

Town of Rocky Hill
Parks and Recreation Department
PARKS, FACILITIES AND FIELDS USE POLICY

Reviewed and Revised as of September, 2004

Requests for the use of town parks, facilities and fields should be directed to the Rocky Hill Parks and Recreation Department, located at 761 Old Main Street, Rocky Hill, CT 06067. Phone (860) 258-2772. A current Town of Rocky Hill Property Usage Contract must be on file for each usage, with an individual Facility Request Form completed for each use.

Section 1- USERS:

Section 1A- First Priority Users

The scheduled use of Rocky Hill parks, facilities and fields may be made available without rental charges only to the organizations listed below in Section 1A, if used according to the "Parks, Facilities and Fields Use Policy." Priorities will be granted in the following order:

<u>Parks/Facilities/Fields</u> <u>(i.e. - facilities located at parks & fields)</u>	<u>School Facilities</u> <u>(i.e. - facilities on school grounds)</u>
1. Rocky Hill Parks and Recreation	1. Rocky Hill Public Schools
2. Rocky Hill Public Schools	2. Rocky Hill Parks and Rec
3. Rocky Hill Adult/Youth Leagues*	3. Rocky Hill Adult/Youth Leagues

*Please note that all teams and leagues admissible in Section 1A must belong to an affiliated state or national organization that is responsible for the administration of their sport (examples - Little League, CJSA). Rocky Hill residents must constitute at least 51% of each team roster.

Section 1B - Second Priority Users

The scheduled use of parks, facilities and fields may be made available to the types of organizations listed below. The assignments will be made according to the regulations and rental fees approved by the Rocky Hill Town Council. A "Town of Rocky Hill Property Usage Contract" must be filled out, submitted and approved prior to usage. Priority will be granted as listed below:

- A. Locally organized non-profit civic groups whose membership is composed entirely of Rocky Hill residents.
- B. Locally organized educational, fraternal, social and religious groups whose majority of membership is composed of Rocky Hill residents.
- C. Other non-profit organization and/or individuals that have been approved by the Director of Parks and Recreation or the Director's designee.
- D. Rocky Hill businesses and non-affiliated clubs and associations.
- E. Non-residents.
- F. Others.

Section 1C- Other Usage Limitations

All other parks, facilities and fields shall have limited use restrictions as deemed necessary by the Director of Parks and Recreation, or the Director's designee. The Director has been given the authority by the Rocky Hill Parks and Recreation Advisory Board to evaluate Rocky Hill parks and field conditions and usage and also to make final decisions concerning the use by individuals, groups or organizations.

Section 2- MCVICAR FIELD

Section 2A - Restricted or Limited Use of McVicar Field

Please note that at no time will McVicar Field be used by an agency without the expressed written permission of the Director of Parks and Recreation or his/her designee.

The McVicar Soccer/Football Field will be made available only for:

- 1. Board of Education sanctioned events
- 2. Rocky Hill Parks and Recreation sanctioned events
- 3. Other uses as discussed and approved by the Director of Parks and Recreation in consultation with the Coordinator of Student Affairs, Board of Education.

Section 2B- Designated Footwear

Molded plastic or rubber cleats are acceptable.
NO METAL CLEATS OR SPIKES ARE ALLOWED
 No high heeled shoes
 Limited use of flat soled sneakers

Section 2C-Designated uses:

1. Marching Band
2. Football
3. Soccer
4. Physical Education exercises
5. Physical Education activities
6. Lacrosse
7. Field Hockey
8. Rugby
9. Pedestrian traffic and other similar uses
10. Military Marching drills
11. Other uses as discussed and approved by the Director of Parks and Recreation

Section 2D-Other Restrictions:

No Food allowed on the field

No Chewing Gum

No Tobacco Products

Only drinking water allowed on field - (i.e.-no soda or Gatorade)

No Pets

Section 3 - Closed or Restricted Areas

- A. Closed area -- At the discretion of the Director of Parks and Recreation, or the Director's designee, any section or part of any park, facility or field may be declared closed to the public at any time and for any interval of time, either temporarily or at regularly scheduled, stated intervals (daily or otherwise) and either entirely or just to exclude certain uses.
- B. Guidelines for Cancellation of Activity on Town Athletic Fields - Due to factors such as inclement weather and poor usage conditions, the Rocky Hill Parks and Recreation Director or the Director's designee reserves the right to deny the use of a town park, facility or field. The Parks and Recreation Director will consult with the Coordinator of Student Affairs/Athletic Director or Board of Education designee if available. The Parks and Recreation Director, or the Director's designee may deny the use of a park, facility or field and/or require an activity to stop and the participants to vacate the area.

