



## Bloomfield Outdoor Parks & Facilities Application

Bloomfield Parks, Recreation & Leisure Services Department

330 Park Avenue, Bloomfield, CT 06002

Phone: (860) 243-2923 Fax: (860) 242-4267 Email: recreation@bloomfieldct.gov

**Rental Date and Time:**

### APPLICANT/EVENT INFORMATION

- Applicant is responsible for reviewing rules and regulations attached.
- The use of the park for-profit is not permitted.
- Please allow up to 10 business days for approval and processing. Please plan accordingly.
- Dates will not be scheduled nor held over the phone.

**Date Application Completed:** \_\_\_\_\_ **Requested Date of Rental:** \_\_\_\_\_

**Time Requested (Includes set up and clean up time):** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Purpose and detailed summary of event including food/activities:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Grill to be used: Yes**  **No**  **What type:** \_\_\_\_\_

**Approximate Number of Adults:** \_\_\_\_\_ **Approximate Number of Children:** \_\_\_\_\_

Facilities	✓		Fee	Facilities	✓		Fee
<b>Athletic Multiuse Fields</b>		Carmen Arace Athletic Field	\$40/hr			Park Avenue Complex Soccer Field #1 4v4 Field	\$40/hr
						Park Avenue Complex Soccer Field #2 4v4 Field	\$40/hr
<b>Baseball Fields</b>		Bill Lee Field #1 Rockwell Park High School Regulation	\$40/hr	<b>Soccer Fields</b>		Park Avenue Complex Soccer Field #3 7v7 Field	\$40/hr
		Bill Lee Field #2 Rockwell Park Youth Regulation	\$40/hr			Park Avenue Complex Soccer Field #4 7v7 Field	\$40/hr
		Bill Lee Field #3 Rockwell Park Youth Regulation	\$40/hr			Park Avenue Complex Soccer Field #5 9v9 Field	\$40/hr
						Park Avenue Complex Soccer Field #6 11v11 Field	\$40/hr
		Rockwell Park Basketball Court	\$40/hr				
<b>Basketball Courts</b>				<b>Softball Field</b>		Park Avenue Complex Softball Field Adult Regulation	\$40/hr
<b>Cricket Field</b>		Laurel School Cricket Field	\$40/hr			Town Hall Lawn	No Fee
<b>Open Space</b>		Rockwell Green Space	No Fee	<b>Town Center</b>		Town Green	No Fee
<b>Pavilions</b>		Pool Pavilion *Available Seasonally Weekends 1pm-7pm Only*	\$25/hr			Misc. Neighborhood Parks	No Fee
		Filley Park Pavilion *Available Seasonally 8am-7pm*	\$25/hr				

\*Fees reflect Resident/Non-Commercial reservations. Non-Resident/Commercial reservation fees are doubled\*

## OUTDOOR FACILITY PERMIT RULES AND REGULATIONS

### APPLICATION FORM

- An authorized representative of the group desiring use of the facility must sign the application form before permission is granted
- The *party signing this application is personally responsible* for the enforcement of these regulations and must be on the premises during the entire rental time.
- By signing this application agreement, the applicant acknowledges thoroughly reading, and understands these rules.
- *Violations of any of the rental rules and regulations may terminate the agreement and result in loss of security deposit.*
- The Director of Parks, Recreation, and Leisure Services or designee reserves the right to reject an application or cancel approval at any time.
- Applicant should be aware that video surveillance may be in use during rental times where applicable.

### SECURITY DEPOSIT & REFUND

- **Pavilion Rentals Only** - Upon signing the rental agreement all applicants must make a two-hundred dollars (\$200.00) **deposit** by cash, money order or credit card *in addition* to the rental fee, within 3 business days of when rental is approved. Failure to do so will result in the cancellation of the rental. Money order payable to Town of Bloomfield and mail or deliver to:

Bloomfield Parks, Recreation & Leisure Services Department  
Attn: Facility Rental  
330 Park Avenue  
Bloomfield, CT 06002

- Refund for the security deposit will be processed upon completion of inspection of the property for any damages and/or if no rules or regulations were violated. Security deposits are returned in the form of a check and will be made out to the applicant/mailed to the applicant's address listed.

