

Phone: (203) 484.6017  
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1332 Middletown Ave.  
 Northford, CT 06472  
[www.nbrecreation.com](http://www.nbrecreation.com)

## FEE SCHEDULE

Facility	Resident	Non-Resident	Res. Business	N/Res Business	After Hours Charge
<b>STW Community Center Room</b>	\$30/hr	\$50/hr	\$50/hr	\$60/hr	\$25/hr
<b>STW Gym</b>	\$40/hr	\$60/hr	\$60/hr	\$75/hr	\$25/hr
<b>Park Pavilion</b>	\$60/3 hr	\$75/3 hr	\$75/3 hr	\$85/3 hr	
<b>Sports Fields/Courts</b>	\$50/2.5 hrs	\$100/2.5 hrs	\$75/2.5 hrs	\$150/2.5 hrs	

Fees are based on an hourly basis; must include ample time for set up and clean up. An additional hourly charge will be applied if facility is used longer than contracted.

*\*All fees are at the discretion of the Director based upon your reservation.*

### SCHEDULING PRIORITIES:

*The North Branford Parks & Recreation Department schedules public facilities, athletic fields, and park pavilions according to the following criteria:*

- Recreation programs and Town Departments
- Town affiliated youth sports leagues (*Recreation Commission approval required*)
- Town residency
- Level of broad base benefit for North Branford residents

\*Affiliated youth sports leagues are defined as those groups, subject to verification, which meet the goals and objectives of the Parks & Recreation Commission in promoting public recreation in the North Branford Community and that meet other eligibility requirements as may be periodically required by the Commission.

### APPROVAL OF REQUEST IN THE FOLLOWING ORDER:

**Priority 1:** North Branford Parks & Recreation programming. **Fees Exempt**

**Priority 2:** Official Town Departments, Boards, Commissions, including Town Schools. **Fees Exempt**

**Priority 3:** Town Affiliated Youth Sports Leagues, organized as 501c(3) entities **Fees Exempt**  
*(Recreation Commission approval required)*

**Priority 4:** Other Youth & Adult Sports Leagues, organized as 501c entities, who serve at least 75% North Branford residents. Non-Profit groups which are community-orientated or civic in nature holding an event where there is no charge or solicitation. **Resident Fees Apply**

**Priority 5:** North Branford Town Residents requesting private use. **Resident Fees Apply**

**Priority 6:** North Branford Businesses **Resident Business Fees Apply**

**Priority 7:** All other entities, AAU leagues., leagues serving less than 75% etc. **Non Resident Business Fees Apply**

\*\*This applies only to Town Park Fields. The Board of Education has first priority on all school fields. When necessary, BOE may be given priority on park fields when they have special events, tournaments, etc.

**Additional Insured:** The town of North Branford shall be named as an additional insured and this coverage shall be stipulated under Description of Operations: shall be worded as follows:  
 The Town of North Branford, its Agents, Employees, Officials, and Volunteers shall be named as Additional Insureds.

**Certificate Holder:** The certificate holder shall be named as" Town of North Branford, 909 Foxon Road, North Branford, CT 06471  
**Please visit [www.nbrecreation.com](http://www.nbrecreation.com) for an example COI as well as Insurance requirement amounts.**

## STW COMMUNITY CENTER

### RESIDENT MUNICIPAL/CIVIC GROUPS:

No charge during regular hours Monday through Thursday from 5:30 a.m. to 8 p.m. Friday 5:30 a.m. to 4:30 p.m. and Saturday/Sunday 7:30a.m. to 12p.m. Set up and clean up must occur within the above listed times and is the responsibility of the permit holder.

