



Groton Parks and Recreation

27 Spicer Avenue, Noank, CT 06340-5659
860-536-5680 / 860-536-5690 (fax)

Park Facility Request Form

Please return this completed request to the Groton Parks and Recreation Department two weeks prior to your event.
A permit is issued as facility space allows.

Contact Person Date Request Submitted

Street, City, Zip E-Mail Address

Primary Phone # Secondary Phone #

Group/Organization Name Average # of daily participants

Purpose of Group

Description of Activity Game Practice

Description & amount of fees charged for participation in your program

Requested Dates & Times - For multiple dates and times, please attach a separate sheet.

Mon Tues Wed Thurs Fri Sat Sun Start Time End Time

Start Date (mm/dd/yy) End Date (mm/dd/yy)

Fees Exemptions include: Groton Public Schools, Grasso Tech, Affiliated Community Youth Sport Leagues

Multi Purpose Fields \$50/hr per field

- Library Field Small Field
- Hockey Rink
- Spicer Field

Poquonnock Plains Park

- Large Field
- Short Field
- Football Field

Fitch Middle School

- Large Field - #1
- Large Field - #2
- Small Field -- #3
- Small Field -- #4

Baseball/Softball \$35/hr

- Dan Nelson Baseball
- Sutton Softball
- Calvin Burrows Baseball
- Farquhar Softball

Fitch Middle School

- Softball West
- Softball East

Acceptable payment methods:
Credit Card
Check, Cash, Money Order

Basketball, Tennis Pickle Ball - \$25/hr

- Sutton Basketball
- Farquhar**
- Basketball
- Tennis
- Pickle Ball

Volleyball Courts \$10/hr per court

- Esker Point Beach Volleyball Courts
- # of Courts

Picnics/BBQ

- Spicer Park Picnic Area - \$25/hr
- Sutton Park**
- Large Pavilion - \$25/hr
- Small Pavilion - \$15/hr

Other Locations - fees may apply

- PPP Field Border PPP Walking Track PPP Parking Lot
- Esker Point Picnic Esker Point Boat Launch
- Other

For Office Use:

Total # of Hours _____ Reserv Entered _____ Fees Paid _____

Total # of Fields/Courts _____ Insur. Cert. Received _____ Payment Method _____

Rate per hour \$ _____ Insur Cert. Approved _____ Permit Released _____

Total Fees Due \$ _____

1 - Does the Group/Organization carry insurance? Yes No Policy Limits

2 - Will the Group/Organization be carrying out fund raising activities? Yes No

3 - What percentage of the Group/Organization are Town of Groton residents?

4 - Does the Group/Organization provide someone certified in First Aid and CPR on-site for all activities? Yes No

By submitting this request either signed on an original form or submitted electronically, you and your organization agree to abide by the following rules:

1. Group/Organization may be required to submit proof of insurance prior to the issuance of the facility permit.
2. **Cancellation of Permits** issued for use of Fields/Courts/Picnic Rentals based on first scheduled date of use:
Full Refund: 10 business days prior **Partial Refund:** 5 business days prior **No Refunds** - less than 5 business days
3. **Refund of Fields/Courts due to Inclement Weather:**
 Closed: Multiple date bookings - offered opportunity for reschedule, No Refunds
 Individual booking - offered opportunity for reschedule, refund or credit determined on a case by case basis.
 Playable: No refunds or credits if group elects not to play
4. Users are responsible for damage beyond normal wear and tear caused during facility usage.
5. Facilities must be left litter free. Remove any large bulky trash that does not fit into trash receptacle.
6. Parking is allowed in designated areas only. No driving or parking on the grass.
7. Glass containers are prohibited.
8. Amplified sound is prohibited, except with written permission by the Parks and Recreation Department.
9. The commercial use of Town parks is not permitted unless authorized with a permit issued by the Parks and Recreation Department.
10. Group/Organization or individuals determined to have misused the facilities may be denied further use of Town facilities. An appeal of this decision can be made to the Parks and Recreation Commission at a regularly scheduled meeting.
11. Park hours: sunrise to sunset.
12. Any Group/Organization or individual approved to have a tent erected for their event must contact "CALL BEFORE YOU DIG" at 811 or 1-800-922-4455 at least one week before the use of the permitted park and have the area marked.
13. The following additional rule is in effect for the of Picnic Areas: Fire Marshal's approval is needed if a caterer will be on the premises using propane tanks. It is the caterer's responsibility to contact the local Fire Marshal.

A. Will an Admission fee be charged for this event? Yes No

Fee Charged

B. Will you be selling food and beverages? Yes No
If yes, a permit is required from the Ledge Light Health Dept.

C. Will alcoholic beverages be served? Yes No

D. Will alcohol be sold at this event? Yes No
 Yes No

Certificate of Liability Insurance required with the following coverage: General Liability \$1,000,000 per occurrence and \$2,000,000 General Aggregate or list an Umbrella policy to cover the excess over the \$1,000,000 per occurrence and naming the Town of Groton as additional insured. In the notice of cancellation section fo the certificate it should list 10 days.

Athletic Fields/Courts

Failure to cancel a reservation as noted above for a cancelled event (except due to weather) may result in future denial of use.
Alcoholic beverages are prohibited on playing fields or team areas.
Smoking is prohibited at youth sports events.

Spicer Park only:

Group/Organization size is limited to 20 individuals during the week (Monday - Friday).
a) There is a \$5 cash deposit for the rest room key at Spicer Park. They key may be obtained Monday through Friday between 8:30 AM and 4:30 PM. The key must be returned the next working day at which time the cash deposit will be returned.

As a condition of use of park facilities, users agree to indemnify and hold the Town of Groton, its officers and employees harmless from any and all claims arising from the use of park facilities, or from the negligence or carelessness of the Group, its members or agents.

The Group/Organization agrees that while using any Groton Parks and Recreation Facility, it will not discriminate on the basis of race, color, sex, religion, creed, national origin, ancestry, age, marital status, sexual orientation, political affiliation or because the employee is a veteran or a qualified individual with a disability.

I understand the dates on the approved permit may be modified at any point by the Parks and Recreation Department.

Signature of Organization or Individual or Type name if submitting electronically

Date

Fees are payable to: Groton Parks and Recreation
Payment types accepted: Credit Card, Cash, Money Order or Check