

EAST HADDAM PARKS & RECREATION



PARK AND FIELD USE POLICY PERMIT PROCEDURES APPLICATION

Important Phone Numbers

Recreation Office: (860) 873-5058

Selectman's Office: (860) 873-5020

Animal Control Officer (860) 873-5044

Important Locations:

Recreation Office, 1 Plains Road, Moodus, CT

Office Hours are 9am- 5pm Mon M-Th and 9am-12pm Friday

Important Park, Field and Beach Information:

www.easthaddamrec.com

- Directions are under the "Facilities" tab at the top of the page
- Park and facility information is under the "Parks" tab at the top of the page

For questions, concerns or help completing this paperwork, please call the Recreation Director at the Recreation Office.

I. PARK AND FIELD USE/RENTAL POLICY

- A. The unregulated use of municipal buildings may result in damage to Town property, may increase maintenance costs, and may curtail the public's use of public fields and parks designated as available for recreational and/or social purposes. The purpose of the policy is to manage the use of public parks and fields in a manner that preserves the Town's investment and enhances the use and enjoyment of Town fields and parks by our residents.
- B. This policy applies to all public property (structures, parks and fields) owned by the Town of East Haddam and designated as available for recreational and/or social purposes.
- C. The consumption and/or use of alcoholic beverages on Town property are strictly prohibited.
- D. The smoking of tobacco products/vaping on Town property is strictly prohibited.
- E. There are no dogs or pets allowed at Town parks or fields, with the exception of service animals. The exception is the East Haddam Dog Park where dogs are allowed and encouraged to attend!
- F. The application process set forth herein shall be the established and required procedure for all applicants requesting the exclusive use of Town owned parks and field facilities designated for public use.
- G. This policy and the application process required hereby shall apply to all groups and/or individuals requesting permission to hold an event at a Town owned park or field designated for public use.
- H. This policy will facilitate the management and preservation of the parks and fields designated as available for recreational and/or social purposes and the scheduling of events.
- I. All posted rules and regulations at the fields, parks and beaches must be followed.

II. APPLICATION PROCEDURES

A. Sports Fields

- 1. A completed and executed East Haddam Recreation Department Facility Use Application shall be submitted by the applicant to the Recreation Department requesting the use of a Town owned field designated as available for public use.

2. All applicants must provide a certificate of insurance for liability coverage identifying the Town of East Haddam as an additional named insured in an amount no less than \$1,000,000.
3. Applications shall be submitted no less than fourteen (14) days prior to the event date requested. This requirement may be waived for good cause.
4. Approval shall be on the basis of earliest qualified complete application received.
5. Applicants may request multiple event dates within a one-year period of the date of the first event requested. Each event date requested shall be specifically set forth on the Facility Use Application.
6. Upon the approval of a Facility Use Application, the applicant will receive a copy of the fully executed and approved Facility Use Agreement and the Facility Use Permit from the Recreation Department. Applicants shall call (860) 873-5058 in advance to confirm the availability of the approved application.

B. Parks

1. For all applicants requesting the **exclusive** use of Town owned parks and field facilities designated for public use; or requests for the use of a Town owned park or field at a time when the park or field is **normally closed to the public**, a completed and executed East Haddam Recreation Department Facility Use Application shall be submitted by the applicant to the Recreation Department requesting the use of a Town owned field designated as available for public use.
2. All applicants must provide a certificate of insurance for liability coverage identifying the Town of East Haddam as an additional named insured in an amount no less than \$1,000,000.
3. Fees: For the exclusive use of the Town Beach pavilion a fee of \$25 per hour will be charged. This will provide the applicant with the use of the bathroom facilities, electricity, and exclusive use of tables under the pavilion. This does not include lifeguard or waterfront supervision.
4. For all applicants that are requesting the **non-exclusive** use of a Town owned park or field designated for public use; and the event is being held at a time when the park or field is **open to the public**; no Facility Use Application is needed. Please recognize that the public is welcome to use the park or field while you are there, including parties holding similar events.
5. Applications shall be submitted no less than fourteen (14) days prior to the event date requested. This requirement may be waived for good cause.

6. Approval shall be on the basis of earliest qualified complete application received.
7. Applicants may request multiple event dates within a one-year period of the date of the first event requested. Each event date requested shall be specifically set forth on the Facility Use Application.
8. Upon the approval of a Facility Use Application, the applicant will receive a copy of the fully executed and approved Facility Use Agreement and the Facility Use Permit from the Recreation Department. Applicants shall call (860) 873-5058 in advance to confirm the availability of the approved application.

III. SUPERVISION

- A. Applicants approved to use any town park or field shall ensure that there is sufficient adult supervision present at every approved event to provide security and to deter vandalism to Town property.
- B. Youth activities shall be supervised by responsible adults at all times. The Town requires a minimum of one (1) adult of at least twenty-one (21) years of age per ten (10) children under the age of eighteen (18).
- C. The Town of East Haddam may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators. The cost of police protection shall be the sole responsibility of the park or field user.

