



# ROCKY HILL PARKS AND RECREATION DEPARTMENT

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## Field Use Policy Form

All interested parties wishing to rent a field(s) must fill out the “Field/Facility Use Policy Request Form”. If approval of use is granted by the Parks & Recreation Director applicants must then fill out the “Town of Rocky Hill Facility Town Property Usage Contract” and submit with rental fees. The Parks & Recreation Director 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 Advisory Board.

\* 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, Lacrosse, CJSA). All team rosters must have **67%** or more of participation of Rocky Hill residents.

User	Field & Cost	Utility Charges	Additional Fees
<b>Priority Users:</b> 1) Rocky Hill Parks & Recreation, 2) Rocky Hill Public Schools 3) Rocky Hill Youth Leagues*	<b>No Charge</b>	<b>No Charge</b>	Police, Fire, Lifeguards, Custodial, other public safety personnel and/or maintenance cost
<b>Second Priority Users:</b> 1) Locally organized non-profit group whose membership is composed entirely of Rocky Hill Residents 2) Other non-profit organizations and or individuals approved by the Parks & Recreation Director 3) Rocky Hill Residents or Businesses	<b>McVicar (Turf)</b> \$50/hour <b>All other fields</b> \$25/hour <b>RHHS Pool</b> \$100/hour	<b>\$50/hour</b> (Maxwell Park, McVicar and Elm Ridge Park)	Police, Fire, Lifeguards, Custodial, other public safety personnel and/or maintenance cost
<b>Third Priority Users:</b> 1) For profit clubs, groups, businesses and associations 2) Non-residents 3) Others	<b>McVicar (Turf)</b> \$100/hour <b>All other fields</b> \$50/hour <b>RHHS Pool</b> \$100/hour	<b>\$50/hour</b> (Maxwell Park, McVicar and Elm Ridge Park)	Police, Fire, Lifeguards, Custodial, other public safety personnel and/or maintenance cost

### **Outdoor Court Rental Policy**

Tennis, pickleball, and basketball courts are available to residents on a first- come, first- served basis. However, if you wish to rent courts for team practices and/ or tournaments, please contact the Parks & Recreation Department to obtain an official permit - a separate fee may apply depending on user priority. Please refer to the Field Use Policy Form for the current fees for residents and non- residents.

**\*\* Private tennis lessons on public tennis courts are prohibited unless approved by the Director of Parks & Recreation.**

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.

# IMPORTANT INFORMATION REGARDING FIELD RESERVATION REQUESTS

## INSURANCE REQUIREMENTS

First, Second and Third priority users must provide the Town of Rocky Hill with liability insurance a minimum of \$1,000,000, listing the town as an additional named insured. This insurance must be submitted to the Parks and Recreation Department at least one week prior to field usage.

Sports or games rental groups must also provide Player/Participant Accident Insurance a minimum of \$25,000 (accidental medical benefits limit per individual/per accident).

## CANCELLATION AND REFUND PROCEDURES

The Town of Rocky Hill in its sole and absolute discretion, reserves the right to cancel permission for any group to use a park, facility or field if the purpose of such use is not considered to be in the best interest of the community or the neighborhood

If the town cancels a permit due to weather or field conditions, all fees will be refunded. Please allow up to 10-15 business days for refunds to be issued.

If police coverage is required, all fee structures and cancellation policies will be in accordance with the IBPO Local #316, Article VI., Section 2A.

No refunds on rental fees will be made in any amount for failure to show on the reserved rental date.

If it is deemed necessary to cancel a permit due a violation or town policies or town ordinances, all user fees paid will be automatically forfeited.

## ADDITIONAL SUPERVISION

The Town of Rocky Hill reserves the right to require any lessee or user to provide police protection when deemed necessary. Additional attendants or park personnel will be assigned, if deemed necessary by the Director of Parks and Recreation or the Director's designee; any resulting expenses or costs will be billed to the lessee or user.

## CONDITIONS OF USE

**Right to Decline** - The Town of Rocky Hill in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities or fields or to cancel rental of the parks, facilities or fields.

**Responsible Adult Designee** - Fields can be reserved only in the name of an adult who represents an approved organization and who agrees, in writing, to be responsible for any damage.

**Prohibited Acts** - The Rocky Hill Town Code, Section 189-1, "Prohibited Acts" shall apply. (See Attachment A for Rules and Regulations.) Alcoholic beverages, tobacco products, smoking and illegal drug usage are not permitted in town parks and school facilities/fields.

Permit holders and those using town parks, facilities and fields that abut private properties must respect those properties. User action such as trespassing, littering, urinating, and harassing, will not only cause the permit to be revoked but will also subject the offending user to further administrative action by the Rocky Hill Police authorities as defined by Connecticut state statutes and laws, and may be subject to penalties.

**Reservations Mandatory** - Organized athletic activities on town and school property are permitted only on a reservation basis. Persons not having a permit for the use of parks, facilities or fields must give way at all times to permit holders.

**Permit Time Restrictions** - Permits for use will be issued by the Rocky Hill Parks and Recreation Department (1) for municipal fields (throughout the day), and (2) for school fields (only after school programs have been completed). **On school fields, priority will be given at all times to school-sponsored programs.**

There will be strict adherence to published closing times of all town parks and schools.