Examples of conditions that may require the alteration or the cancellation of an activity:

1. Standing puddles of water on the field
2. Footing is unsure and slippery
3. Ground is water logged and squishy
4. Grass can be dislodged from the ground easily

5. Lightning
6. Severe weather storms
7. Unsafe facility conditions
8. That use proves to be destructive or detrimental to the site

Teams, leagues, individuals and/or organizations that do not precisely follow the policy will be subject to the following disciplinary actions:

Any person who shall violate any of the aforementioned shall, as defined by the state statutes and laws, be subject to the following penalties:

1st Offense \$99.00 fine and issuance of a written warning to the President or responsible person of the organization, and all coaches involved, which states the offense and charges the organization to pay for the cost of the repair of any damage. The Director of Parks and Recreation may suspend the team or organization from using the park, facility or field for any certain period of time. The suspension will be affirmed in writing.

2nd Offense \$99.00 fine, and issuance of a written warning to the President or responsible person of the organization, and all coaches involved, that states the offense and charges the organization to pay for the cost of the repair of any damage, and subject to prohibition for up to 1 year, for use of any town use of field or facility.

Organizations that have been subject to disciplinary action under Section 3 must reapply in writing to use the park, field or facility and must state what remedial actions they have taken that will satisfy the "Park, Field and Facility Use Policy" stipulations, and appear before the Parks and Recreation Advisory Board.

Section 4 - Insurance Requirements

1. Rocky Hill affiliated sports clubs and associations, residents, businesses and non-affiliated clubs and associations, and non-residents must provide the Town of Rocky Hill with liability insurance a minimum of \$1,000,000, listing the town as additionally insured. This insurance must be submitted to the Parks and Recreation Department at least one week prior to park, facility or field usage.
2. 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).

3. 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 include the name and phone number of at least one emergency contact person for each person on the roster. The roster must also include the name of the person responsible for the team, listing name, address, phone number; this person must be currently CPR and First Aid certified.

Section 5 - 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.

Section 6 - Responsible Adult Designee

Parks, facilities or 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. This person must be currently CPR/First Aid certified, must be present at all times at the park, facility, or field, and must remain with the group until the last group member leaves the facility.

Section 7 - Prohibited Acts

The Rocky Hill Town Code, Section 189-1, "Prohibited Acts" shall apply. (See Attachment A for Rules and Regulations.)

Section 8 - Reservations Mandatory

Organized athletic activities on town and school property are permitted only on a reservation basis.

Section 9 - 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).

Section 10 - Banned - Alcoholic Beverages and Illegal Drugs

Alcoholic beverages and illegal drug usage are not permitted on town parks, facilities and fields.

Section 11 - Abutting Private Properties

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, as deemed appropriate by the Director of Parks and Recreation or by the Rocky Hill Police authorities. See attached Rocky Hill Town Code, Section 189-1, prohibited acts and Rules and Regulations. Any person who shall violate any of the foregoing rules and regulations shall, as defined by Connecticut state statutes and laws, be subject to penalties.

Section 12 - Forfeiture of Payments

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

Section 13 - Cancellation Authority

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.

Section 14 - Permit Holder Priority

Persons not having a permit for the use of parks, facilities or fields must give way at all times to permit holders.

Section 15 - Scholastic Priorities

On school fields, priority will be given at all times to school-sponsored programs. Permits issued for use of school fields will be cancelled when school programs are scheduled for those areas.

Section 16 - Rental Determination

A "Town of Rocky Hill Property Usage Contract" must be filled out and submitted and approved prior to usage.

First Priority Users - are exempt from paying fees.

