



TOWN OF ROCKY HILL PARKS AND RECREATION

761 Old Main St., Rocky Hill, CT 06067

PHONE: (860) 258-2772 FAX: (860) 258-7666

www.rockyhillct.gov/parkrec



REQUEST FOR PAVILION/PARK FORM

All requests must be reviewed before approval can be granted and a permit issued. This form must be submitted to our office with **\$200** security deposit and the rental fee listed below for the four (4) hour time block to hold the reservation.

RENTAL FEE	
Residents	\$150/4 Hours
Rocky Hill Businesses	\$200/4 Hours
Non Residents/Businesses	\$250/4 Hours

CONTACT & RENTAL INFORMATION

Organization (if applicable) _____

Name _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail _____

Facility Requested _____ Expected Attendance _____

Specific Activity (*i.e. Teen Party, Surprise, Reunion, Picnic*) _____

Date(s) _____ Time Start _____ Time End _____

Contact Person _____ Day of Event Phone _____
(Contact Person)

I/WE HAVE READ THE TOWN OF ROCKY HILL PROCEDURES FOR PARKS USE.

In consideration of the use of the Rocky Hill Parks, I certify that the information provided is accurate.

Signature _____ Date _____



Office Use Only (*Please Initial*)

Signed Contract _____

Insurance Needed _____

Permit & Receipt Provided _____

Fee	Amount	Paid
Deposit		
Rental		
Lights		
Other		
Total		



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**TOWN OF ROCKY HILL
WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT
FOR USE OF PARKS**

I am 21 years of age or older and understand the terms of this Waiver, Release and Indemnification Agreement and/or I am authorized by the Organization listed on the Request for Park Use Form to execute this agreement on the Organization's behalf. In exchange for myself and/or the Organization being allowed access to Rocky Hill Parks, I and/or the Organization agree to be bound by each of the following:

1. Obligation to Inspect: The Renter agrees to inspect the park prior to the start of the activity. If the Renter believes that anything is unsafe, the Renter will immediately advise the Town of Rocky Hill and the Renter will delay, postpone, or cancel the activity until such unsafe condition(s) has been remedied.
2. Assumption of Risk: The Renter assumes all risks, known and unknown, in any way connected with participation or attendance at the activity. The Renter accepts legal responsibility for any liability, injury, loss, or damage in any way connected with participation in or attendance at the activity.
3. Waiver, Release and Indemnification: The Renter does hereby waive, release, and hold harmless the Town of Rocky Hill, a municipal corporation of the State of Connecticut, and/or its servants, volunteers, agents, and/or employees from any and all claims for any liability, injury, loss, or damage in any way connected with participation in, and/or attendance at the activity. In addition, the Renter agrees to indemnify and hold harmless the Town of Rocky Hill and/or its servants, volunteers, agents, and/or employees from any claims made against the Town by any person or entity as a result of participation and/or attendance at the activity. The Renter will procure and provide to the Town the Certificates of Liability Insurance required by the Procedures for Park Use.
4. Savings Clause: If any part of this Waiver, Release, and Indemnification Agreement is invalid, illegal, or incapable of being enforced, by reason of any rule or law or public policy, all other parts of this Waiver, Release, and Indemnification Agreement remain in full force and effect, and no part of this Waiver, Release, and Indemnification Agreement shall be dependent upon any other part.

I HAVE READ THIS AGREEMENT. I AM SIGNING THIS AGREEMENT VOLUNTARILY FOR MYSELF OR ON BEHALF OF THE ORGANIZATION LISTED ON THE REQUEST FOR PARK USE FORM.

Print Name

Signature

Date

Name of Organization, if applicable



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TOWN OF ROCKY HILL
PROCEDURES FOR PAVILION/PARK USE

INFORMATION ON RESERVATION OF PAVILION OR PARK. PLEASE READ CAREFULLY.

1. **BEFORE** a reservation for a pavilion can be **BOOKED**, a **REQUEST FOR PAVILION/PARK USE** form must be completed and returned with a **\$200** security deposit and the rental fee to the Parks & Recreation Office.
2. The rental fee is listed on the 1st page for a four hour time block.
3. Included in the rental fee: electricity, picnic tables, trash containers, and portable restrooms. The Town cannot guarantee the cleanliness of the portable restrooms.
4. The \$200 security deposit is refundable after the function is over and the area used has been inspected for damage. It could take up to two weeks to receive. Security deposits made by credit card will be refunded via the credit card. Security deposits made by cash or check will be refunded by town check. If damage exceeds the \$200 security deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
5. Certificate of Liability Insurance will be required for any play equipment, animals, and any special entertainment brought to the parks by the renter, or of organized groups and other special requests as needed with the following minimum requirements as set by the Town of Rocky Hill:
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate-products
 - \$2,000,000 general aggregate
 The Town of Rocky Hill should be named on the policy as an additional insured.
6. **NO ALCOHOL OR SMOKING IS ALLOWED IN ANY TOWN PARK.**
7. Elm Ridge Park pavilion: Holds a maximum of 100 people. Park facilities include: playground, basketball courts, outdoor pool (pool fees apply), and a dog park (if available). There are 2 charcoal grills. You must provide the charcoal and extinguish the burning coals before leaving the park.
8. Maxwell Park pavilion: Holds a maximum of 30 people. Park facilities include: tennis courts and playground.
9. You may use the fields as long as they are not in use by any of the Town's programs.
10. You may use the outdoor public pool at Elm Ridge Park. The admission fee is \$3-resident; \$7-non-resident per swim session. For a pool schedule, pool rules, and registration information please check our website at www.rockyhillct.gov/parkrec.
11. Please keep the park area clean and remove any trash that does not fit in the provided trash containers. **In consideration of any party that may follow yours, please clean the picnic tables and sweep the area clean of any food debris. Not doing so will result in forfeiting part or all of your deposit. (Please note the Town does NOT have staff available on weekends.)**
12. No vehicles are allowed on the grass at any time.
13. A 48 hour cancellation notice is required. Failure to do so will result in your rental fee and security deposit not being refunded back to you.
14. A permit and copy of registration will be e-mailed/mailed to you after we receive the completed paperwork, security deposit, and rental fee. Permit holder must have permit and registration on site during the reservation period and make available to town staff if requested.
15. If either pavilion is occupied, please notify the party and show them your permit. If the unpermitted party is unwilling to move, please notify the Rocky Hill Police Department at 860-258-7640. Do NOT call the Parks and Recreation office.

I HAVE READ THIS AGREEMENT. I AM SIGNING THIS AGREEMENT VOLUNTARILY FOR MYSELF OR ON BEHALF OF THE ORGANIZATION LISTED ON THE REQUEST FOR PAVILION/PARK USE FORM.

Print Name

Signature

Date

Name of Organization, if applicable