

FACILITY REQUEST FORM (update 5/1/2021)

Killingly Parks & Recreation Department
185 Broad St.
Danielson, CT. 06239
860-779-5390
Fax: 860-779-2758 - E-Mail: recreation@killinglyct.org

Complete and return this application to the main office of the Parks and Recreation Department at least **10 Days prior to date/ event or the first in a series of dates covered by the application.** Firm commitments should not be made until you receive confirmation from this office within 5 business days and the approved application is returned to you. Please refer to disclaimer form.

Date _____

I, _____ agree that while we use the Town of Killingly Facilities and Fields for practice, tournaments, games, and events that we will not discriminate on the basis of disability. Ref. Title II of the ADA

1. FACILITY REQUEST _____ AREA _____
2. Applicant (organization) _____
3. Day/Dates _____ 20
4. Time _____ Set-Up _____ Start _____ End _____
5. Type of event _____

6. Projected Attendance _____
7. Entertainment _____ Type _____
8. Will event be open to the public _____ Members only _____
9. Admission charged _____ How Much _____
10. Fund Raiser _____ Please describe _____

11. Will you be leasing space to vendors/exhibitors? _____ Fee Charged? _____
12. Do you plan to have concessions? _____ What type? _____
13. Do you plan to post signs? _____ Location of signs _____

14. If function is a youth program, please give name and address and phone number of adult supervisor who will be present and in charge

Name	Address	Phone
------	---------	-------

Any person issued a permit shall observe all rules, regulations and ordinances adopted by the Town of Killingly. The person to whom the permit is issued shall agree to be liable for any loss, damage or injury sustained by any person or property whatever the reason of negligence on the part of any person engaged in the activity being sponsored under the permit. The applicant agrees to hold the Town of Killingly and any of its agents and employees harmless for any and all losses caused by the permitted or any person engaged in activity being sponsored under the permit.

Applicant _____

Address _____

Organization _____

Address _____

Signed _____ Phone: (H) _____ (W) _____

Disposition of Application

(office use only)

Application Approved **Y** or **N** Signed _____ Date _____

FEE _____ Date received _____

Cert. of Insurance required **Y** or **N** Date received _____

Liability **Y** or **N** Property Damage _____

Police required **Y** or **N** Fire required **Y** or **N** Other conditions for use:

Town of Killingly
Parks and Recreation Department
Indemnification Agreement

_____, it's executors and administrators,
(organization name)
hereby waive any and all claims for damages that the _____
(organization name)
may have against the Parks and Recreation Department and the Town of Killingly and
their agents, representatives and employees for any injuries and illnesses suffered by
members of _____ during or as a result of use of
(organization name)
Killingly Parks and Recreation Department facilities including any room, gymnasium
area, aquatics area, playground or outdoors parks facility.

Signature of Organization Representative

Date

Disclaimers

Application for use of a Parks & recreational facility must be made on a permit form which may be obtained at the office on 185 Broad St. The completed permit application must be filed with the office at least 10 days prior to the date of the planned event or function. The following factors will be used by the office in deciding whether to grant or deny the application:

1. The use will not conflict with any Park & Recreation activity.
2. The nature of the use must be appropriate for the use of a Park & Recreation Facility.
3. The potential effect of the use on the existing facilities of the building or park.
4. The number of persons involved in the use as such affects fire code regulations and available parking.
5. Prior improper use by the applicant.
6. Not for continued use of more than 4 months.
7. Availability of space and staff if necessary.
8. If it is during normal open hours of operation.
9. Not responsible for any equipment or belongings, damaged, or missing at any KPRD facility owned and operated by the Town of Killingly.

Upon approval of an application any and or all of the following may be required by the recreation department to be paid for or provided by the applicant.

1. A combined single limit liability insurance policy in the amount of \$1,000,000 covering bodily injury and property damage with the Killingly Parks & Recreation Department or Town of Killingly listed as an additional insured.
2. The number of police officers deemed necessary to secure the use and affected persons. The applicant will arrange for the hiring of the police officers.
3. The number of Killingly Fire Dept. Personnel deemed necessary to secure use and affected persons. The applicant will arrange for the hiring of the fire personnel.
4. Applicant must sign copy of the Killingly Parks and Recreation indemnification agreement.
5. Staff members if deemed necessary.

