

Wallingford Park & Recreation Department

David Doherty Facility Rental 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 days of confirmation
- If payment is not made your reservation may be canceled

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 TOWN 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.

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 the field use policy form.
 - g. Wallingford governmental or school activities
2. The following persons are required to obtain a permit, but may have fee reduced or 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.

B. DOHERTY RECREATION CENTER FACILITIES

The Recreation Department reserves the right to cancel any and all program and facility reservations as necessary up to and including for reasons of inclement weather or unforeseen facility emergencies at a moment's notice. The Recreation Department/Town of Wallingford will not be held responsible for losses incurred by the renter for building closing prematurely. Proof of residency is required.

1. All equipment, furniture or furnishings required for the use will be set up and taken down by the applicant and the area left broom clean by the applicant. Any decorations must conform to fire code regulations, receive prior approval from the Department and be removed following the use by the applicant.
2. Applicant must keep all participants and family members (siblings) to the permitted area only. Applicant is responsible for providing proper supervision to ensure compliance.
3. Refreshments may only be served by prior arrangement with Department. Refreshment items will be discussed for appropriateness and alcoholic beverages are prohibited. Refreshments cannot be brought into the gymnasium.
4. Upon entry into the building, applicant must verify location of fire exits, fire extinguishers, fire alarms and nearest available telephone.
5. Valid driver license presented for address verification.
6. Smoking is prohibited.
7. Parking regulations must be followed.
8. The representative of the applicant signing the application shall be held responsible for the applicant's use of the facility and will ensure that all rules and regulations are complied with.
9. Any permit may be discontinued if these regulations are violated or if compliance therewith cannot be satisfied or if it is determined by the Director or his designee to be in the best interest of the Department.



Wallingford Parks & Recreation Department

6 Fairfield Blvd, Wallingford, CT 06492

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

Email: parksrec@wallingfordct.gov



Field 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	Field & 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 and or reduction, to be reviewed and approved by the Director of Parks and Recreation. Must be a 501c(3) in good standing to qualify.

C. FEE STRUCTURE

Maintenance /Disruption Fee: \$100.00 (cash only) will be assessed for parties at the Wallingford Park & Rec.

1. Wallingford Residents

A. Gymnasium	\$35.00 per hour
B. Classroom	\$25.00 per hour

2. Non-Wallingford Residents/Commercial Purposes

A. Gymnasium	\$65.00 per hour
B. Classroom	\$50.00 per hour

3. Special Events, Tournaments, Fundraisers

A. Gymnasium	\$600.00 based on 8 hours per day
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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.

D. BIRTHDAY/FAMILY PARTIES

Maintenance /Disruption Fee: \$100.00 (cash only) will be assessed for parties at the Wallingford Park & Rec. If there are no issues and the room is left clean the \$100.00 will be returned on the next business day.

The time the permit states is the time for setup, party, and cleanup.

All equipment, furniture or furnishings required for the use will be set up and taken down by the applicant and the area left broom clean. Any decorations must conform to fire code regulations, receive prior approval from the Department and be removed following the use by the applicant.

Applicant must keep all participants and family members to the permitted area only. Applicant is responsible for providing proper supervision to ensure compliance. Participants are **not allowed** in the gym unless they reserved the gym on the permit.

Refreshments in meeting rooms may only be served by prior arrangement with the Department. Alcoholic beverages are prohibited. No refreshments can be brought into the gym.

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.