

WATERFORD RECREATION AND PARKS COMMISSION

The following are fees for properties that fall under the jurisdiction of the Recreation and Parks Department for maintenance and/or scheduling

STENGER PARK:	Date Requested:	_____	
	Hours Requested:	_____	
	Purpose of Request:	_____	
	\$50.00 /2hr resident:	_____	\$ _____
	\$100.00/2hr non res:	_____	\$ _____
Leary Park/Picnic	Date Requested:	_____	
	Hours Requested:	_____	
	Purpose of Request:	_____	
	Fields Requested:	_____	
	\$20.00/2hr resident:	_____ per field	\$ _____
	\$40.00/2hr non res:	_____ per field	\$ _____
	\$30.00 daily res picnic	_____	\$ _____
	\$60.00 daily non res pic	_____	\$ _____
Ballfields/Tennis Courts	Date Requested:	_____	
	Hours Requested:	_____	
	Field Location:	_____	
	Grass Field \$20/2hr res.	_____	\$ _____
	Grass Field \$40/2hr non res	_____	\$ _____
	Lining Field \$45 res/\$90 o.o.t	_____	\$ _____
	Artificial Field res. \$100hr	_____	\$ _____
	Artificial Field non-profit o.o.t \$200hr	_____	\$ _____
	Artificial Field profit \$250hr	_____	\$ _____
	Lights \$50	_____	\$ _____
	Stadium Monitor \$50/2 hours	_____	\$ _____

Group Name: _____ Group Address: _____

Phone #: _____ E-Mail: _____

Insurance certificate naming the Town of Waterford/Board of Education secondary holder: _____ (attach): (must have for artificial turf field in town organization/company included)
 Must fill out property request form also. Please note that as the sponsor of this group using Town of Waterford Property you are responsible for making sure all rules and regulations are abided by all individuals participating or spectators at your function.

_____ date _____

Name of individual taking responsibility

Address of individual taking responsibility: _____

Recreation and Parks Staff approval: _____

WATERFORD RECREATION AND PARKS COMMISSION

RULES AND POLICIES OF PICNIC AREAS, PARKS AND BALLFIELDS

Rules for all town owned property:

1. Applicants signing the request form assume all responsibilities of damages and actions by people attending this function.
2. All applicants for non-Waterford based groups may be required to appear before the Recreation and Parks Commission for individual consideration.
3. Possession and drinking of alcoholic beverages on any Town Park or Recreation area, including Waterford Beach Park and Parking Lots is prohibited.
4. It is the responsibility of the applicant to see that the assigned areas are left in a clean and orderly condition and that all garbage, trash, refuse, recyclable products and paper shall be placed in the proper containers provided for this use. Any damages shall be reported to the Recreation and Parks Office as soon as possible.
5. Fees are expected within two (2) weeks after receiving the application from Recreation and Parks. If we do not receive the fee within that time, your tentative reservation will be cancelled and that date re-opened to the public for scheduling.
6. All park hours, unless scheduled differently or special permission is granted from the Director of Recreation and Parks are 9:00am to dusk.
7. Parking is restricted to those areas so designated.

Group Picnic Rules:

1. Applications for group picnics must be scheduled through the Recreation Office at the Recreational Services Center. Large picnics and business groups may be required to have a \$1,000,000 Liability Insurance policy.
2. When there is more than one group using the assigned shelters, there will be a sharing of recreational facilities by everyone.
3. All vehicles without season beach stickers must pay the established admission fee to enter Waterford Beach Park.
4. Shelters will be assigned according to the number in each group.
5. There are NO pre-paid or pay later picnics.
6. Any special requests (i.e. bands, DJ, Bouncy Toys, tents, etc.) must get permission from Recreation and Parks. Letter of request must accompany application.

