

TOWN OF ROCKY HILL
PARK RESERVATION PROCEDURES

The following is information and conditions regarding the reservation of the town Parks.

PLEASE READ CAREFULLY.

1. Certificate of Liability Insurance will be required for any play equipment, animals, or any special entertainment brought to the parks by the renter, or of organized groups and other special requests as needed with the following minimum requirements as set by the Town of Rocky Hill:
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate-products
 - \$2,000,000 general aggregateThe Town of Rocky Hill should be listed on the policy as an additional named insured.
2. **BEFORE** a reservation for our Parks can be **BOOKED**, a **REQUEST FOR PARK, FIELD OR FACILITY USE** form must be completed and returned with a \$100 security deposit to the Parks & Recreation Office.
3. The deposit is refundable after the function is over and the area used has been inspected for damage, and could take up to two (2) weeks to receive. Deposits made by credit card will be refunded via the credit card. If damage exceeds the \$100 deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
4. **NO ALCOHOL IS ALLOWED IN ANY TOWN PARK.**
5. Maximum number for a party is **100** at Elm Ridge Park; **30** at Maxwell Park.
6. Make sure you have a permit with you the day of the reservation. Permit will be mailed to you after we receive the completed paperwork and deposit.
7. There will be 3 charcoal grills set up at Elm Ridge Park. You must provide your own charcoal and extinguish burning coals before leaving the park.
8. Please keep the park area clean and remove any trash that does not fit in provided containers. **In consideration of any party that may follow yours, please clean the picnic tables and sweep the area clean of any food debris. Not doing so, will result in forfeiting part or all of your deposit. (Please note the Town does NOT have staff available on weekends.)**
9. You may use the outdoor pool at Elm Ridge Park, as long as you pay the daily fees.(\$1-resident; \$5-non-resident)
10. There are portable restrooms available in the parks; however, the Town cannot ensure cleanliness.
11. You may use the fields as long as they are not in use by any of the Town's programs.
12. Elm Ridge Park Facilities-there is a volleyball net, basketball court, playground equipment, athletic fields, skate park and outdoor pool;
Maxwell Park Facilities-there is a deck hockey court, tennis court, pavilion, playground equipment, and athletic fields.
13. Electricity is available at the Pavilions at both Elm Ridge and Maxwell Parks.

Revised 8/08