

TOWN OF WALLINGFORD

Recreation Facility Use Policy:

All public athletic fields and recreation facilities owned by the Town of Wallingford are scheduled through the Town's Selectboard. Any organized team, camp, school, business, club or youth group, must have a permit issued by the town to utilize the town facilities. Additional permits may be required if an organization plans to have food at its event. Please call the Town Administrator for additional information or questions about this policy.

HOW TO APPLY:

1. Call or email the Town Administrator to determine availability.
2. Complete the application and submit with all required documentation of liability insurance. The Town of Wallingford must be named as additionally insured on all policies.
3. Permit is not valid until signed by the Representative of the Town of Wallingford. Failure to adhere to policies, rules or regulations as outlined in this application may result in the loss of facility use privileges.

RULES AND REGULATIONS APPLICABLE TO ALL GROUPS UTILIZING TOWN FIELDS

1. Alcohol and tobacco products are prohibited on all Town parks and fields.
2. The permit holder is responsible for ensuring the area is free of all trash and rubbish at the end of each use.
3. Permit holders will be responsible for any and all damages to a Town field during the permit holders' period of field usage.
4. No permanent structures or storage boxes are allowed on the fields without the consent of the Town of Wallingford.
5. All banners or signs must be approved by the Town's Recreation Committee prior to being displayed on a Town field.

FEES FOR USE

A fee may be required for the event, as determined by the Wallingford Selectboard.

OTHER PERMITS

Please note that all components of the event are subject to Wallingford Recreation approval and may require approval by and/or permits from the Selectboard and Zoning office. **It is the responsibility of the applicant to secure all necessary Town of Wallingford permits.**

INSURANCE REQUIREMENTS

Certificate of General Liability Insurance with per occurrence and aggregate limits of not less than \$1,000,000. The Certificate of General Liability must list the Town of Wallingford as additionally insured by endorsement. The Town has the right to increase per-occurrence liability limits and require certificate of an accident insurance policy with limits determined by the Town of Wallingford.

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Recreation Use Application

Your application will be reviewed, and a signed Recreation Use Form will be forwarded to you. Please plan well in advance to ensure the success of your event/activity. Applications may take up to 4 weeks for the review process to be completed. Complete all the information required to eliminate any potential delays.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Name of Organization/Individual Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Manager/Responsible party On-Site During use: _____

SPECIAL EVENT INFORMATION

Specific Site Requested (please circle):

Meadow Street Park Elfin Lake Beach Stone Meadow Park Town Hall

Type of Event from list below, or describe: _____

Activities: Baseball, Basketball, Soccer, Football, Tennis / Pickle Ball, Run / Walk / Race, Fair, Concert, Other

Is there a charge for your event? If so, how much per attendee? _____

DATES & TIMES REQUESTED

Check here for Multiple Dates/Locations, complete attached sheet

Actual Hours of Use: _____ AM/PM to _____ AM/PM

Description of use: **Please attach additional sheets as necessary, including plans, drawings, maps, etc.**

SIGNATURE OF APPLICANT

Name of Applicant (print) _____

Signature of Applicant _____ Date _____

OFFICE USE ONLY:

Application (circle one): **Approved** / **Denied**

Authorized signature: _____ Date: _____

Conditions of Approval: _____

EVENT SPECIFICS *Please indicate whether the following items pertain to your event.*

Yes	No	Item
Yes	No	Will there be food concession and/or food preparation area(s)? <i>If you need to cook food in the event area, please specify method Gas/Electric/Charcoal/Other: _____</i>
Yes	No	Will alcohol be served? If yes, please see Alcohol Guidelines below.
Yes	No	Will you set up tables(s) and/or chairs(s)?
Yes	No	Will you be using fencing, barrier(s), and/or barricade(s)? Does your event require electricity? Source:
Yes	No	Will you be using booth(s), exhibit(s), displays, and/or enclosure(s)? Will you be using tents? Please include quantity and size:
Yes	No	Will you be using a pavilion and/or bandstand?
Yes	No	Will vehicles and/or related trailers be used? How many? Trash/Recycling/Composting: Our parks are carry in/carry out? What is your plan?
Yes	No	Will amplified sound/PA system be used? If yes, please indicate start time / end time
Yes	No	Will inflatable device(s), climbing walls, amusement be used?
Yes	No	Will banner(s) be hung
Yes	No	Will there be any additional security controls for this event?