



# Special Revenue Fund 2023

Tiffany Quinn, Director  
Approved by:

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**SPECIAL REVENUE FUND:** this fund is used to separate and track specific revenue and expenses from the general fund, which is used to account for and report on all other revenues and expenditures. The use of the special revenue fund will ensure that the revenue collected for a specific purpose, program or event is used for that purpose, and that the expenditures are transparent and accountable to the public. This fund is encumbered from year to year and cannot be transferred to the General Fund.

#### **DEPARTMENT FUNDING**

Colchester Parks and Recreation does not receive tax funding to cover expenses incurred from activities, events, and programs. All expenses are covered by the Special Revenue Fund, with revenue collected from registration fees, reservation fees, donations, and sponsorships. Colchester Parks and Recreation receives funding as follows:

**Town Budget:** revenue received from the general fund to pay for Department staff and office expenses.

**Special Revenue Fund:** revenue received from participant fees, donations, sponsorships, and grants.

#### **TYPES OF FEES:**

- **PROGRAM OR PARTICIPANT FEES:** Colchester Parks and Recreation may charge fees for specific programs or classes, such as day camp, bus trips, fitness classes, art classes, and sports camps. These fees may vary depending on the length of the program, the materials required, and the qualifications of the instructors.
- **RESERVATION FEES:** Colchester Parks and Recreation may charge reservation fees for the use of various town facilities, such as pavilions, parks, and athletic fields. The fees may vary depending on the size of the facility, the time of day, specified use, and the season.
- **FIELD SUSTAINABILITY FUND:**  
The Field Sustainability Fund and Policy was approved by the Parks and Recreation Commission and subsequently by the Board of Selectmen in August 2017. The Field Sustainability Fund will not be used for routine field maintenance (mowing, seeding, fertilizing, aerating etc.) or other general town needs. It will be used solely for capital improvement projects located within the recreational complex and other recreational facilities. Youth sports leagues that are permitted to use town fields will pay \$10 per player to the Town of Colchester and it will be deposited into this account. Adult sports leagues will pay \$10 per resident player, \$20 per nonresident player. (Attachment 1)

#### **TYPES OF REVENUE**

- **Participant or Program Revenue:** Fees are collected from program participants to cover all costs associated with the program, event, or activity.
- **Reservation Revenue:** Fees collected from permits issued to use town facilities, parks, and fields. (Attachment 2)
- **Field Sustainability Fund:** Fees collected from youth and adult sports leagues to be used for field improvements and capital improvement projects.
- **Donations:** Donations may include monetary donations, both restricted and unrestricted; Securities, Stocks and Bonds; Real Estate for park property and development; Endowment funds; Funds in Perpetuity; Community trees and shrubs; Small park amenities (benches, picnic tables); Large park amenities (Playgrounds, sports courts, fields, pavilions and picnic shelters) Donations will be used as requested by donors but may or may not include public recognition depending on circumstances and confidentiality expectations. Park amenity and tree donations will follow the "Living Legacy" policy and application. (Attachment 3)
- **Sponsorships:** monetary or in-kind revenue collected from donors with the expectation that their support and branding may be used publicly to show appreciation. Sponsorships will be used as requested by each donor.
- **Grants:** Funding received from federal, state, local or private sources. Grants must be accepted by the Board of Selectman, and must be used as specified in the grant. All grant documentation must support the grant spending.

## **TYPES OF EXPENSES**

Eligible expenditures may include:

- A. **Marketing and Fundraising:** Eligible expenses include items that promote fundraising activities, supplies, and vendors to provide the fundraising efforts; Expenses that produce or promote activities, events, and programs, including expenses related to marketing, advertising and sponsorship agreements, community event, activity and program expenses including staffing, vendors, and all associated costs.
- B. **Programs:** Eligible expenditures include Items that are directly related to providing programs, events, and activities to include, but are not limited to, direct payroll, advertising, supplies, instructors, vendors, equipment, and certain transportation costs.
- C. **Field Maintenance and Improvements:** Eligible expenses include capital improvement projects located at Colchester parks.

## **FEE STRUCTURE**

Colchester Parks and Recreation will structure all fees with consideration affordability, accessibility, and equity, in order to ensure that all members of the community have access to recreational opportunities. Additionally, the fee structure will be regularly reviewed and evaluated to ensure that it is meeting the needs of the community while also generating the necessary revenue to support recreational programs and events in Colchester.

## **ACCESS AND AFFORDABILITY**

Colchester Parks and Recreation will offer discounts and/or scholarships for individuals or families who cannot afford to pay the full fee. Funding for scholarships and discounts varies from year to year and is determined by the amount of donations made for this purpose.