Community Center Rules

1. All equipment, furniture, or furnishings required for use will be set up and taken down by the applicant and the area left broom clean by the applicant. All decorations must conform to fire code regulations, receive prior approval from the Rec. Dept. and be removed following the use by the applicant.
2. It may be deemed a staff member be available in the building for the used and therefore additional fees to cover staff expense maybe assessed.
3. Refreshments may be served with prior Rec. Dept. approval Refreshment items will be discussed prior to event for appropriateness. **ALCOHOLIC BEVERAGES ARE PROHIBITED.** Applicant is responsible for reasonable clean-up of permitted area at the close of event, which includes sweep and mop floor, wipe down counter and all hard surfaces, remove trash and place in dumpster and wipe down stove and refrigerator if using the kitchen. Renter must supply own cleaning supplies.
4. Rental fees for Killingly non-profit serving groups may be waived if proceeds of use are to be used for educational, civic or charitable purposes and if applicant is a duly organized non-profit organization. Applicant may be required to turn in to the Rec. Dept. a financial statement of income and expenses.
5. Upon entry into building applicant must verify location of fire exits, fire extinguishers, fire alarms, and nearest available telephone.
6. Smoking is prohibited
7. Parking regulations must be followed
8. In the event these regulations are violated or if compliance therewith cannot be satisfied or it is determined by the Rec. Dept. Administration to be in the best interest of the recreation dept. any permit may be revoked or discontinued.

FACILITY FEE STRUCTURE

Mission and Philosophy: To provide safe, fun, functional, aesthetically pleasing recreational areas, athletic fields, facilities and parks at nominal or no cost to the community of Killingly.

Non-Profit Serving Organization: Groups which serve our community i.e. Boy Scouts, Little League, which may have fees and charges but in no way support a salary structure or a facility for that particular organization. These organizations may be charged a nominal fee (based on 50% of Killingly Residents fee) to utilize recreational facilities but may require a permit to be filled out depending on type of and time of activity.

In order to qualify as a resident group at least 50% of roster or participants must be Killingly residents.

Non-Profit Youth serving (staff/facility supporting) organization: Those organizations i.e. YMCA, Boys Clubs which generate fees and charges to help support salaried employees and facilities. These organizations will be charged a normal facility/park facility fee.

Private for profit commercial organizations: Any commercial business or company will be charged a normal facility fee.

Any organization / individual using Town of Killingly facilities for the purpose of programs / lessons generating fees or charges for profit or benefit of that organization / individual must file a request and set up a meeting with the Recreation Director or designee for securing of insurance and potential other necessary licenses and fees.

SEE APPLICATION USE DISCLAIMER

FACILITY RENTAL FEES:

KILLINGLY RESIDENTS

- | | |
|--------------------------|---|
| 1. Gymnasium | \$20/hour |
| 2. Classroom | \$10/hour |
| 3. Park Pavilion | \$36/ 3 hour rental |
| 4. Davis Park | \$150/ 6 hour rental |
| 5. Field w/ lights | \$75/ 3 hours (unlined) \$100/ 3 hours (fields lined) |
| 6. Field / Courts | \$50/ 3 hours (unlined) \$75/ 3hours (fields lined) |
| 7. Davis Park Gazebo | \$36/ 3 hours |
| 8. Theatre | \$28/ hour (no lighting, no sound)
(A separate meeting required if sound and lighting required.) |
| 9. KCC Kitchen/Cafeteria | \$ 51/ 3 hours |

NON-KILLINGLY RESIDENTS

- | | |
|--------------|------------|
| 1. Gymnasium | \$40/ hour |
| 2. Classroom | \$20/ hour |

3. Park Pavilion \$50/ 3 hours
4. Davis Park \$200/ 6 hour rental
5. Field w/lights \$100/ 3 hours (unlined) \$125/ 3 hours (fields lined)
6. Field/Court \$75/ 3 hours (unlined) \$100/ 3hours (fields lined)
7. Davis Park Gazebo \$50/ 3 hours
8. Theatre \$40/ hour (no lighting, no sound)
(A separate meeting required if sound and lighting required.)
9. KCC Kitchen/Cafeteria \$ 75/ 3 hours

For Office use only:

COVID REGULATIONS/GUIDELINES For Youth Athletics:

The expectation that the regulations/guidelines set for by the state and CDC in reference to the sanitation, allowable in attendance and the safe social distancing is understood to be on the organization that is requesting the use of the facility. Once granted the organization should follow the guidelines. Please visit the state of CT or CDC website for in-depth guidelines and/or changing attendance allowed at events. We at KPRD will do our best to notify you of the ever changing numbers as we get them from the state as well. The below is what the state has put out for guidelines.

For Any and ALL Events;

We ask that you are in compliance with the current outdoor gathering executive orders put in place by the State of CT.

By signing below you understand and agree to abide by these orders:

Signature _____ **date** _____

Printed Name: _____