

RULES AND REGULATIONS
FOR THE USE OF TOWN OF CHESHIRE PARKS, FACILITIES & BUILDINGS
FOR MEETINGS AND EVENTS
(DOES NOT INCLUDE CHESHIRE BOARD OF EDUCATION FACILITIES)

As adopted by Town Council 7-8-08

PRIORITY. The highest priority for the use of any Town parks, facilities or buildings will be given to programs or activities of departments, agencies, boards, commissions and committees of the Town of Cheshire. **The Town reserves the right to rearrange or cancel use of park, facility and building rooms assigned to meet Town board, commission or committee needs.**

APPLICATION AND PAYMENT. All applications for the use of Town parks, facilities and buildings must be made to the appropriate department on forms prescribed for that purpose. The forms must be completed in full and signed by a responsible adult, age 25 or older, as agent for the user, and submitted five (5) days prior to the date of the event with full payment based on the estimated number of hours that the facility or building is to be used (see attached Fee Schedule). For use of a park, application with full payment must be submitted thirty (30) days prior to the booking date.

Renters in Group I may reserve rooms or facilities for municipal use up to a year in advance based on availability, and may reserve with an application, a written request, or copy of the meeting notice/agenda.

Renters in Group II may book up to three months in advance based on availability, with full payment where applicable, for a maximum of three month time blocks, although their application can be submitted annually. These groups may submit an application annually which will be held on file by the appropriate department head.

Group III and IV users may book up to three months in advance depending on availability, for a maximum of three month time blocks, and must submit a separate application for each request with full payment based on the estimated number of hours that the facility is to be used.

Due to heavy municipal and community use of rooms, consecutive monthly bookings and consecutive weekly bookings can only be accommodated by special arrangement with the department head whose department supervises or administers the facility or building.

For all Town parks, facilities and buildings, a fee will be charged, in full hour increments, for any additional time used beyond the estimated and prepaid amount. For social events, a security deposit for damages or cleanup may be required at a rate to be determined by the department head and will be returned in full if no damages have occurred or no additional cleanup is required by Town crews. Damage and additional cleanup costs will be charged to the group using the park, facility or building. No future uses of the park, facility or building will be permitted until all costs for damages and additional cleanup have been paid in full.

RENTERS' RESPONSIBILITIES. The rental group shall be responsible for set-up and cleanup of parks, facilities and buildings, with the exception of some parks facilities for which arrangements for special accommodations, equipment or set up have been requested and approved on the application. All facilities and equipment must be returned to the setup and condition in which they were found. The rental group shall be held responsible for damages arising from use and shall be billed for the cost of any necessary repairs or cleanup.

TOWN'S RIGHTS. The fact that the Town of Cheshire has authorized a group to use a Town a Town park, facility or building does not constitute endorsement or sponsorship of the renting organization or the view expressed by the group as a whole or by individual participants in the meetings.

The Town reserves the right to authorize an assigned park, facility or building supervisor to supervise the conduct of activity participants and to halt the activity when found to be in violation of any rules and regulations or conditions stipulated on the application or contained in any code, ordinance or resolution of the Town concerning use of parks, facilities and buildings.

RESTRICTIONS.

1. Organizations owing money to the Town for previous park, facility and/or building use will not be eligible for future park, facility or building use until all outstanding balances have been paid in full.
2. Alcohol will not be brought into Town parks, facilities or buildings or consumed thereon except as identified in the Code of Ordinances Sec. 11-22(b), which states:
"No alcoholic beverages of any kind may be possessed or consumed by any person within a park or recreational facility except that the director may issue a permit for the consumption of beer in cans or kegs or wine in paper containers only. This permit shall be issued in accordance with the requirements of Section 11-6, shall be in writing and shall describe specific areas for such consumption. As a condition of such permit, the director shall require the person or group to take full written responsibility for the consumption of the beer, and to hold the department, members of the department, and the town harmless from any claims, damages, suits, and liability for such consumption. No permission shall be granted by the director unless the person or group files, prior to the consumption of the alcohol, a certificate of insurance, naming the town as an additional insured and insuring against any loss occasioned by the consumption of or serving of alcohol."
3. No food or refreshments are to be served or consumed in Town parks, facilities or buildings unless specifically requested and permitted on the application form. Health Department permits are the responsibility of the renting group. At the Senior Center, food and/or refreshments are to be served and consumed **only** in non-carpeted areas of the building. Kitchen facilities are available at the Youth Center only.
4. Group I organizations and non-profit organizations may use Town parks or facilities for local fundraising events. Renters are responsible for obtaining all applicable permits.
5. Smoking anywhere within any Town facility and building and any areas of public assembly is prohibited.
6. Park, facility and building authorizations are to be used only on the date specified and for the purpose named in the permit unless a rain date is specified. A permit is not transferable to any other day, date, time or group.
7. Non-weather related cancellations for use of a Town facility or building must be made to the appropriate department at least one business day prior to the date and time reserved. Non-weather cancellations for use of a park must be made to the Parks and Recreation Department at least thirty (30) days prior to the date and time reserved. If proper notification is not given, the organization will be charged according to the Parks and Recreation cancellation fee schedule as indicated on the application form.
8. Weather related cancellations must be made prior to 2:00 p.m. on weekdays. For weekend events, renters must call the facility representative by 2:00 p.m. on the Friday before the event if inclement weather is threatening the event to make arrangements in the case of a cancellation and at least three (3) hours prior to an event's start time on weekends in accordance with the weekend arrangement procedures made at the time of reservation. If no notice of cancellation is given, 50% of the full rental fee will be charged.