## **COLLECTION PROCEDURES**

Colchester Parks and Recreation will accept payments by credit card, check, or cash. Payments can be made online, or in the office. Delinquent accounts will be sent reminders and those that remain unpaid may be prevented from registering for new programs or reservations until the account is paid in full or a payment plan has been arranged with department staff.

## **REFUND POLICY**

Colchester Parks & Recreation stands behind all our community offerings. All programs, events and activities are self-funded and must cover all costs associated with the activity. With that in mind, we will gladly help all participants with any registration or refund requests to the best of our ability. Refund requests must be made in writing. Refunds will be given if requested at least two weeks prior to the start of the program. Any request made within two weeks of the start of the program will be issued as a credit to the participants' account for future use. Once the program has started, no refunds or credits will be issued unless the program is cancelled by Colchester Recreation. Certain programs, including Day Camp and bus trips, may have different refund policies. Participants with extenuating circumstances may request a review of their case by providing written documentation of their situation to the Recreation Director.

**The Day Camp refund policy** is as follows: All refund requests must be made in writing to the Recreation Director; Prior to May 1 you will receive a full refund; May 1-15 you will receive 50% refund, 50% account credit; May 15-31 you will receive 100% account credit; June 1 and beyond there will be no refunds or account credits. We will do our best to exchange camp weeks if there are openings. This policy is necessary to ensure our staff to camper ratios, to cover our expenses in hiring and training staff and purchasing supplies based on an expected number of campers.

## **ENFORCEMENT MEASURES:**

A \$15 cancellation fee will be charged for all refunds and credits requested by a participant.

Camp registration and payment is due no later than one week prior to the start of each camp week. A \$25 late fee will be added for all late registrations or late payments. Registration and payment cannot be accepted at camp.



“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

Tel: (860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | [www.colchesterct.gov](http://www.colchesterct.gov)

## Field Sustainability/Improvement Fund and Policy

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(Approved by Rec. Commission on 8/7/17)

The Field Sustainability/Improvement Fund may be used for the following purposes only: 1) Capital Improvement Projects located within the Recreation Complex or any Park Facility, including materials, technical expertise or consultant services, and/or labor necessary to conduct said projects; 2) Any non-recurring expenditures incurred for park or recreational purposes; and 3) acquisition of specialized equipment necessary for the maintenance of park or recreational facilities as determined by the Director of Public Works.

Fund expenditures, as recommended by the Parks and Recreation Commission or the Director of Public Works can be appropriated and approved by the Board of Selectmen. The Commission shall NOT recommend for the Field Sustainability/Improvement Fund for normal operating expenses or routine maintenance, nor reduce its Parks and Recreation or Grounds Maintenance budgets to reflect any Field Sustainability/ Improvement fund monies that the Town expends.

### Priority Needs

1. a. Irrigation at the Recreation Complex for the fields  
Approx. Cost: \$150-\$200,000K for a system, \$10,000 per year for water
- b. Other irrigation/watering options for fields.  
Approx. Cost: unknown
2. Additional lighting on more fields at the Rec Plex  
Approx. Cost: unknown at this time
3. Specialized Field Services  
Approx. Cost: unknown at this time

### Long Range Needs

1. Additional Land Purchase for fields  
Approx. Cost: unknown at this time
2. Rebuilding of the infrastructure of fields

## Facility Use Fees

The facility use fee includes utilities where available and specified on the permit. Should the event use more than what is considered “normal use”, the applicant will be billed for the excess use. This may include lights, electricity, and water. Athletic field lighting is a separate fee, please contact the office if needed.

<b>Non-refundable fees to use Athletic Fields, Pavilion, Pickleball, Tennis, Basketball Courts</b>	
Resident	Non-Resident
\$20 for 1 hour (weekdays only)	\$40 for 1 hour (weekdays only)
\$80 for 4 hours	\$160 for 4 hours
\$160 for 8 hours	\$320 for 8 hours
Reservations for fields and pavilion are available in 4hr blocks: 9am-1pm, 1pm-5pm, 5pm-9pm	
Reservations for Pavilion are available in 1-hour blocks on weekdays.	
Reservations for Courts are limited to a 2 consecutive day permit for special events	

<b>Non- refundable fees to use the Town Green/Gazebo</b>	
Resident	Non-Resident
\$80 per day	\$160 per day

<b>Non-refundable fee to hang a banner on the Town Green</b>	
Resident	
\$25 per week	
Reservations will be accepted for a maximum of two consecutive weeks. Banners must be provided by the applicant 1 week prior to the reservation and picked up within 1 week after the reservation. Banners should be no larger than 4’ x 15’, made for use in all weather conditions, and pertinent to Colchester.	

