



**Town of Rocky Hill Parks and Recreation**  
 761 Old Main St.  
 Rocky Hill, CT 06067  
[www.rockyhillct.gov](http://www.rockyhillct.gov)

## **PARKS, FACILITIES AND FIELDS USE POLICY**

Requests for the use of town parks, facilities and fields should be directed to the Rocky Hill Parks and Recreation Department, located at 761 Old Main Street, Rocky Hill, CT 06067. Phone (860) 258-2772.

### **SECTION 1- USERS**

#### **A. First Priority Users**

The scheduled use of Rocky Hill parks, facilities and fields may be made available without rental charges only to the organizations listed below in Section 1A, if used according to the "Parks, Facilities and Fields Use Policy." Priorities will be granted in the following order:

<b><u>Parks/Facilities/Fields</u></b> <b><u>(i.e. - facilities located at parks &amp; fields)</u></b>	<b><u>School Facilities</u></b> <b><u>(i.e. - facilities on school grounds)</u></b>
1. Rocky Hill Parks and Recreation	1. Rocky Hill Public Schools
2. Rocky Hill Public Schools	2. Rocky Hill Parks and Recreation
3. Rocky Hill Adult/Youth Leagues*	3. Rocky Hill Adult/Youth Leagues*

\*Please note that all teams and leagues admissible in Section 1A must belong to an affiliated state or national organization that is responsible for the administration of their sport (e.g., Little League, Youth Football, Lacrosse, and CJSA). All team rosters must have **67%** or more of participation of Rocky Hill residents.

#### **B. Second Priority Users and Third Priority Users**

The scheduled use of parks, facilities and fields 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 Town and School. A "Town of Rocky Hill Field/Facility Use Policy Request Form" must be filled out and submitted. If approved, a "Town of Rocky Hill Facility Property Usage Contract" will then be executed. Second priority and third priority categories are as follows:

## **Second Priority Users**

1. Locally organized non-profit groups whose membership is composed entirely of Rocky Hill residents.
2. Other non-profit organizations and/or individuals that have been approved by the Director of Parks and Recreation or the Director's designee.
3. Rocky Hill businesses.

## **Third Priority Users**

1. For-profit clubs, groups, businesses and associations.
2. Non-residents.
3. Others.

## **SECTION 2- MCVICAR FIELD**

McVicar Field has an artificial turf surface. To that end, there are specific restrictions pertaining to the use of this field as follows:

### **A. Designated Footwear**

Molded plastic or rubber cleats are acceptable  
NO METAL CLEATS OR SPIKES ARE ALLOWED  
No high heeled shoes  
Limited use of flat soled sneakers

### **B. Designated Uses:**

- |                                  |   |
|----------------------------------|---|
| 1. Marching Band                 | 7. Field Hockey   |
| 2. Football                      | 8. Rugby  |
| 3. Soccer                        | 9. Pedestrian traffic and other similar uses  |
| 4. Physical Education activities | 10. Other uses as discussed and approved by the<br>Director of Parks and Recreation |
| 5. Military marching drills      |   |
| 6. Lacrosse                      |   |

### **C. Other Restrictions:**

No Food allowed on the field  
No Chewing Gum, sunflower seeds  
No Tobacco Products  
Only drinking water allowed on field- (i.e.-no soda or Gatorade)  
No Pets

### **SECTION 3- CLOSED OR RESTRICTED AREAS**

Due to factors such as inclement weather and poor usage conditions, the Rocky Hill Parks and Recreation Director or the Director's designee reserves the right to deny the use of a town park, facility or field.

- 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 to the public at any time and for any interval of time, either temporarily or at regularly scheduled, stated intervals (daily or otherwise) and either entirely or just to exclude certain uses.
  
- B. Guidelines for Cancellation of Activity on Town Athletic Fields - The Parks and Recreation Director will consult with the Coordinator of Student Affairs/Athletic Director or Board of Education designee 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.
  
- C. 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
  - 8. That use proves to be destructive or detrimental to the site

Teams, leagues, individuals and/or organizations that do not precisely follow the policy will be subject to revoking of their field use privileges. Please refer to Section 7 for cancellation and refund procedures.

## **SECTION 4- CONDITIONS OF USE**

### **A. Right to Decline**

The Town of Rocky Hill 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.

### **B. 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.

### **C. Prohibited Acts**

The Rocky Hill Town Code, Section 189-1, "Prohibited Acts" shall apply. (See Attachment A for Rules and Regulations.)

Alcoholic beverages, tobacco products, smoking and illegal drug usage are not permitted in town parks and school facilities/fields.

Permit 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, by the Rocky Hill Police authorities as defined by Connecticut state statutes and laws, and may be subject to penalties.

### **D. Reservations Mandatory**

Organized athletic activities on town and school property are permitted only on a reservation basis. Persons not having a permit for the use of parks, facilities or fields must give way at all times to permit holders.

### **E. Permit Time Restrictions**

Permits for use will be issued by the Rocky Hill Parks and Recreation Department (1) for municipal fields (throughout the day), and (2) for school fields (only after school programs have been completed). **On school fields, priority will be given at all times to school-sponsored programs.**

There will be strict adherence to published closing times of all town parks and schools.

## **SECTION 5- RENTAL REOUIREMENTS**

All interested parties wishing to rent a field(s) must fill out the “Field/Facility Use Policy Request Form”. If approval of use is granted, applicants must then fill out the “Town of Rocky Hill Facility Town Property Usage Contract” and submit with rental fees.

### **A. Fees**

**First Priority Users**-are exempt from paying fees.

**Second Priority Users**-that are not exempt from paying fees, will pay \$25 an hour, per field, not including McVicar Field. McVicar Field rentals will be \$50 an hour. RHHS pool rentals will \$100 an hour.