### RESIDENT NON-PROFIT 501©3 GROUPS:

No charge during regular hours Monday through Thursday from 5:30 a.m. to 8 p.m. Friday 5:30 a.m. to 4:30 p.m. and Saturday/Sunday 7:30a.m. to 12p.m. Set up and clean up must occur within the above listed times and is the responsibility of the permit holder. **Must submit 501©3 with application**

Full payment by individuals or groups making a reservation must be returned with the application. Residents will be required to show proper identification. Make checks payable to the **“Town of North Branford.”**

A security deposit of a minimum of \$100 in the form of a check is to be submitted with the application and will be returned or shredded after the rental facility has been deemed left in good order. If any damages should be incurred additional fees will apply.

## RENTAL AGREEMENT RULES & REGULATIONS – OUTSIDE VENDORS

- 1) If Permittee would like to use any outside vendors (I.E. Food Trucks, performers, DJs, caterers, etc.) on Town property, additional special event insurance/(TULIP- Tenants’ and Users’ liability Insurance policy) is required.  
 “Town of North Branford & BOE 909 Foxon Rd. North Branford, CT 06471” as Additional Insured
- 2) In addition, a copy of the vendor’s Certificate of Insurance is required to be provided, a minimum of thirty (30) days prior to event. Should Permittee fail to provide vendor insurance thirty (30) days prior to event date, the Town of North Branford reserves the right to cancel said event and retain deposit if applicable.
- 3) All applicable permits and approvals shall be obtained by vendor and/or Permittee and provided to Town i.e: health department, fire marshal, thirty (30) days prior to event. Should Permittee fail to provide required permits/approvals thirty (30) days prior to event date, the Town of North Branford reserves the right to cancel said event and retain deposit.

### Sample Minimum Requirements

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	ZLP21P13301	7/1/2021	7/1/2022	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 5,000,000
						PRODUCTS - COMPIOP AGG	\$ 1,000,000
						\$	
GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							

A resource for TULIP insurance is [www.kandkinsurance.com/EventsAttractions/Pages/Short-Term-Special-Events.aspx](http://www.kandkinsurance.com/EventsAttractions/Pages/Short-Term-Special-Events.aspx), this is just one of the companies you may use. Any questions please contact us at (203) 484-6017

## INDEMNIFICATION

*(Please note: Groups may be asked to supply proof of Non-Profit status/Org. ID/Tax Exempt # and a league roster of the last season for verification at the discretion of the Director of Recreation)*

To the full extent permitted by law, for myself, my child(ren) and my agents, I hereby release the Town of North Branford, and its employees, members, officers, directors, and volunteers (collectively the “Town”) from, and I hereby agree to and shall indemnify, defend, and hold the Town harmless from, any and all liability, costs (including attorney’s fees), damages, and claims of any nature whatsoever (including negligence claims) that the Town may be subjected to, suffer, or incur arising from or relating in any way whatsoever to exposure or possible exposure to COVID-19 while I am attending or my child (ren) or agents are attending programs at, or visiting or using the facilities of, the Town, but excluding liability, costs, damages or claims that result from willful and intentional misconduct by the Town.

In performing your obligations in using and accessing the Town’s property, you and your members, invitees, successors and assigns shall comply with all applicable statutes, laws, regulations, codes, rules or orders for or issued by any governmental body having jurisdiction over the use of said premises, **including but not limited to, any Executive Orders issued by the Governor’s Office and any Sector Rules adopted and implemented by the State of Connecticut requiring cleaning and/or social distancing practices to combat the spread and infection of COVID-19.**

Print Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RULES, REGULATIONS AND INSURANCE REQUIREMENTS

## § 88-13. Rules of conduct.

A. It shall be unlawful for any person in a public park or recreation area to:

(1) Mark, deface, disfigure, injure, tamper with or displace or remove any buildings, bridges, tables, benches, fireplaces, railings, pavings or paving materials, water lines or other public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.

(2) Dig or remove any soil, rock, sand, stones, trees, shrubs or plants or other wood or materials or make any excavation by tool, equipment, blasting or other means or agency.

(3) Construct or erect any building or structure of whatever kind, whether permanent or temporary, or run or string any public service utility into, upon or across such lands, except on special written permit issued hereunder.

