2012 1:09 PM
9	350 kids 200 adults	5/8/2012 12:46 PM
10	500 per season	5/8/2012 12:46 PM
11	12-15	5/8/2012 12:43 PM
12	5	5/5/2012 12:02 PM
13	600	5/2/2012 9:06 AM
14	2000	5/2/2012 8:45 AM
15	1100-1200	5/2/2012 7:43 AM
16	2000	5/1/2012 3:38 PM
17	4 organizations not sure how many participants	5/1/2012 3:20 PM
18	+/- 3,200	5/1/2012 2:21 PM
19	1,300+	5/1/2012 1:56 PM
20	500	5/1/2012 1:42 PM
21	2000	5/1/2012 1:39 PM
22	2,500	5/1/2012 1:34 PM
23	na	5/1/2012 1:19 PM
24	1000+	5/1/2012 1:17 PM

## Field Maintenance User Fees from Town Sport Organizations

### Q9 Additional comments or suggestions.

Answered: 12 Skipped: 25

#	Responses	Date
1	We are currently looking at a plan for implementing a fee schedule and have developed a sub-committee to review this.	5/8/2012 4:54 PM
2	I would highly recommend this to any dept. that does not do this. The fees come in handy when there is not support for sports related projects. Just make sure your commission and dept. can maintain control over the funds and that the use of these funds support the facilities that pay into it.	5/8/2012 3:17 PM
3	gotta do it	5/8/2012 1:32 PM
4	we do not charge youth sports groups fees, but they contribute and donate improvements. Our Board of Ed does charge a fee and does not share.	5/8/2012 1:09 PM
5	No user fee to Town run organizations. The field fee that we charge is for non-resident groups which is \$25.00 per field per day. That fee would go to the Town's general fund.	5/8/2012 12:50 PM
6	the cost to do school fields is in our budget, we get approx. \$7K from BOE	5/2/2012 7:43 AM
7	We only charge outside organized sports for the use of our fields, ie. AAU, Premier, etc. we do not charge our town sponsored baseball, soccer, basketball organizations.	5/1/2012 3:20 PM
8	Ours is put into a Special Revenues Account specifically for Facility Maintenance.	5/1/2012 2:21 PM
9	Funds are deposited into a sinking fund, we use the money for small capital improvements to facilities like new irrigation system or new dugouts rather than basic maintenance such as aeration, ballfield clay, and weed control costs.	5/1/2012 1:42 PM
10	We only charge a user fee for the artificial turf fields, this goes in to a "turf replacement" fund in the Town General fund to offset the eventual replacement of the artificial turf.	5/1/2012 1:39 PM
11	we charge only adults and non-City youth users; city youth leagues do not pay; all city fields are under the authority of the Parks dept. public and parochial schools do not pay; fees go to repay the maintenance division for there special prep work and a portion goes to the general fund	5/1/2012 1:19 PM
12	only way to go..collected 25k	5/1/2012 1:17 PM

## Field Maintenance User Fees from Town Sport Organizations

**Q10 Thank you for your time and support regarding this survey. If you would like to receive a copy of the results, please provide your email.**

Answered: 28 Skipped: 9

#	Responses	Date
1	pmandras@greenwichct.org	5/10/2012 11:30 AM
2	Yes - please forward results to brett_simmons@toringtonct.org. Thank you.	5/8/2012 4:54 PM
3	yes	5/8/2012 4:24 PM
4	I would like a copy of the responses when completed.	5/8/2012 4:18 PM
5	amy.mangold@newtown-ct.gov	5/8/2012 3:17 PM
6	recreation@townofstratford.com	5/8/2012 1:52 PM
7	pbushway@montville-ct.org	5/8/2012 1:34 PM
8	gary.a.simone@gmail.com	5/8/2012 1:32 PM
9	cmoss@cityofnorwich.org	5/8/2012 1:22 PM
10	sswiatek@darienct.gov	5/8/2012 1:09 PM
11	jfranco@woodbridgect.org	5/8/2012 12:50 PM
12	Mmaltese@eastwindsorct.com	5/8/2012 12:46 PM
13	tgareau@willingtonct.org	5/8/2012 12:42 PM
14	shparkrec@hotmail.com	5/5/2012 12:02 PM
15	recreationdirector@townofnorthbranfordct.com	5/4/2012 12:39 PM
16	porteng@farmington-ct.org	5/2/2012 8:45 AM
17	skrajewski@vemon-ct.gov	5/2/2012 7:43 AM
18	aue.spang@saalemct.gov	5/1/2012 3:20 PM
19	parkandrec@townofkentct.org	5/1/2012 2:45 PM
20	gmarston@town.avon.ct.us	5/1/2012 2:21 PM
21	ttyburski@granby-ct.gov	5/1/2012 1:56 PM
22	bdinnie@vemon-ct.gov	5/1/2012 1:42 PM
23	raudet@essexct.gov	5/1/2012 1:42 PM
24	dungar@westonct.gov	5/1/2012 1:39 PM
25	stephen.benko@newcanaanct.gov	5/1/2012 1:34 PM
26	lquinn@easthaddam.org	5/1/2012 1:30 PM
27	rlevine@newhavenct.net	5/1/2012 1:19 PM
28	gary.a.simone@gmail.com	5/1/2012 1:17 PM

## **FACILITY REQUEST FORM**

Killingly Parks & Recreation Department

185 Broad St.

Danielson, CT. 06239

860-779-5390

Fax: 860-779-2758 - E-Mail: [recreation@killinglyct.org](mailto:recreation@killinglyct.org)

Complete and return this application to the main office of the Parks and Recreation Department at least **10 Days prior to date/ event or the first in a series of dates covered by the application.** Firm commitments should not be made until you receive confirmation from this office within 5 business days and the approved application is returned to you. Please refer to disclaimer form.