<b>Non-refundable Field Sustainability Fund Fees for Colchester Sports Leagues</b>		
	Resident	Non-Resident
<b>Youth Leagues</b>	\$10 per player, per season	N/A
<b>Adult Leagues</b>	\$10 per player, per season	\$20 per player, per season
Field sustainability fees are deposited into a special account. The fees collected can only be used as stated in the policy. The full policy is available here: <a href="http://www.colchesterct.gov/recreation-department">www.colchesterct.gov/recreation-department</a>		

<b>Documentation requirements for all reservations</b>		
Required Documents	Private Facility Use Closed to public AND less than 30	Public/Large Facility Use Open to public AND/OR more than 30
Facility Use Application (3 pages)	X	X
Facility Use Fees	X	X
Facility Use Agreement	X	X
Signed Liability Waiver for Each Participant		X
Certificate of Insurance	X	
* The Town of Colchester, in an effort to help individuals, groups, and organization obtain liability insurance when using Town of Colchester property, has enrolled in the “Gather Guard” insurance plan. You can access information and purchase event insurance here: <a href="https://gatherguard.com/">https://gatherguard.com/</a> It is the responsibility of each group or event to obtain their own certificate of insurance when required.		

# **FACILITY USE APPLICATION**

Return all completed forms and appropriate fee to:  
Colchester Parks and Recreation  
127, Norwich Ave., Colchester CT 06415  
(860) 537-7297 ~ [parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov)

## **APPLICATION PROCESS:**

- Please complete and submit pages 2-4 along with payment to secure your request.
- The Recreation Department will review your request and either approve or deny the request.
- If the application is approved, you will receive a Facility Use Agreement. Once the Agreement is completed, signed, and returned to the Recreation Department, a permit will be issued.
- If the application is denied your payment will be refunded.

**Please choose one:** \_\_\_\_\_ Colchester resident      \_\_\_\_\_ Non-resident

**Select type of event:** \_\_\_\_\_ Private Event (closed to the public **AND** less than 30 people)  
\_\_\_\_\_ Public/Large Event (open to the public **AND/OR** more than 30 people)

**Name of Applicant** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Email: \_\_\_\_\_

## **Organizations, Businesses, Sports Leagues to complete this section:**

Name of Organization: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Email: \_\_\_\_\_

## REQUIRED INFORMATION

Please provide complete and detailed information about your event

TYPE OF EVENT: \_\_\_\_\_

Date: \_\_\_\_\_ Times: \_\_\_\_\_

Location: \_\_\_\_\_

- 1) Estimated Attendance: \_\_\_\_\_ Will there be more than 30 people in attendance? \_\_\_\_ Yes \_\_\_\_ No
- 2) Is this event open to the public or is it private? \_\_\_\_\_ Public \_\_\_\_\_ Private
- 3) Price of public admission/tickets: \_\_\_\_\_ Vendor Fee charged: \_\_\_\_\_
- 4) Features, Food and performances (please list): \_\_\_\_\_
- 5) Will you provide portable toilets? \_\_\_\_ Yes \_\_\_\_ No
- 6) Will temporary structures (such as tents) be erected? \_\_\_\_ Yes \_\_\_\_ No \*If yes, please provide a detailed site plan, including size and location of each structure and distances between structures. Tents may require an inspection/certification. Please contact the Colchester Building Dept. for more information:  
<https://www.colchesterct.gov/office-building-official>
- 7) Will you need electricity? \_\_\_\_ Yes \_\_\_\_ No \*If yes, the type of electrical cord being used must be indicated on the site plan. All electrical cords that will be on the ground must be protected with approved matting in the areas of walking. All lights in tents must have approved covers over all exposed bulbs. All wiring must meet the national electrical code for temporary use.
- 8) Will propane be used? \_\_\_\_ Yes \_\_\_\_ No \*If yes, the tanks must be outside of the tent, properly secured and all tanks must be ASME or DOT approved with up-to-date stamps.
- 9) Will you need water? \_\_\_\_ Yes \_\_\_\_ No
- 10) Will police coverage be necessary? \_\_\_\_ Yes \_\_\_\_ No
- 11) Are there parking concerns, street crossing, overall safety, etc.? \_\_\_\_ Yes \_\_\_\_ No
- 12) \*For some events, police coverage may be required. You will be notified if deemed necessary.
- 13) Have you been required to provide police coverage in the past? \_\_\_\_ Yes \_\_\_\_ No
- 14) Will food be prepared onsite and/or served? \_\_\_\_ Yes \_\_\_\_ No \*If yes, please provide details, including the complete menu, how/where it will be prepared/served, and by whom. A Temporary Food Permit (14 days or less), Farmers Market or a Mobile Food Unit Permit will be required by Chatham Health District and are available at [www.chathamhealth.org](http://www.chathamhealth.org)



**List ALL Potential Vendors:**

Name of vendor	Type of Vendor	Do they have their permit?

