

Wallingford Park & Recreation Department

Park Facilities Request Process:

- All requests are taken in order they are received
- Final confirmation on availability and amount due will be made by phone
 - Payment is required within 10 – 14 days of confirmation
- If payment is not made your reservation maybe cancelled

Requests take a minimum of 5 days for review Please plan accordingly

Qualified Wallingford 501c3 Organizations Can Complete a Fee Waiver Packet for Rental Fees to be Waived.

THANK YOU.

USE OF PARK FACILITIES

I. DEFINITIONS

ALCOHOLIC LIQUOR- As defined by §30-1 of the Connecticut General Statutes which includes all forms of alcohol, beer, spirits and wine.

COMMISSION- The Recreation Commission

DEPARTMENT- The Department of Parks and Recreation

DIRECTOR - The Director of Recreation.

FACILITY PERMIT - Written authorization issued by the Director or his designee to a person to use a particular park facility for the date and time prescribed.

FIREWORK – a device containing gunpowder and other combustible chemicals that causes an explosion when ignited.

PARK – A place for recreation as designated by the Commission whether active or passive, laid out in walks, drives and recreation grounds or fields, but not including any public street that may cross a park.

PARK FACILITY - the particular function available in any park such as a pavilion, a tennis court, a ball field, etc.

PERSON - Any person, group of persons, firm, partnership, association, corporation, company or any other legal entity.

SPECIAL EVENT, TOURNAMENT- Department sponsored sporting events which are widely known and attract large crowds. Examples are the TWIST Soccer Tournament, the Tradition Softball Showcase, intra-Town soccer and softball tournaments. This definition shall not apply to the Department's normal, regular summertime permitted sporting events and recreational activities.

TOWN- The Town of Wallingford

VEHICLE- Includes any device suitable for the conveyance, drawing or other transportation of persons or property, whether operated on wheels, runners, a cushion of air or by any other means except baby carriages, wheelchairs and vehicles used by the Town to maintain or service the parks.

II. MISSION

The mission of the Department is to provide safe, functional and aesthetically pleasing recreational areas and facilities at nominal or no cost to the Wallingford community. In furtherance of its mission and the for the orderly, safe and efficient use of the Town's recreational areas and facilities the Department adopts and implements the following regulations, procedures, fees and requirements.

III. DETAIL INFORMATION

A. GENERAL

1. No person shall sell, offer for sale or solicit for sale, any goods, food, refreshments or merchandise in any park or park facility without permission from the Director of Parks and Recreation.
2. The following persons may sell, offer for sale or solicit for sale, any goods, food, refreshments or merchandise, including ticket sales, upon approval from the Director of Parks and Recreation:
 - a. Town government including Town schools
 - b. Volunteer divisions of the Wallingford Fire Department
 - c. Wallingford Center, Inc
 - d. The Wallingford Garden Club, with special reference to its joint sponsorship of the Wallingford Gardeners' Market
 - e. Wallingford Community Gardens
 - f. Wallingford Youth and Adult Leagues engaged in organized and scheduled games categorized in Priority 1 on field use policy form.
 - g. Wallingford governmental or school activities
3. The following persons are required to obtain a permit, but may have fee waived upon completion of the Facility Fee Waiver Application:
 - a. Persons engaged in organized, but not regularly scheduled activities for Wallingford youth
 - b. Recognized national, state or local charitable or non-profit corporations charging a fee or collecting charitable contributions to the benefit of the organization
 - c. Wallingford Residents seeking to raise money for recognized charitable purposes, which persons may be required to post security or otherwise satisfy to the Recreation Department and the Recreation Commission that all the monies raised or collected, less expenses, are remitted for such purpose or purposes
 - d. Any group falling under Priority 2 on field use policy form
4. Except as herein provided, the use of Town parks or park facilities for business or profit purposes is prohibited.
5. No person shall fire any type of firework (bottle rockets, smoke bombs, sparklers) in any park or park facility

B. APPLICATION FOR USE

1. Application for use of a park facility must be made on a permit form which may be obtained at the Department of Parks and Recreation, 6 Fairfield Boulevard Wallingford, Connecticut. The completed permit application must be filed with the office at least ten (10) days prior to the date of the planned event or function. The following factors will be used by the office in deciding whether to grant or deny the application:

- a. The proposed use will not interfere with the use of any other park facility or the enjoyment of the park by the public;
- b. The proposed use is not reasonably anticipated to result in physical damage to the park facility or create a public safety issue; and
- c. The proposed use is appropriate to the park facility.
- d. The application does not unreasonably reserve the park facility for multiple dates;
- e. The park facility is available for use on the date and time requested in the application.
- f. Valid driver license presented for address verification.
- g. Prior to the issuance of a permit and depending on the type of time of the proposed activity, any or all of the following may be required of the applicant:

1. A combined single limit liability insurance policy in the amount of \$2,000,000 covering bodily injury and property damage with Department or the Town listed as an additional insured.
2. The number of police officers deemed necessary to secure the use and affected persons. The applicant will arrange for the hiring of police officers.
3. The number of Wallingford Fire Department personnel deemed necessary to secure the use and affected persons. The applicant will arrange for the hiring of the fire personnel.
4. Applicant must sign copy of the Department's Indemnification Agreement.
5. Once permit application is confirmed, applicant has up to 10 business days from confirmation to remit full payment. Failure to comply will result in forfeiture of reservation.

