

4.3 TOWN OF COLCHESTER ATHLETIC FACILITY RESERVATION POLICY

Updated at Board of Selectman's meeting 12/3/2020, 9/15/2022

FIELD RESERVATION REQUESTS

Any organization requesting the use of a Colchester athletic facility-should make their request to the Director of Public Works.

Sports Season	Field Usage Period
Spring -Outdoor	April 1 - June 15
Summer-Outdoor	June 16 -August 15
Fall - Outdoor	August 16 -first weekend in November

PRIORITY SCHEDULING

1. Town-sponsored programs or events will receive first preference. Confirmed reservations may be cancelled or rescheduled in the event of unforeseen circumstances such as weather, field conditions, emergencies or other circumstances that may arise.
2. Colchester Leagues that meet the criteria below will be given scheduling priority when requests are submitted before the deadline.
 - a. Colchester Youth Leagues that meet the following criteria:
 - i. 90% Colchester residents
 - ii. Recreational league (a league that allows all those that register and/or try out to participate in the league)
 - iii. Primary Season
 - b. Colchester Adult Leagues:
 - i. 65% Colchester residents or employed in Colchester
 - ii. Primary Season
 - c. Colchester School Teams:
 - i. Primary Season
3. All other Colchester organizations, including AAU and Premier teams.
4. Scheduled games and make-up games will take preference over practices.

By default, all leagues must pay all applicable fees, including the Field Sustainability Fee. However, Colchester Youth and Adult leagues that meet the criteria in #1 and #2 above may have field rental fees waived; amenity fees (lights, pavilion rental, etc.) will not be waived.

PERMIT CONFIRMATION

After receiving a request to use a Colchester athletic facility, the Director of Public Works will determine if the permit request is appropriate with consideration given to field/park conditions, sport season, availability, etc. Once approved by the Director of Public Works, the Recreation Office will issue the permit to the applicant. If the request is denied, the applicant will be notified with the reason and possible alternatives.

Permit applications, liability waivers, and the certificate of insurance must be in place prior to the issuance of any permit.

SPECIAL EVENTS

Special Event facility requests may be made up to one year in advance by submitting the appropriate paperwork to the Parks & Recreation Office. Please see the document entitled "Policy Governing Issuance of Special Events Permits."

MISCELLANEOUS RENTALS

The Recreation Department may issue other permits including banners, event, and program requests. All other reservation requests may be made according to the policy entitled "Park Pavilion/Sport Field Rental Policy".

BALLFIELD LIGHT FEES AND OPERATION

Sport Leagues will receive league-specific codes and instructions for operation of the lights and will be billed on a quarterly basis for the actual usage.

Other rentals will be arranged as either pre-set times for the lights to be on/off or controlled by on-site staff. Light fees will be billed to the rental group on an hourly basis.

PERMIT FEES AND FEES

1. The Colchester Public Works and Parks and Recreation Departments reserves the right to request proof of eligibility for all applicants using Colchester facilities.
2. Non-Resident Fees are charged as follows:
*Adult Sports (Men and Women) - \$20.00 per non-resident player
3. Team rosters are due to Parks & Recreation Office prior to league game play start date. Proof of residency must be included with rosters. Team roster may be spot-checked by Recreation Department staff periodically throughout the season. Failure to submit rosters and proof of residency to the Recreation Department may result in the cancellation of the permit for the remaining season.
4. Payment of all fees is due no later than ½ way through each season. Failure to submit payment to the Recreation Department may result in the cancellation of the permit for the remaining season.
5. The payment of all fees can be made online, in person or by mail using a check, credit card or cash.
6. If a problem should arise with any permitted applicant while using a Town facility, the Permittee or the President of the League will be asked to meet with the Town departments involved in the complaint within 14 days. If the problem cannot be rectified, the permit may be suspended, cancelled, or terminated indefinitely. Notification will be made to the Board of Selectman.

MAINTENANCE & SUPERVISION REQUIREMENTS

1. Maintenance of facilities, field preparation needs, and special requests must be submitted in writing to the Director of Public Works. Field maintenance will follow established guidelines.
2. Cooperation with the Parks Maintenance Division is expected at all times. This includes

altering practice schedules, if necessary, to accommodate field maintenance. A pre-event on-site inspection with the Parks Crew Leader or Director of Parks and Recreation may be required.

3. Any group or organization using facilities will be responsible for providing proper supervision and janitorial services for the area in use.
4. Custodial fees will be charged when services are requested for special setups and area restoration if personnel are not normally scheduled. Custodial fees shall be paid at an hourly rate set by Public Works, which may be for a minimum of two hours.

INCLEMENT WEATHER

Caution must be exercised with the use of facilities when wet. Rescheduling of events may be required. Two considerations follow:

1. Should Public Works determine that the fields should not be used due to inclement weather, the league president will be notified by 3:00 p.m. If conditions dictate closure after 3:00 p.m. or on weekends, it will be up to the discretion of the officials and/or coaches using established guidelines.
2. The Parks and Recreation Department and Public Works has the discretionary right to cancel events scheduled on Town property.

FOOD CONCESSIONS

1. Organizations must request permission from the Chatham Health District for the sale of food and/or beverages at any event.
2. Rights to the Football Field concession stand are only provided to Colchester non-profit youth organizations.

SECURITY DEPOSITS/DAMAGES

Security deposits may be required.

1. The amount of the deposit will be determined on a case-by-case basis by the Director of Parks and Recreation. The deposit must be received no later than 14 days prior to the event in the form of a bank or certified check, made out to the "Town of Colchester".
2. Should damages occur during use, a written report must be filed with the Parks and Recreation Department within 24 hours by the person identified on the application.
3. The Parks and Recreation Department and/or Public Works will inspect the facilities for damage at the close of the event. Failure to exercise reasonable care in the use of the facility or field will result in the forfeiture of all or part of the security deposit and will limit the applicant's ability to obtain permits in the future.
4. The cost of repair will be based upon three (3) written estimates. Should the cost of repair exceed the security deposit, the applicant will be billed for the balance, with payment to be made within 30 days.
5. If a security deposit is not made as part of the reservation, and damages occur, the applicant will be billed for all damages incurred, with payment to be made within 30 days.
6. Any refunds of the security deposit will be processed within 30 days of the close of the event.

7. In the event that the user's insurance has a deductible, the user shall provide a security deposit to cover the difference between the deductible and \$1,000, or a determined portion thereof.

Your deposit may be retained by the Town for any of the following:

- Failure to have the required number of chaperones.
- Damage to building, equipment, or property (you will also be billed in addition to retained deposit, according to the cost of repairs).
- Failure to clean up properly.
- Failure to surrender the facilities at the scheduled time.
- Unruly or disruptive actions of participants.
- Use of rooms not rented, or areas reserved but not used.
- Misrepresentation of your organization and the type of activity.
- Cancellation of the event within one week after payment is received.
- Failure to hire Police for the event when required.