**Third Priority Users**-will pay \$100 an hour, per field including McVicar Field. RHHS pool rentals \$100 an hour.

All user groups (First, Second, and Third Priority) will be responsible for additional fees associated with the mandatory presence of police, fire, lifeguards, custodial or other public safety personnel.

Long term rental fees will be determined by the Parks and Recreation Advisory Board and the Parks and Recreation Director.

### **B. Utility Charges**

Utility charges for Maxwell Park- Softball Field and Soccer Field; High School McVicar Field; Elm Ridge- DiMauro Field and Vicino Field are established as follows:

Second and Third Priority Users -that are not exempt from paying fees, will pay \$50.00 per hour for use of the lights.

## **SECTION 6- INSURANCE REQUIREMENTS**

Rocky Hill affiliated sports clubs and associations, residents, businesses and non-affiliated clubs and associations, and non-residents must provide the Town of Rocky Hill with liability insurance a minimum of \$1,000,000, listing the town as an additional named insured. This insurance must be submitted to the Parks and Recreation Department at least one week prior to park, facility or field usage.

Sports or games rental groups must also provide Player/Participant Accident Insurance a minimum of \$25,000 (accidental medical benefits limit per individual/per accident).

A current participation roster is also required prior to the actual usage. The roster must include each participant's name, address (no P.O. boxes), and phone number. The roster must also include the name of the person responsible for the team, listing name, address, phone number, and email address.

## **SECTION 7- CANCELLATION AND REFUND PROCEDURES**

The Town of Rocky Hill in its sole and absolute discretion, reserves the right to cancel permission for any group to use a 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.

If the town cancels a permit due to weather or field conditions, all fees will be refunded. Please allow up to 10-15 business days for refunds to be issued.

If police coverage is required, all fee structures and cancellation policies will be in accordance with the IBPO Local #316, Article VI., Section 2A.

No refunds on rental fees will be made in any amount for failure to show on the reserved rental date.

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

## **SECTION 8- ADDITIONAL SUPERVISION**

The Town of Rocky Hill reserves the right to require any lessee or user to provide police 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 9- APPEALS PROCESS**

All appeals are to be directed to the Parks and Recreation Director. The next level of escalation is a written appeal of the Director's decision to the Town Manager.



**Town of Rocky Hill Parks and Recreation**  
**761 Old Main St.**  
**Rocky Hill, CT 06067**

**Field/Facility Use Policy  
Request Form**

**Applicant/Organization** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Primary Contact** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Field/Facility Requested** \_\_\_\_\_ **Time Start** \_\_\_\_\_ **Time End** \_\_\_\_\_

**Dates to be used** \_\_\_\_\_ **Attendance** \_\_\_\_\_

Attach a separate sheet for rentals or long term field use with dates, times, fields/facilities requested. (i.e. leagues).

It is understood that the use of the fields/facilities by the applicant is subject to any and all of the conditions listed in the Parks, Facilities and Fields Use Policy.

**Applicant Name (please print)** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Office Use Only:**

Contract \_\_\_\_\_

Insurance \_\_\_\_\_

Other \_\_\_\_\_

<b>Fee</b>	<b>Amount</b>	<b>Paid/Received</b>
<b>Deposit</b>		
<b>Rental</b>		
<b>Lights</b>		
<b>Parks</b>		
<b>Police</b>		
<b>Other</b>		
<b>Total</b>		

**Town of Rocky Hill Facility**

**Property Usage Contract**

Please let it be recognized this agreement between the Town of Rocky Hill, Parks and Recreation Department and the \_\_\_\_\_  
Effective \_\_\_\_\_ to \_\_\_\_\_. This form shall be filled out and signed each year.

**User Group Responsibilities:**

1. Agree to abide by the Parks, Facilities and Field Use Policy.
2. Provide on-sight supervision during all practices, games, meets and special events. Site 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.
3. Contact the Parks and Recreation Director immediately (within 24 hours) in the event of any serious injury, mishap, or inappropriate behavior. Please call 860-258-2772.
4. Contact the Parks and Recreation Director with any maintenance issues or aspects of the facility that could be considered harmful to users.
5. Provide the Town of Rocky Hill with a current copy of at least **\$1,000,000** general liability insurance policy, naming the Town of Rocky Hill as an additional named insured. A copy of this certificate must be on file with the Parks and Recreation Director before groups can have access to any field. For sport groups, proof of player/participant accident insurance in the amount of at least \$25,000, must also be provided.
6. 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.
7. In the case of inclement weather, the user will call 860-258-2772 and listen for prompts for cancellation information, or you may go to our website at [www.rockyhillct.gov](http://www.rockyhillct.gov) for cancellation information.

**Town of Rocky Hill Responsibilities:**

1. The Town of Rocky Hill will provide safe and adequate facilities including general maintenance of all areas.
2. The Town will make every attempt to notify the group contact person at least 24 hours prior to any park/facility closings for maintenance or other purpose unless obvious weather conditions or emergency situations force an unforeseen closure.

**Liability Release Form:**

As a representative of the group listed above, the group recognizes that there are risks of injury involved in participating in recreational activities. Therefore, the group does hereby release the Town of Rocky Hill and its employees and agents from all liability with respect to an injury received by a member within the group listed above arising from such activities. The organization supervisor, president, or person whose signature appears on the request form assumes full responsibility for following the Town of Rocky Hill Parks, Facilities and Field Use Policy. By signing this form, I agree that the rental payment will be made on time or the dates will be revoked.

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Organization	Contact Person, Title	Signature	Date
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Director of Parks and Recreation	Signature	Date
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