(4) Damage, cut, carve, mark, transplant or remove any plant or injure the bark or pick the flowers or seed of any tree or plant, dig in or otherwise disturb grass areas or, in any other way, injure the natural beauty or usefulness of any area.

(5) Throw, discharge or otherwise place or cause to be placed in the waters of any fountains, pond, lake, stream or other body of water in or adjacent to any park or any tributary, stream, storm sewer or drain flowing into such water, any substance, matter or thing, liquid or solid, which will or may result in the pollution of said waters.

(6) Take into, carry through or put into any park any rubbish, refuse, garbage or other material. Such refuse and rubbish shall be deposited in receptacles so provided. Where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.

(7) Bring any glass container into any park or recreation area.

(8) Hunt, molest, harm, frighten, kill, trap, pursue, chase, tease, shoot or throw missiles at any animal, wildlife, reptile or bird, nor shall he remove or have in his possession the young of any wild animal or the eggs or nest or young of any reptile or bird. Exception to the foregoing is made in that snakes known to be deadly poisonous or animals believed to be rabid may be killed.

(9) Ride a horse, except on designated bridle trails. Horses shall be thoroughly broken and properly restrained and ridden with due care and shall not be allowed to graze or go unattended.

(10) Walk a domestic animal without a leash. Further, the owner or person having custody of said domestic animal shall be responsible for removal of any animal solid waste.

B. Vehicles. It shall be unlawful for any person in a public park or recreation area to:

(1) Drive any vehicle on any area except the paved park roads or parking areas or such areas as may, on occasion, be specifically designated as temporary areas.

(2) Park a vehicle anywhere, except on a designated parking area.

(3) Leave a vehicle standing or parked in established parking areas or elsewhere in the park and recreation areas during hours when the park and recreation area is closed. During a snow storm and for three days thereafter, established parking areas in parks and recreation areas may be utilized for parking, but not by trailers of any kind.

(4) Leave a bicycle in a place other than a bicycle rack, when such is provided and there is space available.

(5) Ride a bicycle without reasonable regard to the safety of others.

(6) Leave a bicycle lying on the ground or paving or set against trees or in any place or position where other persons may trip over or be injured by them.

(7) Wash any vehicle.

(8) Drive or operate within the parks any bus or vehicle adapted for more than 12 passengers, any hearse, truck, tractor or vehicle used for advertising, provided that taxis, buses and trucks may be used to carry visitors to the parks and recreation areas.

(9) Use the parks, park drives, parking places or parkways for the purpose of demonstrating any vehicles or for the purpose of instructing another to drive or operate any vehicle nor shall any person use any park area, including parking places, for the repairing or cleaning of any vehicle, except in an emergency.

C. Firearms: weapons. It shall be unlawful for any person to bring into or have in his possession in any park or recreation area:

(1) Any pistol or revolver or objects upon which loaded or blank cartridges may be used. Official starters, at authorized track and field events, are excepted from this restriction.

(2) Any rifle, shotgun, BB gun, air gun, spring gun, slingshot, bow or other weapon in which the propelling force is gunpowder, a spring or air.

D. Explosives and fireworks. It shall be unlawful for any person to have in his possession or set off any fireworks. Permits may be given for conducting properly supervised fireworks in designated park areas.

E. Advertising; assemblages; entertainment.

(1) No person shall post, paint, affix, distribute, deliver, place, cast or leave about any bill, billboard, placard, ticket, handbill, circular or advertisement, except where designated.

(2) No person shall do any of the following without a permit, provided that no permit shall be required for any action or event sponsored by the Town Council or the Parks and Recreation Commission.

(a) Hold public assemblages.

(b) Conduct exhibitions.

(c) Hold a parade.

F. Merchandise sale prohibited. No person shall expose or offer for sale any article in any park or recreation area without a license as a concessionaire.

