



## FACILITY RENTAL APPLICATION

**RESERVATION TYPE (check all that apply):**

- Pavilion
  Field
  School Gym  
 Festival/Event (Public Function)
  Run/Walk
  Other (please specify) \_\_\_\_\_

Today's Date:		Organization/Family Name:	
Renter Name (please print):		Email:	
Mailing Address (street, town, and zip code):			
Primary Phone: (    ) _____ This is <input type="checkbox"/> Cell Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Home Phone		Alternate Phone: (    ) _____ This is <input type="checkbox"/> Cell Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Home Phone	
Preferred method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Primary Phone <input type="checkbox"/> Alternate Phone			

**CLASSIFICATION:** Please select one

- Private Rental  
*(Copy of photo ID must accompany this application)*
- Company/Organization Event  
*(A Certificate of Liability insurance and copy of Photo ID must accompany this application)*

**RENTAL INFORMATION:**

Date of Event:	Number of people expected:	Description of event:		
Actual time of Event:	Set up: Arrival time	Clean up: Exit time	Total Hours:	
Will beer or wine be served? <i>(no glass or hard alcohol allowed)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes (a Certificate of Liability insurance must accompany this application)		Will you be using outside services (catering, DJ, rentals etc)? <i>Outside services must adhere to rental period. No exceptions.</i> <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____		

**INDEMNIFICATION:** I/We hereby agree to, at all times, indemnify and save harmless the Town of Cheshire, its agents, employees and public officials from and against all damages, judgments, legal fees, expenses and claims which the Town of Cheshire, its agents, employees, or officials may suffer because of the use of Town of Cheshire facilities by the organization indicated on this application, except when injury or damage directly results solely from the gross negligence or willful misconduct of the Town of Cheshire, its agents, employees, or officials. The existence of insurance shall in no way limit the scope of this indemnification.

I/We have read and understand the rules and regulations established by the Town of Cheshire and the Recreation Department on the use of public facilities and agree to comply with said rules and regulations. I/We further agree to be responsible for the payment of the fees as shown and any and all additional costs or fees incurred by us in complying with the aforementioned rules and regulations. The organization supervisor, president, or person whose signature appears on the Facility/Field Use Request Form assumes full responsibility for following the Town of Cheshire Facility/Field Use Policies contained in this document.

**Signature of Renter** \_\_\_\_\_

The following facilities are available for rental. Please fill out all sections completely

PAVILIONS – Rental Period is 10am through 7:45pm	
<input type="checkbox"/> Bartlem Park (maximum of 80 people) \$150	<input type="checkbox"/> Cheshire Park (maximum of 80 people) \$150
<input type="checkbox"/> Lock 12 Park (maximum of 40 people) \$150	<input type="checkbox"/> Mixville Park Large Pavilion (maximum of 120 people) \$300 <input type="checkbox"/> Mixville Park Small Pavilion (maximum of 50 people) \$150 <input type="checkbox"/> Both Large and Small Pavilion ( by request and/or required for groups over 120 people) \$400

\*\* Gates at Cheshire Park and Mixville are locked. Please contact the office if you need a gate open.

FIELDS/GYMS/OUTDOOR AREAS	
<input type="checkbox"/> Bartlem Park	<input type="checkbox"/> Chapman School <input type="checkbox"/> Field or <input type="checkbox"/> Gym
<input type="checkbox"/> Cheshire Park	<input type="checkbox"/> Darcey School
<input type="checkbox"/> Farmington Canal Linear Trail	<input type="checkbox"/> Doolittle School <input type="checkbox"/> Field or <input type="checkbox"/> Gym
<input type="checkbox"/> MacNamara Park	<input type="checkbox"/> Dodd Middle School <input type="checkbox"/> Field or <input type="checkbox"/> Gym
<input type="checkbox"/> Quinnipiac Park	<input type="checkbox"/> Highland School <input type="checkbox"/> Field or <input type="checkbox"/> Gym
<input type="checkbox"/> Youth Center (Outdoor Areas Only)	<input type="checkbox"/> Norton School <input type="checkbox"/> Field or <input type="checkbox"/> Gym

Field/Outdoor Area requests only: Please specify which area at indicated location: \_\_\_\_\_

Fields/Gyms/Outdoor Areas Only: Dates and Days Requested:		
Jan	May	Sept
Feb	June	Oct
March	July	Nov
Apr	Aug	Dec

Mon    |     Tues    |     Wed    |     Thurs    |     Fri    |     Sat    |     Sun

Hours (include set up and clean up time):  
 Weekday Start time: \_\_\_\_\_                      Weekday End time: \_\_\_\_\_  
 Weekend Start time: \_\_\_\_\_                      Weekend End time: \_\_\_\_\_  
 Frequency:     One Time                       Weekly                       Monthly

Please indicate any specific set-up/maintenance requests for the Parks Ground Crew and/or Building Supervisor. Be as specific as possible. \_\_\_\_\_

