



TOWN of DEEP RIVER
Parks & Recreation Commission
 174 Main Street ~ Deep River ~ CT ~ 06417

Application for Use of Plattwood Park/ Pavilion/ Athletic Field

*This form and all required documentation, including applicable fees must be submitted to the Parks and Recreation Office at least 3 weeks prior to your requested date of use. The application will then be reviewed for approval. Submittal of an application does not guarantee park use. **Please note**, that depending on the request, the application may have to be presented to the full commission at the monthly meeting which is held on the second Wednesday of the month. Applications may be submitted up to 6 months in advance. Priority of applications is given in the following order: 1.Parks and Recreation & Town Functions; 2.Community Sponsored organizations directly serving the interests of the citizens of Deep River; 3.School affiliated organizations; 4.Other non-profit community organizations serving the tri-town area; 5.Deep River based private enterprises (for profit); 6.Out of town organizations, (both non-profit and for profit)*

Facility Requested: _____ Organization: _____

Contact Name: _____ Contact phone: _____

Contact Address: _____

Contact e-mail address: _____

Type of Activity: _____

Date(s) of Use*: _____ Approximate # Attending: _____

****For sports teams, please attach a separate page with detailed dates of use, including games schedule****

Hours of Use: _____ Is use "non-profit" or "for-profit"? _____ What is the admission price?*

****If an admission fee is charged, Parks and Recreation reserves the right to impose a 10% fee on monies collected.***

Application Fee: Deep River Residents – Free; Non-Residents - \$125.00
(This fee is for basic usage and does NOT apply to team sports, see next page for details)

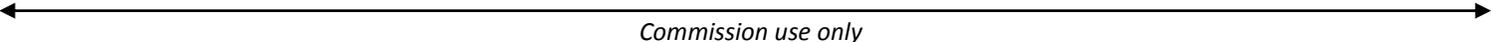
As an authorized party for the above applicant, I have read and understand the rules and regulations listed herein and agree that they will be honored and enforced by myself, members of the organization or group that I represent, participants, and spectators while using the permitted field and or park area. I do know that failure to observe the rules and regulations established by the Parks and Recreation Commission will result in cancellation of reservations and loss of future use.

Name (print) _____ Signature: _____ Date: _____

Release of Liability

I hereby release the Town of Deep River and the Deep River Historical Society from any and all responsibility for any accident or injury suffered by participants, coaches, managers, officials, and spectators while using the Town of Deep River park facility including the playground and athletic fields (including adjoining land belonging to the DR Historical Society) as permitted for our use. This release applies to, but is not limited to, the condition of the playing area.

Name (print): _____ Signature: _____ Date: _____



Commission use only

Received by: _____ Date: _____ Approved by: _____ Date: _____

Usage Fee: \$ _____ Cash/check rec'd _____ Letter sent: _____

Comments: _____

Park Use Policy – Plattwood Park/Pavilion/Athletic Field

All groups/persons that file an application for use of Plattwood Park need to adhere to these general guidelines and rules put forth by the Deep River Parks and Recreation Commission.

- No alcoholic beverages are allowed to be consumed in the Park without prior permission by the Parks and Recreation Commission
- Any and all damage to Parks and Recreation facilities, equipment, furnishings, and/or property must be corrected and all costs involved paid for by the applicant. Parks and Recreation also reserves the right to limit future use of any facility by said person or group if damage is not rectified.
- Provide the commission, at least three weeks prior to the event, with a certificate of liability insurance with a minimum of \$1,000,000 coverage that indicates the Town of Deep River as 'additional insured'.
- No changes whether structural, cosmetic or temporary shall be allowed to the park property without prior written approval of the Deep River Parks and Recreation Commission. This includes but is not limited to any upgrade of lighting, facilities equipment (i.e. pavilion, reconfiguration of picnic tables, garbage cans, etc.). typical park use. All expenses incurred by the Town for removal of such changes or modifications shall be paid by the offending group or individual. This includes expenses incurred to restore the area to how it was found.
- All persons and groups are expected to remove garbage from the ground and to empty garbage cans to the large roll offs located throughout the park. If the roll offs have been moved by you for your convenience they are expected to be put back to their original location before your group exits the park.
- All Parks and Recreation activities take priority over other facility use requests.
- Additionally, all persons using Plattwood Park are expected to abide by all the posted park rules.
- For small gatherings of up to 25 persons, you are entitled to bring up to 10 passenger vehicles into the park during the hours of your event. Should non-resident guests want to remain in the park beyond the hours of the event, they will need to purchase a day pass from the gate guard.
- Refrain from playing loud music or using the area in such a way that it interferes with the enjoyment of the park by other patrons to the park.

**In addition to the above, for all groups/persons that file an application for use of Plattwood Park for the purpose of a large gathering (25 persons or more) such as a party, fund raiser or other event the following rules/guidelines apply:

- Hire at a minimum two certified lifeguards to be on duty during the event. In keeping with the recommendations of the American Lifeguard Association and the American Red Cross, should your event expect the number of patrons in the water will exceed 50 swimmers, then an additional lifeguard should be added for every additional 25 patrons, as a minimum standard. Copies of certifications should be submitted prior to the event.
- If your event will have more than 75 persons in attendance at any given time, then you are responsible for hiring a Town Constable (minimum four hours) to be present during your event.
- A \$250.00 security deposit/cleaning fee will be collected from each group that intends to use the pavilion during their event. This fee will be collected at least two weeks prior to your event and held without interest by the Parks and Recreation Commission. The deposit may be applied toward the cost of damages or cleaning. The fee will be returned thirty days after the conclusion of use pending no damage or change to the park facilities which require correction on the part of the town.
- You are required to have people on hand to help direct parking.
- Before distribution, all advertisements get prior review by the Commission.
- Pay the \$125.00 use fee. Should the event generate revenue, the Parks and Recreation reserves the right to impose a 10% fee on all profits.
- For events over 75 persons, portable toilet facilities are required, one for each 100 patrons.
- The Parks and Recreation Director has been given the authority by the Parks and Recreation Commission to evaluate the park and field conditions and consider potential parking issues in making final decisions concerning the use of the park by individuals and/or groups.
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Athletic Field Use Policies:

**** In addition to the above requirements, all groups filing an application for field use must abide by the following rules ****

- All team sports must submit a team roster(s) no later than four weeks prior to the opening day of practice for a season. Roster should include town of residency for each player listed. A game schedule must also be submitted.
- Rosters are also required to be submitted for all teams playing on the field should they not practice at Devitt but consider Devitt their home field. Again, the roster must include the player's town of residency.
- There will be a \$15.00 per player charge for all out of town participants that use Devitt field. This charge applies to both practice and games. This fee will be due to the Town of Deep River four weeks prior to the start of the season.
- Groups/teams are not allowed to schedule home games unless the Parks and Recreation Director has provided time slots/fields in advance and in writing. Non-compliance will result in denial of field use for at least the remainder of the season. Additionally, make-up games must be scheduled with the Parks and Recreation office at least 72 hours prior to the date requested.