APPLICATION FOR TOWN OWNED PROPERTY

(Please complete and return with payment to: Waterford Recreation & Parks, 15 Rope Ferry Road, Waterford, CT 06385)

APPLICANT: _____ PHONE: _____

MAILING ADDRESS: _____ TOWN/CITY: _____ ZIP: _____

NAME OF ORGANIZATION/EVENT: _____

DATE REQUESTED: _____ HOURS: _____ TO: _____ COST: \$ _____

LOCATION REQUESTED: WATERFORD BEACH PARK PAVILION #1 #2 #3 OR _____

EXPECTED NUMBER OF GUESTS: _____ PROVIDE GUEST LIST TO THE GATEHOUSE MORNING OF PICNIC.

DO YOU ACCEPT FULL RESPONSIBILITY FOR EVERYONE ATTENDING AND ANY DAMAGES THAT MIGHT OCCUR?: _____

NAME OF INDIVIDUAL RESPONSIBLE FOR EVENT: _____

(If different from applicant.)

ADDRESS: _____ TOWN/CITY: _____ ZIP: _____

DAY PHONE#: _____ EVENING PHONE#: _____

AGREEMENT:

I HAVE READ AND UNDERSTAND THE RULES AND POLICIES AS ESTABLISHED BY THE WATERFORD RECREATION AND PARKS COMMISSION. TO THE BEST OF MY KNOWLEDGE THE ABOVE STATEMENTS ARE TRUE. IT IS UNDERSTOOD AND AGREED THAT BY SIGNING THIS AGREEMENT, THE UNDERSIGNED AND/OR REPRESENTED GROUP WILL ADHERE TO THE POLICY AND REGULATIONS OF THE TOWN OF WATERFORD, RECREATION AND PARKS COMMISSION AS STIPULATED. THE UNDERSIGNED FURTHER UNDERSTANDS THAT THE TOWN OF WATERFORD, RECREATION AND PARKS COMMISSION IS NOT RESPONSIBLE FOR ANY CLAIMS NOW OR IN THE FUTURE, FOR ANY PERSONAL INJURIES OR PROPERTY DAMAGE RESULTING FROM THIS ACTIVITY. THE UNDERSIGNED AGREES THAT THE TOWN OF WATERFORD AND ITS AGENCIES ARE HELD HARMLESS FROM ANY SUCH CLAIMS OR DAMAGES. IT IS FURTHER UNDERSTOOD THAT CERTAIN USES OR ACTIVITIES MAY REQUIRE PRESENTATION OF A CERTIFICATE OF PROOF OF LIABILITY INSURANCE, NAMING THE TOWN OF WATERFORD AS ADDITIONALLY INSURED.

USER SIGNATURE: _____ DATE: _____

USER NAME (PRINT PLEASE): _____

WATERFORD RECREATION AND PARKS COMMISSION

January 2012

Dear Resident/Taxpayer/User:

It has come to our attention that Waterford Residents/Taxpayers are reserving the use of Town of Waterford Facilities including the Community Center for out of town friends or relatives. We just want to make sure you are aware as the Waterford Resident/Taxpayer who is signing as the responsible individual of such function that you are liable for any damages done to the facility or for anyone who is attending the function. Also please be advised that should there be a problem with the individuals using the facility or the condition of said facility that you as the individual signing for usage will be responsible for reimbursement of damages as well as denied any requests for using any Town of Waterford Facility in the future.

If you are concerned for your own personal liability and legal protection you are being advised about A TULIP INSURANCE policy that you can purchase by going to www.ebi-ins.com/tulip . The purchasing of a Tulip Insurance Policy is to insure the Town of Waterford is listed as additionally insured as well as the secondary holder and yourself have proper coverage for any damages. You would be responsible for the purchase price of said insurance policy and MUST forward this certificate to the Town of Waterford before permission for usage will be given.

Should you have any questions or concerns please feel free to contact me.

Kerry Sullivan, Program Coordinator
Waterford Recreation and Parks
860-444-5881/ ksullivan@waterfordct.org