Second Priority Users - that are not exempt from paying fees, will pay \$25.00 per hour, per field, as well as a \$100 refundable security deposit. All fees must be paid in full prior to facility usage.

Fees for commercial or for-profit entities - Request must be received in advance in writing to the Parks and Recreation Advisory Board. Fees will be negotiated.

Section 17 - Utility Charges

A “Town of Rocky Hill Property Usage Contract” must be filled out and submitted and approved prior to usage.

Utility charges for Maxwell Park - Softball Field and Soccer Field; High School McVicar Field; Elm Ridge - DiMauro Field and Vicino Field are established as follows:

First Priority Users - are exempt from paying fees.

Second Priority Users - that are not exempt from paying fees, will pay \$50.00 per hour for use of the lights.

Section 18 - 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.

Section 19 - Closing Times Restrictions

Under no circumstances will an event be allowed to continue after the designed closing time of the park, facility or field, as set by town ordinance.

Section 20- Scheduling

The Master Schedule of Activities will be kept at the Parks and Recreation office. Only the Parks and Recreation Department will be allowed to book events. The Parks and Recreation Department will also coordinate the scheduling of scholastic fields with the appropriate staff of the Board of Education (i.e., Coordinator of Student Affairs). At no time will any Town agent other than Rocky Hill Parks & Recreation have the authority to book or reserve a field or facility for themselves or any other town or group.

Section 21- Appeals Process

Appeals must first be directed to the Parks and Recreation Director. After the Director's decision has been made, then a written appeal may be directed to the Parks and Recreation Advisory Board.

Town of Rocky Hill Facility Property Usage Contract

Please let it be recognized that this agreement between the Town of Rocky Hill Parks and Recreation Department (RHPR) and

_____ is effective from _____ to _____ (not to exceed on calendar year.)

User Group Responsibilities:

1. Agree to, and abide by, the Field Use Policy, attached to this contract.
2. Provide on-sight supervision during all practices, games, meets and special events. Site supervisor will enforce all park rules and take all necessary action to cease inappropriate behaviors that may be displayed by any team member, visitor, or coach. RHPR may require the user group to pay for a site supervisor provided by the Town (fees will be disclosed prior to the rental agreement.)
3. Provide a qualified coach or supervisor (who must be CPR and First Aid trained) at all scheduled practices or meets; they will remain on site until the last group member leaves the facility.
4. Contact the Parks and Recreation Director immediately (within 24 hours) in the event of any serious injury, mishap, or inappropriate behavior. Please call 860-258-2772.
5. Contact the Parks and Recreation Director with any maintenance issues or aspects of the facility that could be considered harmful to users.
6. Provide the Town of Rocky Hill with a current copy of at least \$1,000,000 general liability insurance policy, naming the Town of Rocky Hill as an additionally insured. A copy of this certificate must be on file with the Parks and Recreation Director before groups can have access to any field or facility. For sport groups, proof of player/participant accident insurance in the amount of at least \$25,000, must also be provided
7. Keep the facility clean. All equipment will be returned to its designated area, and at no time will equipment be left on the playing areas. All areas shall be free from litter before leaving the facility.
8. User group may be required to pay for related park maintenance fees, such as (but not limited to) additional rentals and/or cleaning of portable restrooms, excess trash removal, security or police coverage (all fees will be disclosed prior to the rental agreement.)
9. In the case of inclement weather, the user will call 860-258-2772 and listen for prompts for cancellation information, or you may go to our website at <http://www.rhparkrec.org> for cancellation information.

Town of Rocky Hill Responsibilities:

1. The Town of Rocky Hill, if determined necessary, will have appropriate staff, (i.e. – Park Monitors) to check permits, to ensure proper use of facilities and fields, and that the user group is adhering to the Parks, Facilities and Fields Use Policy.
2. The Town of Rocky Hill will provide safe and adequate facilities including general maintenance of all areas.
3. The Town will make every attempt to notify the group contact person at least 24 hours prior to any park/facility closings for maintenance or other purpose unless obvious weather conditions or emergency situations force an unforeseen closure.

Organization	Contact Person, Title	
Signature	Date	
Director of Parks and Recreation	Signature	Date