

Instructions for 2023 Facilities Application

- **Applications are due 30 days prior to the Event.**
- Please complete the 7-page application. Note that signatures are needed on Page 1, Page 6 and Page 7.
- Please submit your application and rental fee payable to “Town of Beacon Falls” to the Town Hall.
- Attach a copy of your insurance certificate to the application. Note that \$1,000,000 in coverage is required.
 - If you do not have \$1,000,000 in insurance coverage, there is an option to apply for an Event Insurance to cover the event. The website for Event insurance is www.gatherguard.com. You can input the details of the event and attach your quotation to the application. If your application is approved, you must purchase the policy and provide evidence of the policy to the Parks & Recreation Commission.
 - If an applicant is hiring an outside vendor for their event, then that vendor’s COI must also be on file with the Town.
- The original signed application with copy of insurance coverage is given to Park & Recreation Commission for review.
- Park and Recreation Commission will review the application and notify the applicant if the application is approved or denied.
- **Leagues must submit a detailed schedule for their use of the fields.**
- Approved applications are distributed to the Applicant, Rob Pruzinsky: Public Works Foreman, Beacon Hose Co. and the Beacon Falls Police Department, Finance office with check for deposit, First Selectman’s Office.

Application for Use of Beacon Falls Park & Recreation Facilities 2023

Please read carefully. Complete lists of rules and regulations, and indemnification and save harmless agreement are attached for review and signature.

Date of application: _____

Permission is requested to use the following facilities (check all that apply):

Pent Road Recreation Fields: _____ Circle Field # 1 2 3 4 5
 Pent Road LOWER Pavilion: _____
 Matthies Park Pavilion: _____
 Pent Road Recreation Complex: _____ Circle: Tennis Courts Basketball Courts
 Other: _____

Name of Organization: _____

Address: _____

Telephone: _____

Name of Individual submitting Request: _____

Telephone of Individual: _____

Email of Individual: _____

Date(s) being requested: _____

Hours: From _____ to _____

Describe activity being planned: _____

Will the event be open to the public? Yes No

Will admission be charged? Yes No

Is insurance certificate attached? Yes No **Insurance Certificate is required.**

Estimated Attendance _____

Fire and police services are required at activities with 100 of more attendees. See rules and regulations for details.

The Park and Recreation Commission of the Town of Beacon Falls reserves the rights to interrupt, cancel, or prohibit any activity that they deem improper. I/We, the undersigned, acknowledge that he/she/they have read the attached Rules and Regulations regarding use of the Beacon Falls Pavilions and Recreation Complex and agree to completely comply with the terms contained therein. Further, the undersigned assumes full responsibility for all damages and/or injuries which may be incurred incidental to such use. The undersigned further agrees to comply with all local and state regulations and statutes regarding such use of this facility.

Signature of authorized person WHO WILL BE PRESENT in a supervisory capacity

Application Received: _____ Commissioner's Name: _____

Facility Available on _____

Insurance Certificate	Yes	No	Space has been reserved	Yes	No	Reason for Denial: _____
Police Services Required	Yes	No	Application Approved	Yes	No	
Fee	_____		Fee Paid	Yes	No	

Commissioner's Signature _____ Date _____

COPIES TO: Public Works Police Fire Applicant

Finance First Selectman's Office

Pent Road Pavilion (6 Hour Maximum) – By Application Only

Fees include electric, restroom facilities, tables. Police services are required at any activity when attendance is 100 people or more. The Beacon Falls Police Department will maintain emergency vehicle access; enforce parking regulations and general security.

- Resident Fee - \$125.00
- Non-Resident Fee - \$200.00
- Non-profit Organizations - \$125.00

Recreation Complex (Hours are 6:00 AM through 9:30 PM)

Fields – By Application Only

- Resident – Fees are waived for residents. **A resident team must have at least 5 Beacon Falls players rostered.**
- Non-Resident - \$75.00 per game (\$37.50 per team), per field, per day of the activity, plus the cost of electric. Electric (from dusk to 9:30 PM) \$20.00 per lighted field per day.
 - Example: Fields #1 and #5 are each used for 3 games over 2 days. \$75.00 is charged per game \$75.00 x 6 games = \$450.00 x 2 days = \$900.00, plus electric charges of \$40.00 for a total of \$940.00.
- **To All Leagues using the Fields: Leagues will be held responsible for any damage done to the fields. Maintenance of the fields is directed by Beacon Falls Public Works Department.** Damage and destruction of the fields will result in a charge to the organization responsible and if repeated violations occur the league's permission to use the facilities will be revoked.