Date \_\_\_\_\_

I, \_\_\_\_\_ agree that while we use the Town of Killingly Facilities and Fields for practice, tournaments, games, and events that we will not discriminate on the basis of disability. Ref. Title II of the ADA

1. FACILITY REQUEST \_\_\_\_\_ AREA \_\_\_\_\_
2. Applicant (organization) \_\_\_\_\_
3. Day/Dates \_\_\_\_\_ 20
4. Time \_\_\_\_\_ Set-Up \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_
5. Type of event \_\_\_\_\_  
\_\_\_\_\_
6. Projected Attendance \_\_\_\_\_
7. Entertainment \_\_\_\_\_ Type \_\_\_\_\_
8. Will event be open to the public \_\_\_\_\_ Members only \_\_\_\_\_
9. Admission charged \_\_\_\_\_ How Much \_\_\_\_\_
10. Fund Raiser \_\_\_\_\_ Please describe \_\_\_\_\_  
\_\_\_\_\_
11. Will you be leasing space to vendors/exhibitors? \_\_\_\_\_ Fee Charged? \_\_\_\_\_
12. Do you plan to have concessions? \_\_\_\_\_ What type? \_\_\_\_\_
13. Do you plan to post signs? \_\_\_\_\_ Location of signs \_\_\_\_\_  
\_\_\_\_\_

14. If function is a youth program, please give name and address and phone number of adult supervisor who will be present and in charge

Name	Address	Phone
------	---------	-------

Any person issued a permit shall observe all rules, regulations and ordinances adopted by the Town of Killingly. The person to whom the permit is issued shall agree to be liable for any loss, damage or injury sustained by any person or property whatever the reason of negligence on the part of any person engaged in the activity being sponsored under the permit. The applicant agrees to hold the Town of Killingly and any of its agents and employees harmless for any and all losses caused by the permitted or any person engaged in activity being sponsored under the permit.

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Signed \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

#### Disposition of Application

*(office use only)*

Application Approved **Y** or **N** Signed \_\_\_\_\_ Date \_\_\_\_\_

FEE \_\_\_\_\_ Date received \_\_\_\_\_

Cert. of Insurance required **Y** or **N** Date received \_\_\_\_\_

Liability **Y** or **N** Property Damage \_\_\_\_\_

Police required **Y** or **N** Fire required **Y** or **N** Other conditions for use:

\_\_\_\_\_

Town of Killingly  
Parks and Recreation Department  
Indemnification Agreement

\_\_\_\_\_, it's executors and administrators,  
(organization name)  
hereby waive any and all claims for damages that the \_\_\_\_\_  
(organization name)  
may have against the Parks and Recreation Department and the Town of Killingly and  
their agents, representatives and employees for any injuries and illnesses suffered by  
members of \_\_\_\_\_ during or as a result of use of  
(organization name)  
Killingly Parks and Recreation Department facilities including any room, gymnasium  
area, aquatics area, playground or outdoors parks facility.

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

### **Disclaimers**

Application for use of a Parks & recreational facility must be made on a permit form which may be obtained at the office on 185 Broad St. The completed permit application must be filed with the office at least 10 days prior to the date of the planned event or function. The following factors will be used by the office in deciding whether to grant or deny the application:

1. The use will not conflict with any Park & Recreation activity.
2. The nature of the use must be appropriate for the use of a Park & Recreation Facility.
3. The potential effect of the use on the existing facilities of the building or park.
4. The number of persons involved in the use as such affects fire code regulations and available parking.
5. Prior improper use by the applicant.
6. Not for continued use of more than 4 months.
7. Availability of space and staff if necessary.
8. If it is during normal open hours of operation.
9. Not responsible for any equipment or belongings, damaged, or missing at any KPRD facility owned and operated by the Town of Killingly.

Upon approval of an application any and or all of the following may be required by the recreation department to be paid for or provided by the applicant.

1. A combined single limit liability insurance policy in the amount of \$1,000,000 covering bodily injury and property damage with the Killingly Parks & Recreation Department or Town of Killingly listed as an additional insured.
2. The number of police officers deemed necessary to secure the use and affected persons. The applicant will arrange for the hiring of the police officers.
3. The number of Killingly Fire Dept. Personnel deemed necessary to secure use and affected persons. The applicant will arrange for the hiring of the fire personnel.
4. Applicant must sign copy of the Killingly Parks and Recreation indemnification agreement.
5. Staff members if deemed necessary.



