

# Wallingford Park & Recreation Department

## David Doherty Facility 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

**New Customers** - Please fill out the *customer account form* included in this packet.

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 Commission.
2. The following persons may sell, offer for sale or solicit for sale, any goods, food, refreshments or merchandise, including ticket sales, upon issuance of a permit, the fee for which may be waived:
  - a. Town government including Town schools;
  - b. Recognized national, state or local charitable or non-profit corporations;
  - c. Volunteer divisions of the Wallingford Fire Department;
  - d. Wallingford Center, Inc;
  - e. The Wallingford Garden Club, with special reference to its joint sponsorship of the Wallingford Gardeners' Market;
  - f. Persons seeking to raise money for recognized charitable purposes, which persons may be required to post security or otherwise satisfy the Commission that all the monies raised or collected, less expenses, are remitted for such purpose or purposes; and
  - g. Wallingford civic or fraternal organizations.
3. The following persons are required to obtain a permit, but may be exempted from payment of any fee:
  - a. Wallingford youth and adult sports leagues engaged in organized and scheduled games;
  - b. Persons engaged in organized, but not regularly scheduled activities for Wallingford youth;
  - c. Wallingford governmental or school activities; and
  - d. State, national or international athletic organizations engaged in organized and scheduled games.

## **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.

## **C. FEE STRUCTURE**

### **1. Wallingford Residents**

- |              |                  |
|--------------|------------------|
| A. Gymnasium | \$30.00 per hour |
| B. Classroom | \$25.00 per hour |

### **2. Non-Wallingford Residents/Commercial Purposes**

- |              |                  |
|--------------|------------------|
| A. Gymnasium | \$60.00 per hour |
| B. Classroom | \$50.00 per hour |

### **3. Special Events, Tournaments, Fundraisers**

- |              |                                   |
|--------------|-----------------------------------|
| A. Gymnasium | \$500.00 based on 8 hours per day |
|--------------|-----------------------------------|

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 PARTIES**

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. 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 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 the Department. Refreshment items will be discussed for appropriateness and alcoholic beverages are prohibited. Refreshments cannot 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.