**Colchester Recreation Complex**

R1\*                       R2\*                       R3\*                       R4  
 R5                       R5 infield                       R5 outfield                       R6  
 R7                       R8\*

\*Sports Field Lighting (where avail, additional fee)  
 Pavilion: (4hr blocks: 9am-1pm, 1pm-5pm, 5pm-9pm)

Request may not exceed 2 consecutive days and will be issued on a one-time basis for these facilities:

Pickleball Courts     Tennis Courts     Basketball Courts

**Town Green**

Gazebo     Softball Field     Entire Green     Electricity Needed     Water Needed

Display banner on Town Green: (Please provide requested dates to hang banner)

**Ruby & Elizabeth Cohen Woodlands** (specify areas to be used)

**Parking Permits (only if you are requesting vehicle access to park on town green or any field)**

\_\_\_\_\_ #of vehicles    \_\_\_\_\_ Parking on park/field    \_\_\_\_\_ drop off/pick up only, not parking.

\_\_\_\_\_ # of handicapped spaces required.

The applicant is responsible for the required oversight and control of all parking and driving on the Town Green. This includes preventing access to the public and issuing parking passes only to approved vehicles.

Please provide any additional information that would be useful for us to understand:



## Living Legacy Program

Colchester Parks & Recreation has established a Living Legacy Program to provide residents with an opportunity to pay tribute to loved ones or celebrate a milestone and contribute to the Colchester community in a meaningful way. Interested donors can create a living memorial to commemorate a special event, recognize or memorialize a group or individual, establish a family tradition of giving, or simply add a new amenity or bit of beauty to the Colchester landscape. Whether you choose a native tree, shrub, bench, or picnic table, your contribution will benefit community members for generations to come.

Colchester parks are a great place for recreation, community activities, sporting events or gatherings with friends and family. By contributing to the beauty of the parks you can take pride in knowing your living memorial will be appreciated by so many. Your donation includes your living memorial selection, shipping costs, installation, engraving (if applicable) and upkeep (repairs and parts replacement) throughout the life expectancy of the item (approximately 10 to 15 years).

### Policy

Colchester Parks and Recreation provides the public with many seating options where they can view wildlife, natural resources, recreation programs, and activities at our local parks. Providing additional seating and picnic tables through private donations benefits park users, reduces costs for the Town, and provides the public with opportunities to commemorate the loss or celebrate a milestone. For this reason, it is the policy of Colchester Parks and Recreation to accept donations from the public for the installation of memorial benches, picnic tables or native trees or shrubs in designated areas with the appropriate approval.

#### 1. Application Process

- a) Members of the public may submit a request for a Living Legacy by applying online or through the mail.
- b) Once received, Colchester Parks and Recreation will work with the donor to evaluate the memorial request.
- c) When the memorial request is complete, Colchester Parks and Recreation will seek input from all Town departments that might have an interest or stake in the memorial. This includes, but is not limited to the Tree Warden, Public Works, Historic Commission, etc.
- d) Once all reviews have been completed and details accepted, the Recreation Director will present the application to the Recreation Commission for final approval. They may seek further information or make changes to the application as they deem necessary.
- e) Once approved by the Colchester Parks and Recreation Commission, the Recreation Director will contact the donor to finalize the donation, payment, and installation details.
- f) Payment must be made in full by the applicant prior to ordering any memorial.
- g) The donor will make payment to the Town of Colchester and the Town will purchase the memorial and arrange for delivery and installation.