### Community Center Rules

1. All equipment, furniture, or furnishings required for use will be set up and taken down by the applicant and the area left broom clean by the applicant. All decorations must conform to fire code regulations, receive prior approval from the Rec. Dept. and be removed following the use by the applicant.
2. It may be deemed a staff member be available in the building for the used and therefore additional fees to cover staff expense maybe assessed.
3. Refreshments may be served with prior Rec. Dept. approval Refreshment items will be discussed prior to event for appropriateness. **ALCOHOLIC BEVERAGES ARE PROHIBITED.** Applicant is responsible for reasonable clean-up of permitted area at the close of event, which includes sweep and mop floor, wipe down counter and all hard surfaces, remove trash and place in dumpster and wipe down stove and refrigerator if using the kitchen. Renter must supply own cleaning supplies.
4. Rental fees for Killingly non-profit serving groups **may** be waived if proceeds of use are to be used for educational, civic or charitable purposes and if applicant is a duly organized non-profit organization. Applicant may be required to turn in to the Rec. Dept. a financial statement of income and expenses.
5. Upon entry into building applicant must verify location of fire exits, fire extinguishers, fire alarms, and nearest available telephone.
6. Smoking is prohibited
7. Parking regulations must be followed
8. In the event these regulations are violated or if compliance therewith cannot be satisfied or it is determined by the Rec. Dept. Administration to be in the best interest of the recreation dept. any permit may be revoked or discontinued.

## **FACILITY FEE STRUCTURE**

**Mission and Philosophy:** To provide safe, fun, functional, aesthetically pleasing recreational areas, athletic fields, facilities and parks at nominal or no cost to the community of Killingly.

**Non-Profit Serving Organization:** Groups which serve our community i.e. Boy Scouts, Little League, which may have fees and charges but in no way support a salary structure or a facility for that particular organization. These organizations may be charged a nominal fee (based on 50% of Killingly Residents fee) to utilize recreational facilities but may require a permit to be filled out depending on type of and time of activity.

In order to qualify as a resident group at least 50% of roster or participants must be Killingly residents.

**Non-Profit Youth serving (staff/facility supporting) organization:** Those organizations i.e. YMCA, Boys Clubs which generate fees and charges to help support salaried employees and facilities. These organizations will be charged a normal facility/park facility fee.

**Private for profit commercial organizations:** Any commercial business or company will be charged a normal facility fee.

Any organization / individual using Town of Killingly facilities for the purpose of programs / lessons generating fees or charges for profit or benefit of that organization / individual must file a request and set up a meeting with the Recreation Director or designee for securing of insurance and potential other necessary licenses and fees.

SEE APPLICATION USE DISCLAIMER

### **FACILITY RENTAL FEES:**

#### **KILLINGLY RESIDENTS**

- |                          |   |
|--------------------------|---|
| 1. Gymnasium             | \$20/hour   |
| 2. Classroom             | \$10/hour   |
| 3. Park Pavilion         | \$36/ 3 hour rental   |
| 4. Davis Park            | \$150/ 6 hour rental  |
| 5. Field w/ lights       | \$75/ 3 hours (unlined) \$100/ 3 hours (fields lined)   |
| 6. Field / Courts        | \$50/ 3 hours (unlined) \$75/ 3hours (fields lined)   |
| 7. Davis Park Gazebo     | \$36/ 3 hours   |
| 8. Theatre               | \$28/ hour (no lighting, no sound)<br>(A separate meeting required if sound and lighting required.) |
| 9. KCC Kitchen/Cafeteria | \$ 51/ 3 hours  |

#### **NON-KILLINGLY RESIDENTS**

- |              |            |
|--------------|------------|
| 1. Gymnasium | \$40/ hour |
| 2. Classroom | \$20/ hour |

3. Park Pavilion	\$50/ 3 hours
4. Davis Park	\$200/ 6 hour rental
5. Field w/lights	\$100/ 3 hours (unlined) \$125/ 3 hours (fields lined)
6. Field/Court	\$75/ 3 hours (unlined) \$100/ 3hours (fields lined)
7. Davis Park Gazebo	\$50/ 3 hours
8. Theatre	\$40/ hour (no lighting, no sound) (A separate meeting required if sound and lighting required.)
9. KCC Kitchen/Cafeteria	\$ 75/ 3 hours

*For Office use only:*

**COVID REGULATIONS/GUIDELINES For Youth Athletics:**

The expectation that the regulations/guidelines set for by the state and CDC in reference to the sanitation, allowable in attendance and the safe social distancing is understood to be on the organization that is requesting the use of the facility. Once granted the organization should follow the guidelines. Please visit the state of CT or CDC website for in-depth guidelines and/or changing attendance allowed at events. We at KPRD will do our best to notify you of the ever changing numbers as we get them from the state as well. The below is what the state has put out for guidelines.