G. Ignitable and combustible materials. No person shall kindle, build, maintain or use a fire, except in places provided for such purposes. Any fire shall be continuously under the care and direction of a competent person from the time it is kindled until it is extinguished. No person shall throw away or discard any

lighted match, cigar, cigarette, tobacco, paper or other material within or against any building, boat or vehicle or under any tree or in underbrush.

H. Alcoholic beverages; controlled dangerous substances; alms; gambling. While in a public park or recreation area, all persons shall conduct themselves in a proper and orderly manner and, in particular, no person shall:

(1) Bring alcoholic beverages or controlled dangerous substances, drink or use the same at any time nor shall any person be under the influence of intoxicating liquor or a controlled dangerous substance in a park or recreation area.

(2) Solicit alms or contributions for any purpose, whether public or private.

(3) Play any game of chance or have possession of any instrument or device for gambling.

(4) Play or engage or take part in any game or competitive sport for money or other valuable thing without a written permit.

I. Miscellaneous conduct. It shall be unlawful for any person in a park or recreation area to:

(1) Camp or stay overnight anywhere, except in areas designated for camping or staying overnight in vehicles or trailers.

(2) Take part in the playing of any games involving thrown or otherwise propelled objects, except in those areas designated for such forms of recreation.

(3) Play football, baseball, basketball, soccer or lacrosse, except in areas designated for such games.

(4) Roller-skate or use skateboards, except in those areas specifically designed for such pastimes.

(5) Enter an area posted as "closed to the public."

(6) Engage in threatening, abusive, insulting or indecent language or engage in any disorderly conduct or behavior tending to breach the public peace.

(7) Fail to produce and exhibit any permit upon request of any authorized person who shall desire to inspect the same for the purpose of enforcing compliance with any ordinance or rule.

(8) Disturb or interfere unreasonably with any person or party occupying any area or participating in any activity under the authority of a permit.

(9) Erect or occupy any tent, stand or other structure in any park or playground or sell or give away from any such tent, stand or other structure any food, drink or other thing without a permit.

J. Picnic areas. It shall be unlawful for any person or group of persons to hold a picnic in any park, except in areas set aside or specifically designated as picnic areas. A permit must be secured for any picnic with more than 20 participants.

K. The Town Council shall have the authority to exempt the application of § 88-13H of the North Branford Code regulating alcoholic beverages on town parks or recreation areas to any person or entity that applies for such exemption upon such terms and limitations that the Town Council deems appropriate. Any exemptions granted by the Council shall be subject to the provisions of the Connecticut General Statutes relating to the sale and distribution of alcoholic beverages. [Added 11-1-2016 by Ord. No. 249]

## RESERVATION AND BUILDING USE PROCEDURES

The following is a list of conditions for rental of rooms in the North Branford Community Center and/or Senior Center.

**PLEASE READ CAREFULLY.** To reserve a room(s), a rental form must be completed or facility request submitted at [www.nbrecreation.com](http://www.nbrecreation.com) and payment made to the Parks and Recreation Department.

1. Rental must be confirmed and paid for at least **seven** business days before the actual function date.
2. A security deposit of \$100 in addition to the hourly rental fee is required at the time of reservation. This deposit is refundable after the area has been inspected for damage. If the damage exceeds the \$100 deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
3. If a check is returned to us for insufficient funds, a **\$20** fee will be assessed.
4. When making a reservation, it is required that the desired set-up for the room (number of tables/chairs needed, position, etc.) must be provided.
5. The equipment requested will be left for you to set up. One person in the group must act as the contact person in case a supervisor has any questions to be answered. The supervisor must be made aware of any damage occurring to the facility and if any accidents and/or emergencies that take place.
6. Trashcans with plastic bags are provided. If these cans become full, it is the responsibility of the renter to change the plastic bags and tie them securely. The supervisor on duty will be responsible for disposal of trash.
7. All equipment requested must be cleaned and stored away.
8. All renters are required to participate in a walk through of the facility with the supervisor after use of facility and sign off that the area is clean and free of damage. All renters are responsible for complete clean up of debris and trash left in facility.
9. Decorations such as streamers, posters, banners, etc. should be limited to windows and tables. Absolutely **no taping or tacking to ceilings or walls is allowed. Helium balloons are NOT allowed at STW Community Center.**
10. Vehicles should be parked in legal parking spaces only. Please observe all handicap spaces.
11. **Children must be supervised by adults at all times.**
12. **SMOKING IS PROHIBITED** in all areas of the facility, including rooms, hallways, stairwells and bathroom facilities.
13. **NO ALCOHOL** is permitted on the premises.
14. Any renter may not charge a fee for individuals to attend their event.
15. Groups are unable to block book a room for any length of time. The Parks and Recreation Department reserves the right to cancel at any time with two weeks notice given.