## 2. Guidelines

- a) All Living Legacy native trees/shrubs will be given a 2-year guarantee and will become Town of Colchester property upon planting.
- b) In the event the native tree/shrub should fail to survive in these two years, the Town of Colchester provide one replacement native tree/shrub at or near the original planting site.
- c) Approval for native tree/shrub placement will be contingent upon several factors including safety, appropriateness, tree/shrub type, and other environmental considerations.
- d) All memorial benches and picnic tables will remain in place for the duration of the structure's lifespan. At the end of this period, Colchester Parks and Recreation and/or Public Works Department may, at its discretion, replace or remove the bench or picnic table.
- e) The Town of Colchester holds ultimate ownership over all memorials.
- f) It is prohibited for applicants to decorate, personalize, or add adornment to any memorial.
- g) Special maintenance requests for specific memorials will not be granted except in cases of safety concerns, or damage.
- h) If a memorial is vandalized or damaged by an act of God, the Town of Colchester will make every effort to repair the memorial within the limits of its available funding.
- i) If the memorial cannot be repaired or replaced, and if the memorial is a hazard or is unsightly, Town of Colchester may remove it.
- j) Any memorial which is installed without the approval of the Colchester Parks and Recreation Commission may be removed at the expense of the party who installed the memorial.
- k) The Town of Colchester reserves the right to relocate the memorial for safety, environmental, or land management reasons. In the event that this occurs, the donor will be notified of the new location with as much advance notice as possible.
- l) Memorials cannot endorse any religion or religious belief, political party, have any obscene connotation or demean any racial or ethnic group or be derogatory or offensive as measured by contemporary community standards.
- m) The Colchester Parks and Recreation Commission reserves the right to reject any proposal that does not meet this policy; may be detrimental to public health, safety, and well-being; violates any Town, State or Federal laws, charters, ordinances, or policies; or discriminates against any person or group.
- n) The placement of Living Legacy memorials and the recognition of donors will be consistent with the location of the donation and as unobtrusive as possible, complementing the environment in which it is located, at the discretion of the Town of Colchester or designee.
- o) Memorial commemoration plaques, engraving or plates will be ordered and installed by Colchester Parks and Recreation. These will be consistent throughout the park and may contain information such as the donors name, date, memorial or "in honor of".

**FOR MORE INFORMATION, PLEASE CALL THE RECREATION OFFICE AT (860) 537-7297**

## Living Legacy Donations

### 1. Memorial Native Tree/Shrubs donations are \$300-\$1000

Select from native trees or shrubs, which can be planted in a community park. Your donation includes your native tree/shrub of choice, planting, continued care, and maintenance. A memorial plaque will hang at the Town Hall honoring all of the native tree/shrub memorials planted at Colchester parks.

### 2. Memorial Bench donations are \$2000 to \$4,000

Benches are available in 4', 6' and 8' lengths. They can be customized with color inlay engraving on the back rest. Benches are estimated to last up to 20 years. They are UV protected, made of 100% recycled plastic that won't split or fade. (Bench designs may vary depending on the park characteristics)

### 3. Memorial Picnic Tables are \$2000-\$5000

Picnic tables are available in 4', 6' and 8' lengths. Picnic tables are estimated to last up to 20 years. They are UV protected, made of 100% recycled plastic that won't split or fade. Picnic tables that meet ADA requirements and seating for a wheelchair are also available. (Picnic table designs may vary depending on the park characteristics)



**LIVING LEGACY DONATION**  
**APPLICATION**

Complete the Living Legacy donation form below and drop it off or mail it to the Colchester Parks & Recreation Department. Once your form is received, a Parks & Recreation representative will contact you to discuss donation details including specific size and type of donated amenity, installation, life expectancy, and how to process your contribution.

Full Name:

Address:

Phone:

Email Address:

In Memory/Celebration of:

Please select your preferred donation, followed by the desired location for placement.

\_\_\_\_\_ I'd like to donate a native tree (\$600-\$1000) Amount I would like to spend \_\_\_\_\_

\_\_\_\_\_ I'd like to donate a native shrub (\$300-\$600) Amount I would like to spend \_\_\_\_\_

\_\_\_\_\_ I'd like to donate a bench (\$2000-\$4,000) Amount I would like to spend \_\_\_\_\_

\_\_\_\_\_ I'd like to donate a picnic table (\$2000-\$5000) Amount I would like to spend \_\_\_\_\_

Please indicate the location (address or park name) in Town where you'd like your memorial to be placed. (Favorite options include the RecPlex, Ruby Cohen Woodlands, Town Green Airline Trail Spur):

Preferred Park and location: \_\_\_\_\_

**FOR MORE INFORMATION, PLEASE CALL THE RECREATION OFFICE AT (860) 537-7297**  
**MAIL APPLICATIONS TO: 127 NORWICH AVE., COLCHESTER CT 06415**  
**APPLY ONLINE AT [WWW.COLCHESTERCT.GOV/RECREATION-DEPARTMENT](http://WWW.COLCHESTERCT.GOV/RECREATION-DEPARTMENT)**