- Athletes are strongly recommended to travel to the venue alone or only with members of their immediate household, if possible. Face coverings are strongly recommended for individuals traveling to and from the venue, walking in and out of the venue, and while not actively participating.
- SCREENING Event organizers, staff, coaches, players, umpires/officials must conduct daily symptom assessments (self-evaluation).
- SHARED EQUIPMENT Ensure athletes do not share equipment to the most extent possible. If shared, clean and disinfect frequently.
- TEAM MEALS Suspend post-activity group snack.
- HYDRATION All players and coaches shall bring their own water bottles. Water bottles shall not be shared.
- GAMES Will be scheduled with at least a 30 minute buffer to prevent overlap of participants.
- PRACTICE Coaches should keep players in small groups at practice to allow for physical distancing. • Practices will be scheduled with at least a 15 minute buffer to prevent overlap of participants, and allow for time to clean and disinfect commonly used surfaces including, but not limited to: • Benches/dugouts • Door knobs/handles if indoors
- HUDDLES Players will not huddle at any point during the game/practice. Sportsmanship will continue in a touchless manner – no handshakes/slaps/fist bumps after games.
- WATER FOUNTAINS Players shall be required to bring their own water bottles. Water fountain use shall be restricted to water bottle filling stations only. Congregating at water bottle filling stations shall be limited and signage reinforcing the use of water bottle filling stations only must be displayed.

**-CROWD CONTROL** Your staff should assist with crowd control by reminding spectators to maintain social distancing when queuing at the gate or other common areas. Spectator compliance with social distancing should be encouraged through periodic announcements or audio recordings.

- Individuals shall not congregate in common areas or parking lots following an event or practice. Strategies should be developed that will avoid large crowds at exits, such as dismissing crowds by section.

**DUGOUTS, BENCHES, & BLEACHERS** Are allowed to open only if they can be thoroughly cleaned before and after every use, and 6 ft of distance can be maintained.

**PARENT SEATING AREA** Are allowed to open only if they can be thoroughly cleaned and disinfected before and after every use, and 6 ft of distance can be maintained.

**The following are the expectations of KPRD:**

**Please bring wipes or disinfectants to wipe down any common surfaces such as benches, bleachers prior to / after use and door knobs other common areas within the building if utilized.**

**For Any and ALL Events;**

**We ask that you are in compliance with the current outdoor gathering executive orders put in place by the State of CT.**

**By signing below you understand and agree to abide by these orders:**

**Signature** \_\_\_\_\_ **date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Town of Pomfret Connecticut  
Parks and Recreation Department  
PARKS, FACILITIES AND FIELDS USE POLICY**

This contract was accepted by the Pomfret Board of Selectmen on July 1<sup>st</sup>, 2007.

Requests for the use of town parks, facilities and fields should be directed to Town of Pomfret Recreation Department, located at 5 Haven Road, Pomfret Center, CT 06259.

Phone (860)-974-1423. Fax number is 860-974-3950 or e-mail to: [B.Gagnon@pomfretct.gov](mailto:B.Gagnon@pomfretct.gov)

A current Town of Pomfret Property Usage Contract must be on file for each usage, along with an individual Facility Request Form completed for each use.

The Pomfret Recreation Park is open from sunrise to sunset during the spring, summer and fall seasons.

**Section 1: First Priority Users**

The scheduled use of Town of Pomfret parks, facilities and fields may be made available without rental charges only to the organizations listed below, if used according to the "Parks, Facilities and Fields Use Policy." Priorities will be granted in the following order (*fees may apply to any team – to be determined by the Town of Pomfret*):

**Parks/Facilities/Fields/Utilities on 576 Hampton Rd, Pomfret Center  
aka: Pomfret Recreation Park**

1. Town of Pomfret Parks and Recreation programs
2. Town of Pomfret Adult/Youth Leagues\*
3. Pomfret Community School athletics

\*Please note that all teams and leagues admissible must belong to an affiliated local, state or national organization that is responsible for the administration of their sport (examples - Little League, NECONN Soccer). **Pomfret residents must constitute at least 51% of each team roster** (does not apply to the opposing team in a game).

**Second Priority Users**

The scheduled use of parks, facilities and fields & utilities may be made available to the types of organizations listed below. The assignments will be made according to the regulations and rental fees approved by the Pomfret Recreation Director and Board of Selectman. A "Town of Pomfret" Property Usage Contract" must be filled out, submitted and approved prior to usage.

Priority will be granted as listed below: (there may be a fee attached to any of these teams)

- A. Locally organized non-profit civic groups whose membership is composed entirely of Pomfret residents.
- B. Locally organized educational, fraternal, social and religious groups whose majority of membership is composed of Pomfret residents.
- C. Other non-profit organizations and/or individuals that have been approved by the Board of Selectmen, Director of Parks and Recreation or the Director's designee.

### **Other Usage Limitations**

All facilities, fields and utilities shall have limited use restrictions as deemed necessary by the Board of Selectmen, Director of Parks and Recreation, or the Director's designee. The Director has been given the authority by the Board of Selectmen to evaluate the Pomfret Recreation parks and field conditions and usage and also to make final decisions concerning the use by individuals, groups or organizations.

No fires of any kind for cooking or otherwise in the park unless granted by the Board of Selectmen or Recreation Commission for a special event

No alcohol or illegal drugs are allowed on the premises at any time.

