



ROCKY HILL PARKS AND RECREATION DEPARTMENT

761 Old Main Street, Rocky Hill, CT 06067
Phone: (860) 258-2772 Fax: (860) 258-7666
Email: rockyhillparksandrec@rockyhillct.gov



FIELD USE PERMIT FORM

PRIMARY CONTACT INFORMATION

Applicant/Organization _____
Address _____
Telephone (Daytime) _____ **Telephone (Evening)** _____
Primary Contact _____ **Email** _____
Address _____ **Telephone** _____ **Fax** _____

RENTAL INFORMATION

Field Requested _____ **Time Start** _____ **Time End** _____
Dates to be used _____
Attendance _____
Percentage of Rocky Hill Residents _____
Other Notes/Requests _____

READ CAREFULLY AND SIGN BELOW

Assumption of Liability: Participation in any activity, facility or field use may involve risk or injury. As a parent/guardian or participant, I am aware of these hazards and my ability to participate. I hereby agree to release, discharge, and hold harmless the Town of Rocky Hill, its employees, contracted instructors, and volunteers from the liabilities which may occur while renting a field. I understand that the Town of Rocky Hill does not provide accident/medical insurance for the field rental participants. The Parks and Recreation Department reserves the right to photograph program participants for publicity purposes.

Applicant Name _____

Applicant Signature _____ **Date** _____



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Field Use Policy Form

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 by the Parks & Recreation Director applicants must then fill out the “Town of Rocky Hill Facility Town Property Usage Contract” and submit with rental fees. The Parks & Recreation Director shall coordinate all usage and you will be invoiced accordingly.

Long term rentals can also be arranged at the discretion of the Parks & Recreation Director and with approval from the Parks & Recreation Advisory Board.

User	Field & Cost	Utility Charges	Additional Fees
Priority Users: 1) Rocky Hill Parks & Recreation, 2) Rocky Hill Public Schools 3) Rocky Hill Adult/Youth Leagues*	No Charge	No Charge	Police, Fire, Lifeguards, Custodial, other public safety personnel and/or maintenance cost
Second Priority Users: 1) Locally organized non-profit group whose membership is composed entirely of Rocky Hill Residents 2) Other non-profit organizations and or individuals approved by the Parks & Recreation Director 3) Rocky Hill Businesses	McVicar (Turf) \$50/hour All other fields \$25/hour RHHS Pool \$100/hour	\$50/hour (Maxwell Park, McVicar and Elm Ridge Park)	Police, Fire, Lifeguards, Custodial, other public safety personnel and/or maintenance cost
Third Priority Users: 1) For profit clubs, groups, businesses and associations 2) Non-residents 3) Others	McVicar (Turf) \$100/hour All other fields \$100/hour RHHS Pool \$100/hour	\$50/hour (Maxwell Park, McVicar and Elm Ridge Park)	Police, Fire, Lifeguards, Custodial, other public safety personnel and/or maintenance cost

Outdoor Court Rental Policy

Tennis, pickleball, and basketball courts are available to residents on a first- come, first- served basis. However, if you wish to rent courts for team practices and/ or tournaments, please contact the Parks & Recreation Department to obtain an official permit - a separate fee may apply depending on user priority. Please refer to the Field Use Policy Form for the current fees for residents and non- residents.

**** Private tennis lessons on public tennis courts are prohibited unless approved by the Director of Parks & Recreation.**

* Please note that all teams and leagues 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, CJSA). All team rosters must have **67%** or more of participation of Rocky Hill residents.

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.

IMPORTANT INFORMATION REGARDING FIELD RESERVATION REQUESTS

INSURANCE REQUIREMENTS

First, Second and Third priority users 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 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).

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.

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.

CONDITIONS OF USE

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.

Responsible Adult Designee - 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.

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.

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.

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.



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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/parkrec 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.

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