IV. MAINTENANCE PROCEDURES & INSTRUCTIONS

- A. Applicant shall be responsible for leaving Town facilities clean and orderly **immediately** following use. Prior to leaving the park or field after an approved event, the applicant shall ensure that:
 1. The park or field is clean of all debris and trash.
 2. All trash shall be removed by the applicant at the end of the event.
 3. All balloons shall be popped removed and/or the pieces of popped balloons picked up and thrown away by the applicant. These pose a serious health risk to animals in the parks.
 4. Applicants shall be liable for all costs incurred by the Town due to vandalism including objects stuffed in the toilets (i.e. toilet paper rolls, wads of paper, etc.)
 5. Town parks and fields shall not be modified in any manner without the express written permission of the Recreation Director. Any such requests shall be reflected in the Facilities Use Application and submitted to the Recreation Department.

7. Parking shall be restricted to designated parking areas. Driving on the grass or the beach at any of the Town parks or fields is strictly prohibited unless prior authorization is given in writing by the Recreation Director.

V. CONDITION OF PARKS AND FIELDS- ASSESSMENT & DAMAGE POLICY

- A. Applicants shall complete a Park/Field Evaluation Form which details the condition of the building before and after every event.
- B. Park and Field Evaluation Form will be provided when the key and code are assigned. The form is intended to establish the condition of the building before and after the approved event, assists with determining facility damage, unsatisfactory conditions and the responsible party.
- C. All problems encountered at the park or field shall be described on the Building Evaluation Form and returned to the Recreation Department of Recreation at the end of the event.
- D. Applicants shall be liable for all damage to the parks or fields as a result of vandalism or neglect by the applicant and user. The Town reserves the right to bill, sue or take any measures necessary to collect any sums for the additional clean-up and/or damages to the property occurring at the applicant's event.

VII. TOWN NOISE ABATEMENT ORDINANCE

Applicants who wish to request permission to use loudspeakers, public address systems and/or amplifiers in public parks or fields shall so indicate on the Facility Use Application. The type of equipment shall be specifically described therein. Approval of said request shall be granted on a case by case basis subject to the applicant's demonstrated need, park or field location, type of equipment being used, hours of use, and the potential impact on the neighborhood. Limitations may be attached to approvals. Applicants are advised that the use of loudspeakers, public address systems and/or amplifiers remain subject to the provisions of the Town of East Haddam Noise Abatement Ordinance.

IX. CANCELLATION POLICY

- A. All requests for cancellation of approved Facilities Use permits shall be submitted in writing to the Recreation Department in order to be considered for reimbursement.

- B. The Town shall retain a 25% administrative fee for cancellations requested seven (7) or more days prior to the approved event.
- C. The Town shall retain a 50% administrative fee for cancellations requested less than seven (7) days but more than twenty-four (24) hours prior to the approved event.
- D. The Town shall retain the 100% of the total event fee paid fee for cancellations requested twenty-four (24) or less hours prior to the approved event. In no event shall the fee retained by the Town be less than \$15.
- E. The Town reserves the right to suspend and/or revoke an applicant's privilege of using Town parks and fields for failure to use a park or field for which a permit was issued.
- F. The Town may cancel your approval for the use of a Town park or field for any reason.
- G. The Town reserves the right to use parks and fields for Town or Town sponsored activities, and as such, may cancel or relocate a group's use of a park or field.
- H. The Town reserves the right to prohibit, rescind or change the use of parks or fields, and this policy, regardless of prior approval for use. Whenever practical, reasonable notice will be provided.

X. LEGAL RESPONSIBILITY/LIABILITY

- A. Applicants shall be responsible as set forth in the Indemnity & Hold Harmless Agreement below.
- B. Applicants shall execute an Indemnity & Hold Harmless Agreement and submit same along with the Facility Use Application. The applicable shall not otherwise be considered complete.

XI. ADDITIONAL GENERAL POLICIES

- A. Applicants shall not alter, modify, reduce, enlarge, adapt, or change any Town parks or fields for any purpose. Applicants may request changes to Town parks or fields to facilitate a program or an organization's use. A formal request and plan shall be submitted to the Recreation Department.
- B. No person shall disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit issued by the Recreation Department.
- C. Applicants must have the approved Facility Use Permit during the scheduled park or field use.

- D. Residents are not permitted to “sponsor” a non-resident.
- E. The person, group or organization that is using the facility must be the applicant.
- F. An individual that is a member of a non-profit organization and is using a Town facility for private use must submit the Permit Application accordingly, not as a member of the non-profit organization.
- G. Applicants must be at least 18 years old.