**FEES CHARGED ARE FOR USE OF THE FIELD ONLY, (DOES NOT INCLUDE LINING – ORGANIZATIONS MUST PROVIDE THEIR OWN SUPPLIES AND MANPOWER TO LINE ANY FIELD)**

### **Section 2:**

#### **(a) Users of Soccer Field**

##### **Restricted or Limited Use of the soccer field**

Please note that at no time will the soccer field be used by an agency, group or team without the expressed written permission of the Director of Parks and Recreation or his/her designee.

**Soccer Field** will be made available for:

1. Town of Pomfret Parks and Recreation sanctioned events (1<sup>st</sup> priority)
2. Locally organized non-profit civic groups whose majority of membership is composed of Pomfret residents (at least 51%) including traveling, AAU or competition teams.
3. Locally organized educational, fraternal, social and religious groups whose majority of membership is composed of Pomfret residents (at least 51%)
4. Other uses as discussed by the Director of Parks and Recreation in consultation with the Board of Selectmen and Recreation Commission when needed

##### **- Designated Footwear**

Molded plastic or rubber cleats are acceptable

No metal cleats or spikes allowed on soccer field (allowed on baseball field)

No high heeled shoes on the field

##### **-Designated uses:**

1. Lacrosse
2. Soccer
3. Other uses as discussed and approved by the Director of Parks and Recreation.

**-Other Restrictions:**

No food allowed on the field

No pets allowed on the field or leashed to the fencing around the field

No alcohol on the premises

No chewing gum on the field

No open flame tobacco allowed on the field

Only drinking water or sports drinks are allowed on the field

All users of the field must pick up their own debris from drink bottles or snacks and dispose of in rubbish cans in the park or take out of the park and dispose.

Users of soccer field must park their vehicles in the designated parking lot near the soccer field, not on any "common areas" or areas that have "no parking signs". A utility fee may be assessed if using lights in pavilion or barn.

**(b) User of Baseball Field****Restricted or Limited Use of the baseball field**

Please note that at no time will the baseball field be used by an agency, group or team without the expressed written permission of the Director of Parks and Recreation or his/her designee.

The Baseball Field will be available only for:

1. Town of Pomfret Parks and Recreation sanctioned events
2. Locally organized non-profit civic groups whose membership is composed (51%) of Pomfret residents including traveling, AAU or competition teams.
3. Locally organized educational, fraternal, social and religious groups whose majority of membership is composed of Pomfret residents
4. Other uses as discussed and approved by the Director of Parks and Recreation in consultation with the Board of Selectmen and Recreation Commission when needed

**Designated Footwear**

Molded plastic rubber or metal cleats are acceptable.

No high heeled shoes on the field

Limited use of flat soled sneakers

**Designated uses:**

**Baseball – little league ages 13 and up or adult leagues.**

. Or other uses as discussed and approved by the Director of Parks and Recreation.

**-Other Restrictions:**

No food allowed on the field

No pets allowed on field or leashed to the fencing around the field

No alcohol on the premises

No chewing gum left on the field

No open flame tobacco allowed on the field

Only drinking water or sports drinks allowed on the field

All users of the field must pick up their own debris from drink bottles or snacks and dispose of in rubbish cans in the park or take out of the park and dispose.

Users of baseball field must park their vehicles in the area near the baseball field, not on areas that have "no parking signs".

**(c) Pavilion**

Please note that at no time will the Pavilion be used by an **agency, group or team** without the expressed written permission of the Director of Parks and Recreation or his/her designee. (unless taking shelter due to a storm at the park)

Pavilion will be made available only for:

1. Town of Pomfret Parks and Recreation sanctioned events
2. Locally organized non-profit civic groups whose membership is composed entirely of Pomfret residents
3. Locally organized educational, fraternal, social and religious groups whose majority of membership is composed of Pomfret residents
4. Other uses as discussed and approved by the Director of Parks and Recreation in consultation with the Board of Selectmen and Recreation Commission when needed. A utility fee may be assessed if using lights in pavilion or barn

**Other Restrictions**

No pets in pavilion

No alcohol on premises

No chewing gum left behind

No tobacco products in pavilion

No fires of any kind for cooking or otherwise unless granted by the Board of Selectmen or Recreation Commission for a special event

Only drinking water, sports drinks or other drinks approved by the Recreation Commission or Board of Selectmen for a special event

All users of the pavilion must pick up their own debris from drink bottles or snacks and dispose of in rubbish cans in the park or take out of the park and dispose.

Users of pavilion must park their vehicles in the area near the parking lot near the pavilion, not on areas that have "no parking signs".

**(d). Disc Golf Course 9 - holes**

The disc golf course will be open to the public from dawn to dusk free of charge. Groups wishing to use it for a tournament for example, will have to request use of the facility from the Recreation Department, depending on the circumstance, a certificate of insurance may need to be given to the Recreation Department.

All users of the disc golf course must pick up their own debris from drink bottles or snacks and dispose of in rubbish cans in the park or take out of the park and dispose.