## PARK PAVILIONS

1. Must have an approved permit for reserved use.
2. The Recreation Department does not take reservations over the phone. All reservations must be submitted to the Recreation Department and will be reviewed by the Recreation Director and/or Recreation Supervisor. Please allow a minimum of 3 weeks before notification of approval by the department.
3. A park check will be performed before and after your reservation by a Parks & Recreation staff member.
4. Live bands are not allowed at the parks. All audio equipment volume should be kept low so as not to disturb surrounding residents. If this policy is violated, your permit will be revoked immediately and you will be asked to leave. Future permits may be affected as well.
5. The permit allows exclusive use of the pavilion only. Any playing fields or playground equipment shall be open to use by the public unless reserved by separate permit.
6. Amusements are not allowed. (i.e., pony rides, moonwalks and the like) –Check with the Recreation Department when submitting application for clarity.
7. Trash and refuse should be disposed of properly. All trash should be placed in a receptacle or removed. Trash found outside a receptacle will be cause for additional fees and possible littering citation from the Police Department.
8. No person shall consume or have in his or her possession any alcoholic beverage in violation of the Code of the Town of North Branford.
9. All fires used for cooking in the park grills need to be distinguished before leaving park.

## SENIOR CENTER & COMMUNITY CENTER ROOMS

1. Must have an approved permit for reserved use.
2. Applicant must keep all participants and family members (siblings) to the assigned area only. Applicant is responsible for providing proper supervision to ensure compliance.
3. Refreshments may only be served by prior arrangement with Recreation Department. Refreshment items will be discussed for appropriateness. Alcoholic beverages are prohibited.
4. Staff on duty will orient users to location of fire exits, fire extinguishers, on site AED, first aid kit and nearest available telephone to the applicant.
5. Smoking is prohibited.
6. Parking regulations must be followed.
7. The signing applicant shall be held responsible for users of the facility and will ensure that all rules and regulations are complied with.
8. In the event these regulations are violated or if compliance therewith cannot be satisfied, any permit may be revoked immediately and due to the violation of regulations or matters of health and safety, possible denial of future requests.
9. Set-up, take down and cleanliness of facilities after use are the responsibility of the users. Any decorations must conform to fire code regulations, receive prior approval from the Recreation Department and be removed following the use of the room.

I have read the attached copy of Article III of the North Branford Code, entitled “Parks and Recreation Areas”, Section 88-13 through Section 88-18, and hereby agree to abide by all provisions of this Article; in particular, Section 88-13, “Rules of Conduct”, and Section 88-18, “Penalties for Offenses”. I have also read and signed the attached Hold Harmless Agreement or have submitted a Certificate of Insurance for a general liability combined single limit of \$1,000,000 each occurrence and \$1,000,000 general aggregate, naming the town of North Branford as an additional insured on a primary and non-contributory basis and include a Waiver of Subrogation, insurance policy written by a State of Connecticut licensed insurance company with at least an A– XI policyholders rating according to AM Bests Rating Guide

Signed: \_\_\_\_\_ Date: \_\_\_\_\_