**Office Use Only:**

<input type="checkbox"/> Completed Facility Use Request Form	<input type="checkbox"/> Copy of Photo ID attached
<input type="checkbox"/> Certificate of Insurance naming the Town of Cheshire as additionally insured	
<input type="checkbox"/> Signed Indemnification Form	Reservation Number: _____
<input type="checkbox"/> Payment (if applicable) via cash, check, or credit card (only checks or cash are accepted for field/gym use)	Application: <b>Approved</b> ____ <b>Denied</b> ____
Facility Fee: _____ Date Paid: _____	

## PAVILION RENTAL RULES and REGULATIONS RENTER'S COPY

- Pavilion rental period is 10:00am through 7:45pm
- The person requesting rental and signing this agreement must be at least 25 years of age and must be present at all times.
- A copy of photo ID with birthdate must accompany this application.
- The contact person of the reservation and signer is responsible for the group adhering to park policies.
- The renter is personally responsible for returning the premises in the same condition as when the renter took possession.
- Decorations, if used, will be put up with tape only, no nailing, stapling or tacking will be allowed inside or on the outside of the pavilion. Decorations must be removed before leaving park.
- The renter understands and agrees that they are only renting the pavilion and not any other facility within the park.
- The renter understands and agrees that this rental can be revoked at any time for violating this agreement or Park Rules.
- All vehicles are restricted to the parking lot at all times. Do not park on grass areas.
- All refuse must be put in trash containers.
- The approved applicant may not sublet or transfer its rights and privileges to any other individual, group or organization.
- All parks are tobacco free – *any tobacco product in all of its forms, including but not limited to a lighted cigarette, cigar, pipe, or similar device, such as all electronic cigarettes (e-cig, e-hookah-vape pen, electronic nicotine delivery system), as well as chew tobacco and snus per Resolution 041717-3*
- Renters requesting to have beer/wine at their event are required to submit a Certificate of Liability Insurance with their rental application (per Town Ordinance section 11-22) naming the Town of Cheshire as additionally insured (example can be found on our website at <http://www.cheshirect.org/recreation-and-leisure/facility-rental-forms/>)
- If renter will be using outside services, the Town will require a Certificate of Liability insurance from any outside vendors, including food trucks and bounce house providers, naming the Town as additionally insured.

**I acknowledge that I have read and accept the Pavilion Rental Rules and Regulations**

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

## ALLOCATION PROCESS

**Facility Use Request Application Process:** Prior to using Town Facilities, a Facility Use Request Form must be submitted and approved by the Parks & Recreation Department. The purpose of this document is to establish a system for the equitable and orderly distribution of the Town of Cheshire athletic facilities. The fields located within the Cheshire Recreation and Parks system are utilized for multiple sports from season to season and are maintained by the Parks’ Grounds Crew. Once the Facility Use Request Form and accompanying documentation have been submitted, the Director of Recreation or designee will review the application and be in touch with the organization representative regarding status as soon as possible.

**Allocation of Facilities and Fee Schedule:** *Facilities will be allocated in order of priority*

**Priority 1:** Town of Cheshire and Board of Education sponsored programs and events

**Priority 2:** Local 501c (3) organizations and local athletic or sports-affiliated groups

**Priority 3:** For-profit and non-local organizations, non-resident groups

**Definitions:** *Priority groups are defined as follows*

**Priority 1:** Any program or event sponsored by the Town of Cheshire and Board of Education

**Priority 2:** Local non-profit/athletic groups consisting of participants comprised of at least 80% Cheshire residents (based on comparable season’s actual registrations not the projected percentage).

**Priority 3:** For-profit and other organizations comprised of 79% or fewer Cheshire residents

## FEE SCHEDULE

There are costs to the Town of Cheshire for maintaining fields and supervising facilities. These fees include maintenance, utilities, insurance and administrative oversight. In order to offset some of these costs, a fee schedule has been adopted.

**Fee Determination:** Priority 1 & 2 groups will not be assessed general usage fees. Priority 3 groups as defined above will be subject to the following fee schedule. All groups are assessed the Building Supervisor fee, regardless of priority rating.

1 Field.....	\$25.00/hr
1 Field (with lights).....	\$40.00/hr
Building Supervisor at Schools.....	\$15.00/hr (Priority 2 only – Priority 3 must contact Board of Education)

*\*Additional charges for maintenance requests may be assessed.*

## FIELD USE POLICIES

**Field Use Rules & Regulations:** The following is a list of rules and regulations for use on town fields. The list is not meant to be all-inclusive and additional rules may be enforced if the Parks & Recreation Department and Parks and Recreation Commission deem the behavior is in violation of safety of users or health and well-being of the property.

- 1) Any acts that put participants in danger or potential danger (i.e. driving/parking vehicles on the fields).
- 2) Any abuse or damage of town property (i.e. tearing up the field, littering, purposeful breaking of equipment).