Users of disc golf course must park their vehicles in the parking lot, not on grass "common areas" or areas that have "no parking signs".

**-Other Restrictions:**

No alcohol on premises  
 No chewing gum left behind  
 No open flame tobacco  
 No food left behind

No fires of any kind for cooking or otherwise Only drinking water or sports drinks or other drinks approved by the Recreation Commission or Board of Selectmen.

All users of the disc golf course must pick up their own debris from drink bottles or snacks and dispose of in rubbish cans in the park or take out of the park and dispose.

Users of disc golf course must park their vehicles in the area near the parking lot, not on any "common areas" or not on areas that have "no parking signs".

**e. Barn**

The barn at the present time is not equipped to be used for any group other than the recreation & highway department. If and when this facility is updated, we will form a policy for usage.

**Section 3 - Closed or Restricted Areas**

a. **Closed area** -- At the discretion of the Director of Parks and Recreation, or the Director's designee, any section or part of any park, facility or field may be declared closed (due to construction, drainage issues or other reasons) to the public at any time and for any interval of time, either temporarily or at regularly scheduled, stated intervals (daily or otherwise).

b. **Guidelines for Cancellation of Activity on Town Athletic Fields** - Due to factors such as inclement weather and poor usage conditions, the Pomfret Recreation Director or the Director's designee reserve the right to deny the use of a town park, facility or field. The Recreation Director will consult with the Board of Selectmen or Recreation Commission, if available. The Parks and Recreation Director, or the Director's designee may deny the use of a park, facility or field and/or require an activity to stop and the participants to vacate the area.

Examples of conditions that may require the alteration or the cancellation of an activity:

1. Standing puddles of water on the field
2. Footing is unsure and slippery
3. Ground is water logged and squishy
4. Grass can be dislodged from the ground easily
5. Lightning
6. Severe weather storms
7. Unsafe facility conditions that would prove to be destructive or detrimental to the site or people using it

. Teams, leagues, individuals and/or organizations that do not precisely follow the policy will be subject to the following disciplinary actions:  
Any person who shall violate any of the aforementioned shall, as defined by the state statutes and laws, be subject to the following penalties:

#### 1st Offense

A \$99.00 fine and issuance of a written warning to the President or responsible person of the organization, and all coaches involved, which states the offense and charges the organization to pay for the cost of the repair of any damage. The Director of Parks and Recreation may suspend the team or organization from using the park, facility or field for any certain period of time. The suspension will be affirmed in writing.

#### 2nd Offense

A \$199.00 fine, and issuance of a written warning to the President or responsible person of the organization, and all coaches involved, that states the offense and charges the organization to pay for the cost of the repair of any damage, and subject to prohibition for up to one year, for use of any town field or facility.

**Organizations that have been subject to disciplinary action under Section 3 must reapply in writing to use the park, field or facility and must state what remedial actions they have taken that will satisfy the "Park, Field and Facility Use Policy" stipulations, and must personally appear before the Parks and Recreation Commission.**

#### Section 4: Insurance Requirements

1. All Town of Pomfret affiliated sports clubs and associations, residents, businesses and Non-affiliated clubs and associations, and non-residents must provide the Town of Pomfret with liability insurance a minimum of \$1,000,000, listing the Town as additionally insured. This insurance must be submitted to the Parks and Recreation Department at least one week prior to park, facility or field usage (failure to do so will result in disapproval of request for use of the facility).
2. All groups, teams, game rental businesses (i.e. Positively Pomfret Day) must also provide a Certificate of Insurance with a minimum of \$1,000.00 (accidental medical benefits limit per individual/per accident).
3. If you are not a business, you can request assistance from your insurance provider – or follow the steps on the enclosed "Tenant Liability Insurance Program." This program will allow you to purchase single Day insurance to cover your event.
4. A current participation roster is also required from all "team users" prior to the actual usage. The roster must include each participant's name, address (no P.O. boxes), and phone number.

The roster must include the name and phone number of at least one emergency contact person for each person on the roster. The roster must also include the name of the person responsible for the team, listing name, address, phone number; preferably this person be currently CPR and First Aid certified.

**Section 5: Right to Decline**

The Town of Pomfret in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities or fields or to cancel rental of the parks, facilities or fields.

**Section 6: Responsible Adult Designee**

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees, in writing, to be responsible for any damage. All coaches and/or managers must remain with the group/team until the last group/team member leaves the park. The person responsible must have on hand a current CPR/First Aid certified staff member that will be on site at all times if this is a "camp type" of request for the facility.

**Section 7: Reservations Mandatory**

Organized athletic activities on town and school property are permitted only on a reservation basis.

**Section 8: Permit Time Restrictions**

Permits for use will be issued by the Pomfret Recreation Department. Programs should be completed by the time of the contract request stated. (Exception: in the case of a game that has run over due to storm delay or extra innings and there is not another team waiting for use of the field or facility)

**Section 9: Banned - Alcoholic Beverages and Illegal Drugs**

Alcoholic beverages and illegal drug usage are not permitted on town parks, facilities and fields. Offenders will be subject to police action.