Basketball, Pickleball & Tennis Courts

- Resident and non-Residents. *No fee for use.*
- Facility Applications are needed for Basketball/Pickleball/Tennis camps and tournaments.

Matthies Park Pavilion (For Beacon Falls Residents Only) – By Application

Includes use of picnic tables, grills, and trash clean-up.

Police services are required at any activity when attendance is 100 people or more. The Beacon Falls Police Department will maintain emergency vehicle access; enforce parking regulations and general security.

- \$50.00

Please note that the Parks & Recreation Board reserves the right to waive any fee.

Applications can be obtained at the Beacon Falls Town Hall, 10 Maple Avenue or online at www.beaconfalls-ct.org, under Parks & Recreation.

2023 Rules and Regulations for the use of the Facilities at Pent Road Complex, Pent Road Pavilion and Matthies Park Pavilion

Residents of Beacon Falls/entity, family, individual, group, community, organization, shall have first priority for the use of facilities. One must apply prior to April 15th in order to have first choice. After April 15th, any available openings will be allocated on a first come, first-serve basis, either by mail or in person. Applications and payment must be in full, payable in advance to “Town of Beacon Falls”, Beacon Falls Town Hall, 10 Maple Avenue, Beacon Falls, CT 06403.

Pursuant to the ordinance of the Town of Beacon Falls, the Pent Road Pavilion, Pent Road Recreation Complex and Matthies Park Pavilion are under the jurisdiction of the Beacon Falls Parks & Recreation Commission, which shall not be responsible for the activities scheduled. All activities: open space, pavilion and complex, must be scheduled for use in conjunction with the other scheduled events through the Beacon Falls Parks & Recreation Commission.

The Beacon Falls Parks & Recreation Commission reserves the right to cancel an approved permit, one week prior to the scheduled event, in the event of a conflict in scheduling of dates of any activity. In the event of a cancellation, any fees paid shall be returned.

The Town of Beacon Falls facility personnel or the Beacon Falls Parks & Recreation Commission members reserve the right to interrupt, cancel or prohibit any activity that is deemed improper.

The use of the pavilions or recreation complex shall be confined to the area designated on the application (Field, courts, open space, etc.)

POLICE SERVICES

NO ALCOHOLIC BEVERAGES ARE PERMITTED ON PARK PROPERTY. The group or organization receiving permission to use the Recreation Complex and other open space area, must agree to prohibit the use of alcoholic beverages on the premises, and cooperate in the enforcement of this regulation.

The applicant sponsoring the event shall be responsible for the police services (if necessary) through the office of the Beacon Falls Police Department and shall pay the fee for said police services at the prevailing per hour rate, set by the Town of Beacon Falls, with a minimum of 4 hours. The total amount due for said services must be paid prior to the event, with a check made payable to the “Town of Beacon Falls”. The current hourly rate for Police services is \$109.00 per hour on weekdays and \$134.00 per hour on weekends. The hourly rate for nonprofit entities is \$81.00 weekdays and weekends.

Any residents, non-residents, group or organization requesting permission for use of the pavilions or recreation complex must have a Certificate of Insurance to cover all persons involved with the group or organization, who will in any way be involved with the activity. The applicant shall be fully responsible for any and all claims and demands made in connection with the specific event, with regard to claims for personal injury and/or property damage suffered by any party attending said event. Said entity/person must sign the attached INDEMNIFICATION AND SAVE HARMLESS AGREEMENT. **The applicant shall provide a certificate of liability insurance naming the Town of Beacon Falls as an insured for the specific event in the amount of at least one million dollars (\$1,000,000); said proof of insurance shall accompany this application.**

Non-residents use of Pent Road Pavilion and Complex

Entity, family, individual, group, company or organization based outside the Town of Beacon Falls shall have use of these facilities in accordance with the Rules and Regulations for the use of the Facilities at Rent Road Complex and Pent Road

Pavilion and maintenance fee schedule. In the event it is determined that a resident of Beacon Falls reserves this facility for a nonresident, family, individual, group, company or organization, this shall be considered misuse of the facility and the commission shall decide on one or all of the following consequences:

- A nonresident fee schedule will apply.
- The commission shall decline the use of the activity.
- The applicant will be denied future use of the Pavilion or Complex.

All fields must be left in the same condition as they are found and cleared of all items which the group or organization used for its activity within a reasonable length of time after the conclusion of the activity. The Beacon Falls Parks & Recreation Commission shall determine what a reasonable length of time is. After said time, the Beacon Falls Parks & Recreation Commission shall direct such action as necessary to meet the requirements at the expense of the group or organization.