- 3) Use of fields without a permit or during a time when the Recreation Department has closed a field due to weather or maintenance.
- 4) Use of illegal drugs, smoking and loud, vulgar, confrontational language are not permitted on town fields and recreational spaces or its immediate vicinity.
- 5) Any illegal acts in the parks, playgrounds, open space areas and flood plains.
- 6) The installation of any structure or equipment on Town of Cheshire property must receive prior permission from the Parks & Recreation Department. If construction is taking place, the contractor will be responsible for meeting any and all regulations required by the Town of Cheshire. This includes, but is not limited to: building permits, certificates of insurances, planning and zoning, as well as wetland applications. Such structure, when completed, becomes the sole property of the Town of Cheshire.
- 7) Any and all maintenance of Town of Cheshire athletic fields will be performed by town staff. Groups/organizations/teams having specific requests for maintenance will include them on the Facility Use Request Form or to the Director of Recreation. Town staff will make its best attempt to complete such request with consideration to time, staffing and weather conditions. Town reserves the right to support or deny the request.
- 8) All Youth Athletic organizations must comply with state standards and state statutes for concussion education and awareness.
- 9) Town of Cheshire is not responsible for any items left or stored on facility grounds by Applicant.
- 10) All municipal ordinances, regulations and policies must be complied with.

**Weather Closure/Unsafe Field Conditions:** The Town of Cheshire reserves the right to close fields and/or facilities due to inclement weather or unsafe conditions at any time. Fields are inspected by town staff and cancellation decisions are made by the Director of Recreation in conjunction with the Director of Public Works. The town is committed to optimizing the quality of fields, ensure safety, minimize injury, and reduce damage to fields that lead to costly repairs. If you are uncertain of the status of a field, please call the Parks & Recreation Office at 203-272-2743.

Determining to play on athletic fields is a crucial decision impacting the conditions and sustainability of a field. Fields are closed to avoid injury and damage to players and to the playing surface. Choosing to play on a wet field or the vigorous attempt to dry a wet field are major reasons fields are damaged.

An athletic field should be considered **closed** if any of the following conditions exist:

- There is standing water present on any part of the field that cannot be removed without causing damage to the field.
- There are muddy conditions present that will not dry by the start of the game.
- While walking on the field water can be seen or heard with a footstep.
- While walking on the field of play, any impression of your footprint is left in the surface
- If water gathers around the sole of a shoe or boot on any portion of the field.
- Standing water occurs because the ground is saturated. Removing standing water does not eliminate the saturation. It is the saturation and not standing water that causes damage and unsafe conditions.

**Safety Plans:** A supervisor of an activity involving young people has the responsibility to assure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance; small children unattended; first aid provisions; etc. Facility users must take appropriate precautions, such as providing onsite medical staff, first aid kits, and/or the ability to contact emergency services.

**Progressive Discipline for Violation of Rules & Regulations:** The Town of Cheshire Parks & Recreation Department and Parks and Recreation Commission have adopted the following rules and regulation for use on all town fields and recreational spaces. These rules must be observed by all members of an organization

including coaches, parents, and participants. In the event that any members of the user groups are in violation of the rules, these groups are subject to suspension or expulsion from use of town facilities. In the event of suspension or expulsion from town fields, user groups will not be refunded any dues paid. The following progressive discipline will be used:

**First Violation:** Written warning from the Director of Recreation to the organization head (as listed on this application form).

**Second Violation:** Final written warning from both the Director of Recreation and the Parks and Recreation Commission.

**Third Violation:** Suspension or expulsion from use of town fields. Organization leader will be required to meet with the Parks and Recreation Commission to discuss restoring field access for their group.

Note: Depending on the severity of the issue, discipline may begin at any level including suspension or expulsion from the fields at the discretion of the Director of Recreation and Parks and Recreation Commission.

## CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

All organizations, teams or leagues must agree to maintain in force at all times during the term of this Use Agreement the following minimum coverage and shall name the Town of Cheshire, its Agents, Officials and Volunteers as Additional Insureds on a primary and non-contributory basis. All policies must also include a Waiver of Subrogation. An original, completed Certificate of Insurance must be provided to the Town prior to use of facilities.

**Commercial General Liability:**

- General Aggregate Limit.....\$2,000,000
- Each Occurrence for Bodily Injury, and Property Damage.....\$1,000,000

**Additional Insured:**

The Town of Cheshire shall be named as an additional insured and this coverage shall be stipulated under “Description of Operations” and shall be worded as follows:

The Town of Cheshire, its Agents, Officials and Volunteers shall be named as Additional Insured.

**Certificate Holder:**

The certificate holder shall be named as:

**Town of Cheshire  
Department of Parks & Recreation  
559 South Main Street  
Cheshire, CT 06410**