C. PARK FACILITY-SPORTS

1. All applications for a permit to use an athletic field or other sport facility shall be reviewed by the Department and must be accompanied with team rosters complete with name, address and phone number of all members. Priority for athletic field or sport facility use shall be in the following order from highest priority to lowest priority:

- a. School teams belonging to the Board of Education;
 - b. Resident youth leagues as outlined in Priority 1;
 - c. Resident adult leagues as outlined in Priority 1;
 - d. Resident pick-up sport teams;
 - e. Travel teams which play in or are associated with leagues outside of Wallingford, but only if the travel teams have a minimum of 80% residents on their roster;
 - f. Non-resident teams;
 - g. Non-resident leagues;
 - h. Tournament organizers;
 - i. Private organizations;
 - j. Fundraisers.
2. Applicant must comply with all regulations and application requirements.
 3. Leagues must attend annual field distribution meetings and provide Department with the following: League and field director's name and phone number, registration information, number of teams, complete practice schedule and game schedule including make-up game schedule, certificate of insurance, and signed Department Indemnification Agreement.
 4. League or users are responsible for the conduct, including language and sportsmanship, of their players while on Town property.
 5. Teams or league cannot reassign fields. The Department is the only agency authorized to take such action.
 6. In case of rain or inclement weather, applicant must call the Department to determine if field is playable. No repairs by applicant.
 7. Leagues utilizing Town concession buildings are required to comply with local health, fire and building codes and are subject to annual inspections.

D. PARK FACILITY-NON-SPORT

1. Permits for use of park facilities are given on a first come, first served basis to residents, businesses, and non-profit organizations of Wallingford.
2. The Department does not take reservations over the phone. All park bookings must be done in person by completing the appropriate facility form. We are open Monday through Friday from 9:00am – 5:00pm. There is up to a **FIVE** day review timeframe.
3. In the event your event or activity is cancelled, request for refunds will be honored providing the Department is notified at least (3) three weeks prior to the date of your event not after.
4. All food vendors and distributors need to obtain a permit from Wallingford Police and Health Department and the Director of Parks & Recreation. **NO EXCEPTIONS**. A fire permit may also be required.
5. All trash should be placed in the garbage/trash receptacles. Recycle items should be brought home or to the recycle center.
6. Parking of vehicles restricted to parking lot not grass areas of the park or around the pavilion.

7. No person shall consume or have in their possession any alcoholic beverages.
8. The permit allows exclusive area of the pavilion and restroom only. Any playing fields, courts, or playground equipment shall be open to use by members of the public unless reserved by separate permit.
- 9. NO inflatable bounce houses or other inflatables in the parks.**
10. Groups are responsible for park set-up. Parks must be returned to original conditions and picnic tables returned to original location.
11. The Wallingford Parks & Recreation Department reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause an unsafe condition.
12. Portable stages must receive prior Rec Department approval and be subject to Building Department and/or Fire Marshall office.
13. Park facility (including Concession) may not be used for personal gain, monetary or otherwise.
14. Tents or canopies size 20' x 20' or larger need Fire Marshall and Building Dept. approval.
15. The hiring of Police and Fire maybe required of the permit holder at the discretion of the Parks & Recreation Director.
16. Field usage requests are not guaranteed.
17. Applicants must be 21 years of age or older.
18. Rain dates are not available. Reservations must be made in its place.



Wallingford Parks & Recreation Department

6 Fairfield Blvd, Wallingford, CT 06492

Phone: (203) 294-2120 Fax: (203) 294-2127

Email: parksrec@wallingfordct.gov



Facility Use Policy Form

All interested parties wishing to rent a field(s) must fill out the "Park/Facility Use Policy Request Form". If approval of use is granted by the Parks & Recreation Department, The Parks & Recreation Director or his designee 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 Commission.

User	Facility & Cost	Utility Charges	Additional Fees***
Priority Users: 1) Wallingford Parks & Recreation Programs 2) Wallingford Public Schools 3) Wallingford Adult/Youth Leagues*	No Charge	No Charge	Police, Fire, Lifeguards, Custodial, other public safety personnel if necessary based on event/rental.
Second Priority Users: 1) Wallingford organized non-profit organizations whose membership is composed entirely of Wallingford Residents 2) Wallingford non-profit organizations and or travel sports teams having 80% or more Wallingford Residents. ** 3) Wallingford Civic or Fraternal Organizations	No Charge – Full Fee under Wallingford Resident Fees****	No Charge – Full Fee under Wallingford Resident Fees****	Police, Fire, Lifeguards, Custodial, other public safety personnel and/or overtime maintenance cost if necessary based on event/rental.
Third Priority Users: 1) For profit: Clubs, Groups, Businesses, Travel Teams, Adult Teams and Associations. 2) Non-residents 3) Others	Non Resident Commercial Fee	Non Resident Commercial Fee	Police, Fire, Lifeguards, Custodial, other public safety personnel and/or overtime maintenance cost

* 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(USA Football/Pop Warner), USA Lacrosse, CISA (Soccer)). All team rosters must have 90% or more of participation of Wallingford residents.