9. Any organization needing to dispose of a large amount of material during or after an event at a Town building, facility or park shall notify the appropriate department head three (3) days in advance of the event to arrange for additional dumpsters, garbage cans or recycling instructions.
10. No groups larger than the maximum occupancy per Fire Code will be permitted in any room.
11. No material may be affixed to wall surfaces or tack boards without prior permission.
12. Thermostats may not be adjusted.
13. Permission for a public address system, band or D.J. must be requested and obtained from the Parks and Recreation Director for Parks and Recreation facilities and buildings. Groups requesting special arrangements for Parks and Recreation facilities such as: table and chair arrangements, large electrical needs, special lighting, decorations, band set ups, staging, etc., must get approval for such requests during the application process.
14. There is no guarantee that the Town can accommodate special arrangements.
15. All groups using Town parks, facilities and buildings must enter and exit and unload supplies using main doorways and entrances to the facility or building. Any special needs to drive vehicles on to a facility or building grounds to facilitate delivery of equipment should be arranged during the application process.
16. Groups using heating elements on the Town tables, counters, etc. need to protect the surface from the heat to prevent destruction of surface.
17. A Certificate of Insurance naming the Town of Cheshire as an additional insured must be provided by all organizations in Group II, Group III and Group IV. Group II users may file an annual Certificate of Insurance.
18. Violations of any item(s) listed in these REGULATIONS may result in cancellation of future reserved dates and suspension of any use of a park, facility or building for up to one (1) year. Any appeals of cancellation and/or suspension must be referred to the Town Manager.

TOWN OF CHESHIRE FACILITIES USAGE INFORMATION

FACILITY	ROOM	CAPACITY	AVAILABILITY	NOTES
Town Hall 84 South Main St.	Council Chambers	216	M-F, 7:30 a.m. to 11:00 p.m. Sat. by special arrangement	During business hours must park in Grange – Group I takes priority
	Room 115	16	M-F, 7:30 a.m. to 11:00 p.m. Sat. by special arrangement	During business hours must park in Grange – Group I takes priority
	Room 207-209	51	M-F, 7:30 a.m. to 11:00 p.m. Sat. by special arrangement	During business hours must park in Grange – Group I takes priority
	Room 210	20	M-F, 7:30 a.m. to 11:00 p.m. Sat. by special arrangement	During business hours must park in Grange – Group I takes priority
	Community Room	170	During hours of Library operation only	Parking is limited
Library 104 Main St.	Conference Room	15	During hours of Library operation only	Parking is limited
	Multipurpose Room	197	M-F after 4:00 p.m. Sat. & Sun. by arrangement	Priority given to Senior groups
	Meeting Room 1	35	M-F after 4:00 p.m. Sat. & Sun. by arrangement	Priority given to Senior groups
Parks & Recreation 559 South Main St. <i>(parks/pavilions – see Fee Schedule)</i>	Meeting Room 2	35	M-F after 4:00 p.m. Sat. & Sun. by arrangement	Priority given to Senior groups
	Main Room	177 seated 300 not seated	Anytime by arrangement	
	Tabor Room	35	Anytime by arrangement	

FEE SCHEDULE

Fees shall be payable to the Town of Cheshire or to the Parks and Recreation Department. The Town reserves the right to waive any fees or requirements, at the discretion of the Town Manager, if the scheduled use of the facility is in the best interest of the Town of Cheshire or the community.