TOWN OF EAST HADDAM Recreation Department
1 Plains Road, P.O. Box 385
Moodus, CT 06469
(860) 873-5058
www.easthaddamrec.com

INDEMNITY & HOLD HARMLESS AGREEMENT

Name of Applicant: _____

Representing the Group: _____

Facility Requested: _____

Dates: _____

The undersigned representatives of the applicant understand and agree to the following:

The applicant agrees to indemnify and hold harmless the Town of East Haddam, its officers, employees, volunteers and agents, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and; 2) caused in whole or in part by my negligent act or omission or that of anyone employed by us may be liable. This Indemnification and Hold Harmless Agreement shall apply in all instances whether the Town of East Haddam, its officers, employees, volunteers and/or agents, is/are made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim. We further agree to defend and hold the Town of East Haddam, its officers, employees, volunteers and/or agents harmless from any claim or suit or injury damage or blame resulting from the use of all Town-owned facilities.

I understand that as the applicant, I am responsible for the facility (damages) and the participants/attendees use of the park or field. I agree to abide by the noise abatement regulations set forth at this facility, as set by the Town and East Haddam.

A Certificate of Insurance naming the Town of East Haddam as Certificate Holder must be provided. Limits must not be less than \$1,000,000 bodily injury and property damage combined single limit. ONLY if you are private user, the Hold Harmless & Indemnification Agreement may be substituted for the Certificate of Insurance. All other parties must provide both.

Signature -Authorized Applicant Representative

Date

Signature -Authorized Applicant Alternate Representative

Date

Signature -Authorized Town of East Haddam Representative

Date

East Haddam Parks and Recreation Facility Use Application
Parks and Fields

_____ Nichols Field/Disc Golf Course _____ Municipal Office Complex Gym _____ Chaps Court _____ Town Beach and Pavilion (additional form below)	_____ HD/DD Memorial Skate Park _____ Municipal Lower Field _____ East Haddam Dog Park
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1. Name of Applicant: _____

Address of Applicant: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Date of Birth: _____

2. Name of Organization: _____

Address of Organization: _____

3. Do you/will you charge or collect any fees while your group is using the park or field? Yes No

4. Type of Event/Event Name: _____

5. Date(s) of Event: _____

6. Hours of Event _____

7. Hours to be Rented (to include set up/clean up)_____

8. Number of persons attending: Adults: _____ Children: _____

9. Number of chaperones (1 per 10 children):_____

11. Special equipment to be used (i.e. sound system, crock pots, inflatable
bounces, popcorn machine): _____

12. Will there be an admission fee? Yes No

13. Will you be selling items at the event? Yes No

Submit your completed application, including, Facility Use Application, Indemnity and Hold Harmless Agreement, a Certificate of Insurance, and appropriate fees to: East Haddam Parks and Recreation, PO Box 385, Moodus, CT 06469

**TOWN OF EAST HADDAM
APPLICATION FOR USE OF THE TOWN BEACH PAVILION**

Date(s) Needed: _____

Day(s) of Week Needed (Please Circle): SUN M T W TH F SAT Time: _____ to _____

USER INFORMATION

Organization/Person Requesting Facility: _____

Activity: _____ Person Responsible: _____

Signature: _____ Date: _____

Address: _____ Phone Number: _____

Organizations and private parties other than town boards or commissions must provide the Town of East Haddam with a Certificate of Insurance naming the **Town of East Haddam** as the “**additional insured**.” The person signing this application will be held responsible for any damage or breakage to the property or equipment during the hours in which permission is granted.

Please refer to information on the bottom of this form for deposit information, where applicable, and responsibilities of the user.

APPROVAL

_____ Date: _____

First Selectman or designee

The following approval signature is required **ONLY** when a fee or Certificate of Insurance or deposit amount applies:

_____	_____	Certificate Received Y N
Finance Officer	Date	Deposit Paid

DEPOSITS

A usage charge of \$25.00 per hour will be charged to all users of the Town Beach Pavilion, except non-profit organizations and Town boards and commissions. A cleaning deposit of \$100.00 will be charged to users, with the exception of Town boards and Commissions. It is up to the discretion of the Facilities Department to determine the amount of deposit returnable based on the condition in which the pavilion and restrooms are left. Deposits will be returned no later than one week after the event. The First Selectman will resolve disputes. Submit your completed application, including, Facility Use Application, Indemnity and Hold Harmless Agreement, a Certificate of Insurance, and appropriate fees to: East Haddam Parks and Recreation, PO Box 385, Moodus, CT 06469

RESPONSIBILITIES

It is the responsibility of the user to return the Town Beach Pavilion and restrooms to the condition they were in before their event. All garbage should be placed in trash cans. Any trash that doesn't fit in the cans should be removed from the premises. The main floors and stage area should be free of trash. Bathrooms should be free of trash. Tables should be left where found upon arrival. The grounds should be clear of debris.

No alcoholic beverages are allowed on the premises.