Town of Colchester Field, Park and Facility Reservation and Rental Policy

1. Reservations by residents shall be accepted beginning January 1, for use March 1-December 1 of each year. Proof of residency is required. Apply at Town Hall Parks & Recreation office at 127 Norwich Avenue or call 860-537-7297 for more information.
2. Non-residents may apply after March 1.
3. All applicants must sign the Indemnification & Release Form.
4. Organized groups must provide a Certificate of Insurance.
5. Permits issued for reserved space only.
6. All permits shall be issued on a first come, first serve basis.
7. RecPlex pavilion reservations are for the shelter only. The Splash Pad/Playgrounds cannot be reserved.
8. Rental fees are for reservation of facility, regardless of actual use. No refunds will be issued for reservation or rental fees paid to secure any date at a field, park or pavilion.
9. There may be a limited number of picnic tables at the Pavilion if there is an event scheduled on the Town Green on the same day. All Town Green events take precedence. The normal number of tables at the Pavilion is usually twelve (12) (minimum 4, maximum 12).
10. The Pavilion is not available for rentals during Summer Day Camp unless special arrangements are coordinated with the Recreation Director. Camp is held at the pavilion late June through mid-August, Monday-Friday between 7:00am–6:00pm.
11. The use of staples on picnic tables and structures is prohibited.
12. You will be responsible for providing your own trash bags, picking up and removing your trash. This is a courtesy to others who may be using the facility after you. We appreciate your cooperation in this matter.
13. There are to be NO ALCOHOLIC beverages and NO SMOKING on any Town property.
14. There are to be no livestock, food vendors, pools, sprinklers or inflatables used on any Park/Town property, without prior approval from the Recreation Department.
15. All posted Park rules must be followed.
16. All fees must accompany the application for a reservation to be made.
17. All damage to the facilities, parks, fields or facilities will be the financial responsibility of the permittee.
18. No parking or driving of vehicles are allowed on any fields or parks without prior permission from the Town of Colchester.
19. The Town of Colchester reserves the right to cancel a permit at any time.
20. Any permit changes must be approved by the Recreation Department.
21. PLEASE NOTE: The permit allows the use of the space. All event plans must meet Town, State and Federal laws, rules, Charters, and Ordinances.
22. SPECIAL EVENTS: Please see the “Special Event” section for required forms and information. Approval for special events must be obtained from all departments as it pertains to the plan. This includes but is not limited to: offices of Chatham Health, Public Works, Police, Fire, Building, Recreation and Fire Marshal. All signatures are due to the Recreation Department no less than 2 weeks prior to the event. Failure to secure signatures or departmental approvals may result in event cancellation.

Approved by Board of Selectman 2/21/19
Colchester Recreation Complex Light Fees

<table>
<thead>
<tr>
<th>Field</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>$15.00</td>
</tr>
<tr>
<td>R2</td>
<td>$30.00</td>
</tr>
<tr>
<td>R3</td>
<td>$22.00</td>
</tr>
<tr>
<td>R5</td>
<td>$3.00</td>
</tr>
<tr>
<td>R8</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

1. Those wishing to use the sports field lights must submit a facility reservation application with the Parks & Recreation Office.
2. Sport leagues will be billed on a monthly basis for usage.
3. All other reservations will be billed in advance for scheduled usage.

Colchester RecPlex Reservation Fees

<table>
<thead>
<tr>
<th>Non-Refundable Reservation Fees for RecPlex Pavilion:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident</strong></td>
</tr>
<tr>
<td>Weekends</td>
</tr>
<tr>
<td>Weekends</td>
</tr>
<tr>
<td>M-F 5-9pm</td>
</tr>
</tbody>
</table>

Town of Colchester Reservation Fees

<table>
<thead>
<tr>
<th>Reservation Fees for use of the Town Green and Ruby Cohen Woodlands:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday-Saturday:</strong></td>
</tr>
<tr>
<td>$50/day non-refundable fee for all Town Green reservations.</td>
</tr>
<tr>
<td>Reservations must include the event, setup, breakdown, and rain dates.</td>
</tr>
</tbody>
</table>
TOWN OF COLCHESTER PARKS AND RECREATION COMMISSION

INDEMNIFICATION AND RELEASE

This form is valid one year from the date signed.

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME.
IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Town of Colchester for the purpose of using playing fields and recreational facilities owned by the Town of Colchester, the undersigned, in recognition of the fact that Colchester has no lawful obligation to permit said usage by any person, group, or other entity not sponsored by the Parks and Recreation Commission of the Town of Colchester, does hereby release the Town of Colchester, its agents, servants, and employees from any liability whatsoever in the event of injury to any person or any actual or perceived infringement of the personal security of any person using the said playing fields and recreational facilities while engaged in usage authorized by the Town or to any person attending any such activity and the undersigned intends to release to be effective and binding on himself and on all members, guests, invitees, or observers of the group activity which he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Colchester pursuant to the Connecticut General Statutes and common law.

The undersigned, on behalf of himself and the members of the group or entity he represents, does hereby agree to indemnify the Towns and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expense, including Court costs and attorney’s fees, and against all liability, losses and damages of any nature whatever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town-owned property, as contemplated herein.