**Section 10: Abutting Private Properties**

Permit/affirmative contract holders and those using town parks, facilities and fields that abut private properties must respect those properties. User action such as trespassing, littering, urinating, and harassing, will not only cause the permit to be revoked but will also subject the offending user to further administrative action, as deemed appropriate by the Director of Parks and Recreation or by the Town of Pomfret Police/Constable authorities.

Any person who shall violate any of the foregoing rules and regulations shall, as defined by Connecticut state statutes and laws, be subject to penalties, exclusion, fine or criminal charges.

**Section 11: Forfeiture of Payments**

If it is deemed necessary to cancel a permit or request due a violation of either these policies or town ordinances, all user fees paid will be automatically forfeited.

**Section 12: Cancellation Authority**

The Town of Pomfret in its sole and absolute discretion, reserves the right to cancel permission for any group to use the park, facility or field if the purpose of such use is not considered to be in the best interest of the community or the neighborhood.

**Section 13: Permit Holder Priority**

A person not having a permit/affirmative contract for the use of parks, facilities or fields must give way at all times to permit holders.

**Section 15: Rental Determination**

A "Town of Pomfret Property Usage Contract" must be filled out, submitted and approved prior to usage.

**(a) First Priority Users** - are exempt from paying fees for use of the facility.

**(b) Second Priority Users – (fee based)** will pay \$25.00 per hour, per field, as well as a \$100 refundable security deposit. All fees must be paid in full prior to facility usage, unless there is a rental agreement for an entire season. You must stay as close as possible to the time that you have requested to use the field. If you are weather delayed, please ask if there is another team scheduled after you. Please do not start a game that will clearly overlap the next teams scheduled use of the field. No refunds will be mailed if your game or activity ended early, (unless due to severe weather – judgment by the PRD will be case by case)

**(c) Fees for commercial or for-profit entities** - Request must be received in advance in writing to the Parks and Recreation Director. Fees will be negotiated according to the range of use requested. The Pomfret Recreation Director may request the opinion of the Board of Selectmen or Recreation Commission if the request is unusual.

**Section 16: Utility Charges**

A "Town of Pomfret Property Usage Contract" must be filled out and submitted and approved prior to usage. Utility charges for the pavilion are established as follows:

**First Priority Users** - are usually exempt from paying fees. (There may be some exceptions)

**Second Priority Users** - are not exempt from paying fees. The charge is \$20.00 per hour for use of electricity.

**Section 17: Additional Supervision**

The Town of Pomfret reserves the right to require any lessee or user to provide police/constable protection when deemed necessary. Additional attendants or park personnel will be assigned, if deemed necessary, by the Director of Parks and Recreation or the Director's designee; any resulting expenses or costs will be billed to the lessee or user.

**Section 18: Closing Times Restrictions**

Under no circumstances will an event be allowed to continue after the designed closing time of the park, facility or field, as set by the contract or town ordinance.

**Section 19: Scheduling**

The Master Schedule of Activities will be kept at the Parks and Recreation office. Only the Parks and Recreation Department will be allowed to book events. At no time will any Town agent other than the Pomfret Recreation Director or designee have the authority to book or reserve a field or facility for themselves or any other town or group without checking with the Recreation Director first.

**20: Appeals Process**

Appeals must first be directed to the Parks and Recreation Director. The Parks and Recreation Director may consult with the Board of Selectmen or Recreation Commission to make a decision on an appeal.

**Town of Pomfret Facility Property Usage Contract**  
**Only the three pages of the actual contract need to be returned to**  
**the Recreation Department along with a Certificate of Insurance**

Please let it be recognized that this agreement between the Town of Pomfret Parks and  
 Recreation Department (PRD) and (Please type or print clearly below)  
 1<sup>st</sup> priority users fill out this section, \*2<sup>nd</sup> priority users see below

Organization \_\_\_\_\_

Organization(s) Address: \_\_\_\_\_

Contact Person, Title \_\_\_\_\_

What is name and age group of this team (s)? \_\_\_\_\_

Field or facility you are requesting use of? \_\_\_\_\_

Date(s) and time(s) of your request. \_\_\_\_\_

if this a sporting event team request: please attach a schedule along with the name(s) and phone number(s) of coaches of this/these teams. \_\_\_\_\_

Phone # & email address to reach you: \_\_\_\_\_

**1<sup>st</sup> priority user check here** \_\_\_\_\_ **No Fee Charged for this Group**  
*See contract for description of "priority users" this must be approved by PRD*

Proper Certificate of Insurance received from this group? YES \_\_\_\_\_ NO \_\_\_\_\_

**1<sup>st</sup> priority uses must provide along with this contract a complete schedule (including practices and games) with date (a certificate of insurance will be required if you are not a town program). You must adhere to all contract rules or you may be fined and subject to disqualify from use of the field. This request is not an automatic approval. You must either call or get this contract approved in writing from the PRD before you are to use the facility (single request or entire season)**

