



TOWN OF ROCKY HILL PARKS AND RECREATION

761 Old Main St., Rocky Hill, CT 06067
PHONE: (860) 258-2772 FAX: (860) 258-7666
www.rockyhillct.gov

REQUEST FOR PARK USE

ALL REQUESTS MUST BE REVIEWED BEFORE APPROVAL CAN BE GRANTED. THIS FORM MUST BE SUBMITTED TO OUR OFFICE WITH \$100 SECURITY DEPOSIT TO HOLD THE RESERVATION, AS WELL AS \$100 RENTAL FEE FOR FOUR HOUR TIME BLOCK.

ORGANIZATION (if applicable) _____

NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____

E-MAIL _____

FACILITY REQUESTED _____ EXPECTED ATTENDANCE _____

SPECIFIC ACTIVITY (i.e. Teen Party, Surprise, Reunion, Picnic) _____

DATE(S) _____ TIME START _____ TIME END _____

CONTACT PERSON _____ DAY OF EVENT PHONE _____
(CONTACT PERSON)

I/WE HAVE READ THE TOWN OF ROCKY HILL PROCEDURES FOR PARKS USE.

In consideration of the use of the Rocky Hill Parks, I certify that the information provided is accurate.

SIGNATURE _____ DATE _____

Office Use Only

Contract _____
Insurance _____
Notes:

Fee	Amount	Paid
Deposit		
Rental		
Lights		
Other		
Total		

TOWN OF ROCKY HILL
WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT
FOR USE OF PARKS

I am 21 years of age or older and understand the terms of this Waiver, Release and Indemnification Agreement and/or I am authorized by the Organization listed on the Request for Park Use Form to execute this agreement on the Organization's behalf. In exchange for myself and/or the Organization being allowed access to Rocky Hill Parks, I and/or the Organization agree to be bound by each of the following:

1. Obligation to Inspect. The Renter agrees to inspect the park prior to the start of the activity. If the Renter believes that anything is unsafe, the Renter will immediately advise the Town of Rocky Hill and the Renter will delay, postpone or cancel the activity until such unsafe condition(s) has been remedied.

2. Assumption of Risk: The Renter assumes all risks, known and unknown, in any way connected with participation or attendance at the activity. The Renter accepts legal responsibility for any liability, injury, loss, or damage in any way connected with participation in or attendance at the activity.

3. Waiver, Release and Indemnification: The Renter does hereby waive, release, and hold harmless the Town of Rocky Hill, a municipal corporation of the State of Connecticut, and/or its servants, volunteers, agents and/or employees from any and all claims for any liability, injury, loss or damage in any way connected with participation in, and/or attendance at the activity. In addition, the Renter agrees to indemnify and hold harmless the Town of Rocky Hill and/or its servants, volunteers, agents and/or employees from any claims made against the Town by any person or entity as a result of participation and/or attendance at the activity. The Renter will procure and provide to the Town the Certificates of Liability Insurance required by the Procedures for Park Use.

4. Savings Clause: If any part of this Waiver, Release and Indemnification Agreement is invalid, illegal or incapable of being enforced, by reason of any rule or law or public policy, all other parts of this Waiver, Release and Indemnification Agreement remain in full force and effect, and no part of this Waiver, Release and Indemnification Agreement shall be dependent upon any other part.

I HAVE READ THIS AGREEMENT. I AM SIGNING THIS AGREEMENT VOLUNTARILY FOR MYSELF OR ON BEHALF OF THE ORGANIZATION LISTED ON THE REQUEST FOR PARK USE FORM.

Print Name

Signature

Date

Name of Organization, if applicable

TOWN OF ROCKY HILL
PROCEDURES FOR PARK USE

The following is information and conditions regarding the reservation of the Town Parks.

PLEASE READ CAREFULLY.

1. Certificate of Liability Insurance will be required for any play equipment, animals, or any special entertainment brought to the parks by the renter, or of organized groups and other special requests as needed with the following minimum requirements as set by the Town of Rocky Hill:
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate-products
 - \$2,000,000 general aggregateThe Town of Rocky Hill should be listed on the policy as an additional name insured.
2. **BEFORE** a reservation for our Parks can be **BOOKED**, a **REQUEST FOR PARK USE** form must be completed and returned with a \$100 security deposit to the Parks & Recreation Office. The deposit is refundable after the function is over and the area used has been inspected for damage, and could take up to two (2) weeks to receive. Deposits made by credit card will be refunded via the credit card. If damage exceeds the \$100 deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
3. Rental fee must be **PAID** at the time of reservation. Fee is \$100 for each **FOUR** hour time block.
4. **NO ALCOHOL IS ALLOWED IN ANY TOWN PARK.**
5. Maximum number for a party is **100** at Elm Ridge Park; **30** at Maxwell Park.
6. **Permit** will be mailed to you after we receive the completed paperwork, deposit, and rental fee. Permit holder must have permit on site during the reservation Period and make available to town staff if requested.
7. There will be two charcoal grills set up at Elm Ridge Park. You must provide your own charcoal and extinguish burning coals before leaving the park.
8. Please keep the park area clean and remove any trash that does not fit in provided containers. **In consideration of any party that may follow yours, please clean the picnic tables and sweep the area clean of any food debris. Not doing so will result in forfeiting part or all of your deposit. (Please note the Town does NOT have staff available on weekends.)**
9. You may use the outdoor pool at Elm Ridge Park, as long as you pay the daily fees (\$2-resident; \$5-non-resident). For an up to date schedule and pool rules please check our website at www.rhparkrec.org.
10. There are portable restrooms available in the parks; however, the Town cannot ensure cleanliness.
11. You may use the fields as long as they are not in use by any of the Town's programs.
12. Elm Ridge Park Facilities-there is a volleyball net, playground equipment, athletic fields, skate park and outdoor pool;
Maxwell Park Facilities-there is a deck hockey court, tennis court, pavilion, playground equipment, and athletic fields.
13. Electricity is available at the Pavilions at both Elm Ridge and Maxwell Parks.
14. No vehicles are allowed on the grass at any time.
15. Your signed copy is your proof of reservation. Please have your copy with you on the day of your event. If either pavilion is occupied, please notify the party and show them your receipt. If the unpermitted party is unwilling to move, please notify the Rocky Hill Police Department at (860)258-7640.
16. A 48 hour cancellation notice is required. Failure to do so will result in your rental fee and security deposit not being refunded back to you.

I HAVE READ THIS AGREEMENT. I AM SIGNING THIS AGREEMENT VOLUNTARILY FOR MYSELF OR ON BEHALF OF THE ORGANIZATION LISTED ON THE REQUEST FOR PARK USE FORM.

Print Name

Signature

Date

Name of Organization, if applicable

Revised 7/15/15