NO FEE:

Group I: Town departments, boards, commissions and committees
 Town employee and volunteer firefighters organizations
 Local political parties and political candidates representing Cheshire
 State and federal government agencies

SEE FEE SCHEDULE BELOW:

Group II: Local 501(c)3 organizations
 Local recognized civic and service organizations
 Local athletic or sports-affiliated groups

Group III: Local condominium and homeowners associations
 Individuals and private groups (Parks and Recreation facilities ONLY)

Group IV: For-profit and non-local organizations
 Individuals and private groups (for non-Parks and Recreation facilities)

<i>FACILITY AND TIME OF USE</i>	<i>GROUP II</i>	<i>GROUP III</i>	<i>GROUP IV</i>
TOWN SMALL ROOMS NORMAL BUSINESS HOURS	No fee	\$15.00 per hour 2 hour minimum	\$30.00 per hour 2 hour minimum
TOWN SMALL ROOMS EVENINGS & WEEKENDS	\$15.00 per hour 2 hour minimum	\$15.00 per hour 2 hour minimum	\$30.00 per hour 2 hour minimum
ROOMS > 100 CAPACITY NORMAL BUSINESS HOURS	No fee	1-3 hours - \$100.00 4-6 hours - \$200.00	\$100.00 per hour 2 hour minimum
ROOMS > 100 CAPACITY EVENINGS & WEEKENDS	1-3 hours - \$100.00 4-6 hours - \$200.00	1-3 hours - \$100.00 4-6 hours - \$200.00	\$100 per hour 2 hour minimum
PARKS	SPORTS and SCOUTING GROUPS ONLY	ALL OTHER GROUPS IN II & III	GROUP IV
BARTLEM	Mon. to Fri. – no fee Sat. & Sun. – \$75.00	\$75.00	\$75.00
CHESHIRE PARK	Mon. to Fri. – no fee Sat. & Sun. – \$75.00	\$75.00	\$75.00
LOCK 12 <i>(maximum 50 people)</i>	Mon. to Fri. – no fee Sat. & Sun. – \$75.00	\$75.00	\$75.00
MIXVILLE PARK LARGE PAVILION	Mon. to Fri. – no fee Sat. & Sun. – \$150.00	\$200.00	\$200.00
MIXVILLE PARK SMALL PAVILION <i>(maximum 50 people - rented only if large pavilion has <100 people at the same time)</i>	Mon. to Fri. – no fee Sat. & Sun. – \$75.00	\$75.00	\$75.00
QUINNIPIAC PARK <i>(rented only between Father's Day and Labor Day)</i>	Mon. to Fri. – no fee Sat. & Sun. – \$75.00	\$75.00	\$75.00

Billing is in full hour increments.

The following language is to be included on all facilities application forms:

FEE WAIVER

In recognition of the valuable contributions made to the Town of Cheshire by many local organizations, this policy allows for the Town Manager to waive building use fees for such organizations. If your organization has a program or service that provides a direct benefit to the Town of Cheshire, please describe below so that a fee waiver may be considered for this rental application. The contact person indicated will be notified of the waiver decision.

Fee waiver requested in recognition of (please describe):

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 and 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 from negligence solely 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 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.

Applicant's Signature _____ Date _____

TOWN OF CHESHIRE
Application for Use of Town Hall Rooms

The undersigned makes application on behalf of the following:

Date of Request: _____

Name of Organization: _____

Person/Title Filing Application: _____

Contact Address: _____

Home Phone _____ Work Phone _____

Purpose of Event: _____

Event Date(s): _____

Event Time (include set up and clean up time): _____

Room Requested: _____

Capacity Expected: _____

Will food or beverages be served: _____

Will any products be sold, raffled, auctioned or funds solicited , or will an admission fee be charged, at this event? (If yes, please attach description of activities): _____

Please refer to the Building Use Policy, including building/room information, for requirements, limitations, & parking.
Please complete page 2.

FEE WAIVER

In recognition of the valuable contributions made to the Town of Cheshire by many local organizations, this policy allows for the Town Manager to waive building use fees for such organizations. If your organization has a program or service that provides a direct benefit to the Town of Cheshire, please describe below so that a fee waiver may be considered for this rental application. The contact person indicated will be notified of the waiver decision.

Fee waiver requested in recognition of (please describe): _____

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 and 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 from negligence solely 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 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.

Applicant's Signature _____ Date _____

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For internal use only:

Date received: _____ Approved (initials and date): _____

Fee: \$ _____ Date paid: _____

Notes _____