**\*2<sup>nd</sup> priority users, please fill out this portion of the form**

Organization \_\_\_\_\_

Organization(s) Address: \_\_\_\_\_

Contact Person, Title \_\_\_\_\_

What is name and age group of this team (fill out if applicable)?  
 \_\_\_\_\_

Field or facility you are requesting use of? \_\_\_\_\_

Phone # & email address to reach you: \_\_\_\_\_

**Date(s) and time(s) of your request (you may attach a schedule)**  
 \_\_\_\_\_

\*2<sup>nd</sup> priority users must include a Certificate of Insurance \_\_\_\_\_

**\*\*Fee per hour:** \$25.00 per hour x number of hours \_\_\_\_\_ = \$ \_\_\_\_\_ amount due

**Fee per day (if we can accommodate):** (\$ amount will be established when request is made)  
\$ \_\_\_\_\_ x number of days requested \_\_\_\_\_ = \$ \_\_\_\_\_ amount due

**Please note: There is a \$100.00 refundable security deposit due and payable with your request for the field or facility (unless waived by the Pomfret Recreation Director). Please include this amount with your payment.**

\$100.00-security deposit included: yes, check here \_\_\_\_\_ or waived \_\_\_\_\_

if waived, approved by: \_\_\_\_\_ Pomfret Recreation Director

**3. Fee Charge for Utility usage:**

\$20.00 per hour x \_\_\_\_\_ hours = amount due \$ \_\_\_\_\_

4. Proper Certificate of Insurance received from this group? YES \_\_\_\_\_ NO \_\_\_\_\_

5. Total amount paid \$ \_\_\_\_\_ check # \_\_\_\_\_

**Payment covers**

1.	\$ _____	for _____
2.	\$ _____	for _____
3.	\$ _____	for _____
4.	\$ _____	for _____

**User Group Responsibilities:**

1. Agree to, and abide by, the Field Use Policy, attached to this contract.

2. Provide on-sight supervision during all practices, games, meets and special events. Activity supervisor will enforce all park rules and take all necessary action to cease inappropriate behaviors that may be displayed by any team member, visitor, or coach. . PRD may require the user group to pay for a site supervisor provided by the Town (fees will be disclosed prior to the rental agreement.)

3. Provide a qualified coach or supervisor (preferably CPR trained) at all scheduled practices, games or meets; \_\_\_\_\_  
who will remain on site until the last group or team member leaves the facility.

4. Contact the Parks and Recreation Director immediately (within 24 hours) in the event of any serious injury, mishap, or inappropriate behavior. Please call 860-974-1423

5. Contact the Parks and Recreation Director with any maintenance issues or aspects of the facility that could be considered harmful to users.

6. \*Provide the Town of Pomfret with a current copy of at least \$1,000,000 general liability insurance policy, naming the Town of Pomfret as an additionally insured. A copy of this certificate must be on file with the Parks and Recreation Director before groups can have access to any field or facility. For sport groups, proof of player/participant accident insurance in the amount of at least \$25,000, must also be provided.

7. Keep the facility clean. All equipment will be returned to its designated area, and at no time will equipment be left on the playing areas. All areas shall be free from litter before leaving the facility.

8. User group may be required to pay for related park maintenance fees, such as (but not limited to) additional rentals and/or cleaning of portable restrooms, utilities, excess trash removal, security or police coverage (all fees will be disclosed prior to the rental agreement.)

**Town of Pomfret Responsibilities:**

1. The Town of Pomfret, if determined necessary, will have appropriate staff, (i.e. – Park Monitors) to check permits, to ensure proper use of facilities and fields, and that the user group is adhering to the Parks, Facilities and Fields Use Policy.
2. The Town of Pomfret will provide safe and adequate facilities including general maintenance of all areas.
3. The Town will make every attempt to notify the group contact person at least 24 hours prior to emergency any park/facility closings for maintenance or other purpose unless obvious weather conditions or situations force an unforeseen closure.

Signature of Applicant \_\_\_\_\_ today's Date: \_\_\_\_\_

Director of Parks and Recreation Signature (or designee):

\_\_\_\_\_  
Barbara C. Gagnon

Date \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Reason: \_\_\_\_\_

**TOWN OF POMFRET  
RECREATION DEPARTMENT  
5 HAVEN ROAD  
POMFRET CENTER, CT 06259  
860-974-1423 PHONE\*\*\*\*860-974-3950 FAX  
B.Gagnon@pomfretct.gov e-mail address**



## **TENANT USER LIABILITY INSURANCE PROGRAM HOW-TO-GUIDE**

The Town of Pomfret has enrolled in a program which allows you, the "user" of a municipal facility or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

### **How it works**

1. Log on to [www.ebi-ins.com](http://www.ebi-ins.com)
2. Enter the Entity ID-Code: 3392-001
3. Select the Type of "Event" or "Activity" from the drop down window, e.g., wedding or festival.
4. Answer the questions that follow such as:
  - Have you held this event before?
  - If yes, were there any losses or claims?
  - Will there be armed private security at this event or activity? (Off duty police not included)
5. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
6. At this point, you are able to receive a quick quote by clicking on:

**Get your premium now with Quick Quote**

7. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
8. A Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment Brokers International* or 1-800-507-8414 (8:30 AM – 5:00 PM PST).