________________________________________     ____________________
Signature of Responsible party                      Date

____________________________________________________________
Print Name

___________________________________________     ____________________
Title
The permit holder is responsible for ensuring that the current State of CT executive orders, CDC guidelines and all other local, state, and federal rules are followed while using town facilities. You can find the latest updates and information here:

State of CT: [https://portal.ct.gov/Coronavirus](https://portal.ct.gov/Coronavirus)


I agree and understand that I am responsible for ensuring all current State of CT and CDC guidelines, executives orders, rules and all other orders are implemented and followed at my event. I understand that the Town of Colchester, Colchester Parks and Recreation and all employees and volunteers are not responsible for assisting, overseeing, or ensuring that your event meets these mandates or that they are followed during the event. Any implications, either legal, medical, physical, or other pertaining to the event are the sole responsibility of the permit holder.

The undersigned, on behalf of himself and the members of the group or entity he represents, does hereby agree to indemnify the Towns and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expense, including Court costs and attorney’s fees, and against all liability, losses and damages of any nature whatever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town-owned property, as contemplated herein.

Signed___________________________________________________Date ______________________

Printed Name ________________________________________________________________________

Event Name _______________________________________________Date ______________________
Application for Use of Recreation Facilities

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

Type of User:  ___ Individual  ___ Non-Profit  ___ Business
Type of Event:  ___ Facility Rental  ___ Sports League  ___ Special Event

Name of Organization: ____________________________________________
Organization Address: ____________________________________________
City, State, Zip: __________________________________________________
Phone (Day): ________________________ Phone (Evening): ______________
Email: __________________________________________________________

Contact Person: ____________________________________________________
Mailing Address: __________________________________________________
City, State, Zip: __________________________________________________
Phone (Day): ________________________ Phone (Evening): ______________
Email: __________________________________________________________

Site Supervisor: ___________________________________________________
Mailing Address: __________________________________________________
City, State, Zip: __________________________________________________
Phone (Day): ________________________ Phone (Evening): ______________
Email: __________________________________________________________

Note: Site supervisor MUST be on site during the entire reservation, with a copy of the approved permit, and is responsible for the facility and all attendants. If multiple supervisors will be used, a complete schedule of supervisors must accompany the usage schedule.

Please complete facility request details on reverse side.

For Office Use Only: Date Received _________ By: ________________________
### Request Use of (Check all areas requested):

<table>
<thead>
<tr>
<th>Colchester Recreation Complex</th>
<th>Town Green (If you event is large, it is best to select all spaces below.)</th>
<th>Ruby &amp; Elizabeth Cohen Woodlands (specify areas to be used)</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ R1*</td>
<td>____ Gazebo ____ Softball Field ____ Entire Green</td>
<td></td>
</tr>
<tr>
<td>_ R5</td>
<td>____ Electricity needed ____ Banner (up to 2 weeks before event if space is available – fee $25/week)</td>
<td></td>
</tr>
<tr>
<td>__ R5 infield __ R5 *outfield area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>__ R6</td>
<td>____ Sports Field Lighting (where avail.)</td>
<td></td>
</tr>
<tr>
<td>__ R7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>__ R8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>__ Picnic Pavilion: (4hr blocks: 9-1pm, 1-5pm, 5-9pm) *Fee for usage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>__ Other: ______________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Individual Rentals</th>
<th>Group Rentals</th>
<th>Sports League Field Use</th>
<th>Special Event Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application (2 pages)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Indemnification &amp; Release</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>COVID 19 Indemnification &amp; Release</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Insurance Certificate</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>List of Officers/Contacts</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Event Questionnaire</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Event Sign Off Sheet</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, on behalf of all groups and users that I represent, have read, understand, and will abide by all appropriate rules and policies regarding use of the facilities, and realize that the permit will not be issued or valid without submittal of all required documents and fees.

---

Signature Date
Special Event Information

By providing complete and detailed information about your event along with your application, it can significantly increase the speed with which your application can be reviewed and approved.

Event Name: __________________________________________
Event Contact: ________________________________________ Phone: _______________________
Date: ___________________________ Rain date, if any: __________________________
Location: ___________________________ Hours: __________________________
Is this event open to the public or is it private? _____ Public _____ Private

Price of Admission / Tickets / Special Information: __________________________________________

List of Potential Vendors, Name and Type of vendor: (use back if needed)

Features: ____Food _____Crafts_____ Art_____Musical/Performances_____Other:

Will you bring in portable toilets needed? _____ Yes _____ No
If yes, how many and what types will be provided; Name of vendor

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 require a certificate for each one showing the flame spread and smoke development requirements. Large tents will require additional exiting, exit signs and “No Smoking” signs.

Will you need electricity? _____ Yes _____ No
If yes, the type of electrical cord being used must be indicated on the site plan. All electrical 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.

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. Temporary Food (14 days or less), Farmers Market or a Mobile Food Unit Permit will be required by Chatham Health District and available at www.chathamhealth.org.

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.

Will police coverage be necessary? _____ Yes _____ No
Are there parking concerns, street crossing, overall safety, etc.? For some events, this might be required.

Please provide any other details about the event that may be helpful in giving a complete picture of what the event will entail.