Trash or garbage is to be placed in the receptacles provided. The Beacon Falls Parks & Recreation Commission will not assume responsibility for food, beverage, or any article left anywhere on the premises either before or after the scheduled activity. All litter and debris will be removed from the activity area by the applicant after the completion of the activity. If not done, the Beacon Falls Parks & Recreation Commission will do so at the expense of the group or organization.

Any individual group or organization failing to comply with any of the above regulations will be denied future use of the pavilions or complex.

The Beacon Falls Police Department has the authority to enforce all park and recreational rules and regulations and all local and state regulations and statutes regarding the facility.

THE NO LIST

- No unauthorized person shall dump anything on Pavilion or Complex property, mark, deface, disfigure, injure, tamper with, or displace or move any table, bench, bleacher, or structure or equipment, or facility property either real or personal.
- No person shall carry or possess any firearms, air rifle, spring gun, bow arrows, slings or weapons or explosive, potentially dangerous to human safety.
- No person shall wash, clean, paint or make repairs to any vehicle in the facility or contaminate water course with oil, bottles, cans or any other materials.
- No person shall erect or post any notice or sign upon the property except when notice or signs are authorized by the Beacon Falls Parks & Recreation Commission.
- No golfing is allowed anywhere on facility property,
- Dogs, pets, and other domestic animals shall be leashed and curbed; droppings must be disposed of by the handler.
- No person shall possess or consume alcoholic beverages on facility property. Disorderly conduct, intoxication and obscene or indecent behavior are prohibited and cause for expulsion from facility property.

- No person shall use loud, boisterous, threatening, abusive, insulting language, or engage in any disorderly or lascivious conduct or breach of peace while in facility property.
- No person shall use drugs or illegal substances of any kind while on facility property.
- No motorized vehicles are allowed anywhere on facility property except in designated parking areas or as authorized by the use of the Pavilion or Complex. Such use shall be confined to the area designated by the Beacon Falls Parks & Recreation Commission.
- No person shall picnic or lunch in an area other than those designated for that purpose. No glass bottles allowed. Garbage and other refuse shall be deposited in containers provided.
- Playing of sports or other activities, except in designated places, is prohibited in food areas.
- Snowmobiling, motorcycles and other motorized vehicles are prohibited in the facility. Bicycle riding, rollerblading, and skate boarding will be allowed in designated areas.
- No temporary structures or equipment such as tents, bounce houses or similar items are allowed without the expressed written consent to the Park & Recreation Commission.
- No stakes or tie down items should be driven into the ground or attached to Park property.

Signature(s) of authorized person, who will be present in a supervisory capacity

2023 INDEMNIFICATION AND SAVE HARMLESS AGREEMENT

APPLICANT (entity, family, individual, group, company or organization)

Date _____

Name _____

Address _____

Cell Phone: _____

Email: _____

The Applicant, to the fullest extent permitted by law hereby agrees to defend, indemnify and hold harmless the Town of Beacon Falls, CT 06403, its officers, employees, and agent from all suits or claims, and actions of every description brought against the Town of Beacon Falls, CT, its officers, employees, and agents from any liability, claim, expense, cause of action, loss of damage whatsoever for any injury, including death, to any person or property whether covered by insurance or not, arising from the use of Town facilities and owned property of the APPLICANT, (entity, family, individual, group, company or organization).

“The APPLICANT (entity, family, individual, group, company or organization) agrees to obtain a policy of liability insurance **at a minimum** in the amount of one million dollars (\$1,000,000) per occurrence **and one million dollars (\$1,000,000) total policy aggregate**. The APPLICANT will name as an additional insured, the Town of Beacon Falls, CT, it’s officers, employees, and agents from any cause of action arising from any and all claims filed as a result of the Town allowing the APPLICANT (entity, family, individual, group, company, or organization) access to the Town of Beacon Falls facilities on Town owned property. Such insurance shall be primary **and non-contributory**, and any rights of subrogation against the Town of Beacon Falls, CT shall be and hereby waived.”

Prior to using any of the Town facilities, the APPLICANT (entity, family, individual, group, company or organizations) shall provide to the Town of Beacon Falls, CT, a certificate of insurance confirming insurance coverage under the terms and conditions set forth herein as well as provision including a 30-day cancellation notice.

The use of Town facilities and property by the APPLICANT (entity, family, individual, group, company, or organization) may be revoked at any time without cause by, and without prejudice to, the Town of Beacon Falls.

Signature(s) of authorized person(s) WHO WILL BE PRESENT in a supervisory capacity for entity, family, individual, group, company or organization.