### INSURANCE AND LIABILITY

- Applicants must provide a certificate of liability insurance with a minimum coverage of \$1,000,000 each occurrence/\$2,000,000 general aggregate that lists the Town of Bloomfield and Board of Education as an additional insured. The certificate must be submitted to the town at least ten business days in advance of the activity. The town reserves the right to require a higher amount of coverage in exceptional circumstances.
- The applicant assumes all responsibility and liability for any injury to any person and for injury to or loss of town or private property in connection with the use of the facility. The applicant must hold the town harmless for any such losses or damage.

### RESPONSIBILITY FOR INDIVIDUALS OR ITEMS

- Town of Bloomfield does **not** assume responsibility for accidents that may occur on the premises, for the loss of personal property while individuals or groups are on the premises or for items being stored or left on the premises.

### NOT PERMITTED ON PREMISES

- Fireworks; Weapons; Cigarettes; Vapes; Recreational and illicit drugs; Gambling; Glass bottles; Alcohol/intoxicating beverages of any kind; Any intoxicated or disorderly persons; Sparklers; Candles; Incense; Smoke machines, or other items creating smoke; Confetti; and Paint.

### DAMAGE

- Should damage occur during your rental use, please notify us by contacting the office at 860-243-2923 as well as emailing information to [Recreation@bloomfieldct.gov](mailto:Recreation@bloomfieldct.gov).

## **OUTDOOR FACILITY PERMIT RULES AND REGULATIONS CNTD.**

### **FEES & BOOKING**

All fees must be paid in full prior to receiving your permit. Reservation times will not be held over the phone and reservations must be done in person or completed via online invoice. Applicants must be on premises for the entirety of the reservation, please keep your permit on hand during your use.

### **ALCOHOL, GLASS CONTAINERS & SMOKING**

Alcohol, glass containers, recreational drug use, and smoking of any kind including use of vapes, are prohibited on any Town property – which includes all parking areas and grounds.

### **FIRE**

Open fires are not permitted in the parks.

### **GRILLES**

Grilles are allowed by permit in most parks. Do not place grilles near any structures or trees. Grilles must be attended to at all times. Grilles are not allowed in any other area. No charcoal allowed to be dumped on the grounds.

### **NO VENDORS**

Food vendors, ice cream trucks or other vendors are not allowed in the park. Bounce houses, slides and/or inflatables of any kind, slip and slides and water balloons, are not permitted.

### **CANCELLATIONS/REFUNDS**

Refer to refund policy on next page.

### **RAIN DATES**

Rain dates are not booked in advance. Call and reschedule if you are rained out within two (2) business days.

### **ACTIVITIES**

Groups using the picnic facilities must not interfere with the athletic activities scheduled on the fields. There will be no cookouts allowed during scheduled Parks & Recreation programs or events. Certain activities/events will require special approval of the Parks, Recreation & Leisure Services Department and/or may require a Police detail.

### **CLEAN UP AND TRASH**

Groups are responsible for removing their own trash from the picnic areas and leaving the area clean for the next group. All groups will be charged a damage/clean up deposit ahead of time. It will be refunded if the area is left clean and undamaged. Please bring your own trash bags. Clean tables before and after use.

### **SCHEDULES & MAINTENANCE**

The town also reserves the right to cancel any function due to maintenance work that may need to be done in the area or due to scheduling conflicts beyond our control.

### **TIME IN & OUT**

Do not arrive earlier than permit states or stay after permit ends. Failure may result in non-refund of security deposit.

### **MISC.**

Signs or balloons on trees or structures are not allowed. No tent stakes or other items put in the ground without permission. Drones are not allowed in the park. No balloon releases per State of Connecticut Statutes. Electrical needs will need to be discussed prior to reservation. Swimming is not permitted at Filley Park

### **PARKING**

No unloading, loading or parking along the roadways or grassy areas. Parking is first come, first serve.

## RENTAL AGREEMENT

By signing below, I agree to the rules stated above and agree to be responsible for the activity and function stated on this permit. I understand that I am responsible for enforcing these rules and making sure the grounds are clean after we are done. Failure to do so will result in loss of future reservation privileges and/or damage deposit. I understand the department reserves the right to change, alter, or cancel this reservation as a result of maintenance issues, scheduling conflicts, acts of god, public health emergency, natural disasters and issues beyond our control.

- I understand that food vendors/ice cream trucks are not allowed on Town property without special permit.
- I understand we are responsible for carrying out our own trash
- I understand weather cancellations are not made in advance.
- I understand the refund policy listed under the OUTDOOR FACILITY PERMIT RULES AND REGULATIONS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Office Use Only

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Staffing: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Authorizing Designee: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Permitting: Permit # \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Approved – 06-21-2023