**All non-profit organizations filing as a 501c(3) must provide a current and up to date 501 c(3) certificate. For travel sports teams, 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.

***Additional Fees for police, fire, lifeguards, custodial, public safety personnel and/or overtime maintenance cost will be additional charge to the permitted user.

****Second Priority Users can obtain and complete a Parks/Facility Waiver packet to apply for fee waiver to be reviewed and approved by the Director of Parks and Recreation.

E. FEE STRUCTURE

There is a **\$100.00 (cash only) maintenance/key deposit fee** – (see page 6 for details)

1. Wallingford Residents

A. Pavilion	\$50.00 per reservation
B. Field with Lights	\$150.00 based on 3 hours
C. Field only	\$ 75.00 based on 3 hours
D. Community Pool Party	\$ 40.00 per hour – 3 hr max
E. Community Pool Lap Lanes	\$ 90.00 per hour 4-6 lanes
F. Tennis Court	\$ 25.00 per hour
G. Volleyball Court	\$ 15.00 per hour

2. Non-Wallingford Residents/Commercial Purposes

A. Pavilion Rental	\$200.00 per reservation
B. Field with Lights	\$350.00 based on 3 hours
C. Field	\$200.00 based on 3 hours
D. Community Pool Party	\$ 80.00 per hour – 3 hr max
E. Community Pool Lap Lanes	\$ 90.00 per hour 4-6 lanes
F. Tennis Court	\$ 50.00 per hour
G. Volleyball Court	\$ 30.00 per hour

3. Special Events, Tournaments, Fundraisers

A. Field with/out Lights	\$400.00 based on 8 hours per day
B. Park	\$800.00 based on 8 hours per day

Usage over 8 hours: for each hour over, rates listed in sections one and two will apply.

Note: Commercial and Special Events, Tournaments or Fundraisers who reduce hours or cancel requests within 60 days of the rental date payment is non-refundable. Tournaments or Events that require morning of field maintenance will required to cover the Public Works overtime cost in addition to the facility rental payment.

F. RECYCLING SYSTEM

Each person using any park facility **MUST RECYCLE**. The items that you must recycle are newspapers, corrugated cardboard, office paper, glass bottles and jars, food and beverage cans, plastic containers numbered 1 or 2 and scrap metals. You must remove any such items from the park facility. Take them home or to the Town Recycling Center. Town containers are for rubbish, **NOT** recycling. **WITH YOUR HELP, RECYCLING WORKS.**

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

Described below are the minimum coverages as required by the Town of Wallingford:

COMMERCIAL GENERAL LIABILITY:

- General Aggregate Limit.....\$2,000,000
- Each Occurrence for Bodily Injury, and Property Damage.....\$1,000,000
- Products and Completed Operations Aggregate.....\$1,000,000

AUTOMOBILE LIABILITY:

- Combined Single Limit per Accident for Bodily Injury for Bodily Injury and Property Damage.....\$1,000,000

WORKER'S COMPENSATION:

- Statutory Coverages for State of Connecticut

Note: If the Contractor is a sole Proprietorship, then a signed statement from the principle owner (on the Contractor's letterhead) that he has no employees and is exempt from Workmen's Compensation coverage is required. The statement shall also hold the Town of Wallingford harmless from any liability to the exposure of work related injury involving the sole proprietorship.

ADDITIONAL INSURED

The Town of Wallingford shall be named as an additional insured and this coverage shall be stipulated under "Description of Operations" and shall be worded as follows:

The Town of Wallingford, its Agents, Officials and Volunteers named as Additional Insureds with respect to General Liability coverage for work performed by the named Insured and authorized by permits issued by the named Certificate Holder.

If the Insurer requires that the policy be endorsed in order to name the Certificate Holder as an additional insured, then copies of the required policy endorsements must be filed with the Certificate form in order for the Certificate of the Contractor's insurance coverage to be considered valid.

CANCELLATION NOTICE: Thirty (30) days prior written notice is required

(with the exception that 10 days notice of cancellation for non-payment of premium is recognized as permissible consistent with Connecticut State Statutes).

CERTIFICATE HOLDER: The certificate holder shall be named as:

**Town of Wallingford
Park and Recreation
45 South Main Street
Wallingford, CT 06492**

CERTIFICATE FORM:

All certificates shall be submitted in original form with a live signature by the Authorized Representative of the producer. Any faxed certificates must be followed up with an original form to be considered valid.