

Alvin & Beatrice Wood Human Services Policy Summary Sheet

- All spaces to be used must be scheduled and approved by the Leisure Services office. Number of attendees, as well as the number of tables and chairs requested must be indicated on the application. A site plan for the space must be included with the application. It will be the responsibility of the permit holder to set up the space.
- All paperwork must be submitted no later than 15 days prior to the event taking place. We will, however, attempt to make accommodations for paperwork submitted after the 15-day deadline.
- An insurance certificate is required; however, applicant should not purchase the policy until the reservation has been approved.
- A brief description of the reason for the event and the activities to take place must be included.
- The application must indicate if food will be served; if so, a list of menu items must be provided. Applicant must provide all related items (serving plates, dishes, utensils, table cloths, etc.) There is no public kitchen on the premises.
- No alcoholic beverages are permitted.
- Decorations on walls, windows or other surfaces are not permitted unless approved in advance by Leisure Services staff. NO confetti, glitter or similar materials are permitted.
- A refundable security deposit equal to 50% of the rental cost (payable by cash, credit card or money order) is required upon approval of the application. No personal checks will be accepted.
- Payment for the full cost of the space is due five days prior to the event. Failure to make payment may result in cancellation of the reservation.
- Refund for the security deposit will be processed upon completion of inspection of the property for any damages. Rooms and common areas will be inspected with a staff member and the permit holder prior to the event and after completion of the event. An inspection sheet will be signed by both parties (copy of which will be provided to the permit holder upon request). Failure to complete the room inspection by the permit holder may result in forfeiture of the security deposit.
- The refund will be issued in the form of a check from the Town of Bloomfield and it may take up to 15 days for processing and mailing.
- Events may be scheduled up to a maximum of six (6) months in advance. Reservations may be made beginning December 1 for events scheduled to take place between January and June; and beginning June 1 for events planned for July through December.
- If use of the television(s) and/or audio is needed for your event, please note this on your application. If we're able to accommodate this request, a time will need to be arranged with the Leisure Services office prior to your event to review setup and operation. It is the responsibility of the applicant to arrange this meeting.

**TOWN OF BLOOMFIELD
POLICY MEMORANDUM**

SUBJECT:	Town Facility Usage Policy	NO:	510.03
		DATE:	March 22, 2016
		AMENDED:	
DISTRIBUTION:	All Departments/Town Council	BY:	David Melesko Leisure Services Director

APPROVED:

I. PURPOSE

To establish guidelines for facility use in town managed facilities and create a town-wide policy and fee structure.

Historically, the Town of Bloomfield has accepted use by approved groups and/or organizations without a formal town-wide written policy. Facility usage and approval for use was managed solely by the governing department.

II. RESPONSIBILITY

The Town of Bloomfield encourages the community use of town facilities. The town accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, welfare, or recreational activities as long as these activities do not interfere with town programs. The Town Manager or designee shall have the authority to deny the use of town facilities for such activities that are judged inappropriate to take place in a municipal setting.

All permit applications will be evaluated by the Town Manager or designee and evaluation will be consistent with the Facility Use Policy.

III. FORMS

Application for Use of Facilities

IV. PROCEDURE

- A. Applications must be submitted to the town office a minimum of 15 business days prior to the intended use.
- B. Requests for use of facilities will be accepted in order of which they are received; no more than 6 months in advance.
- C. When town offices or activities are canceled due to inclement weather or other emergencies, use of town facilities is also canceled for that day. In the case of inclement weather, organizations must call to verify facilities are open for use. Please see section E, Facility Rental Refund for refunds.
- D. A non-refundable security deposit of 50% of the Estimated Facility Use Fee, payable by cash or money order, is due at the time of permit approval. The deposit shall accompany a certificate of insurance and a building use application form. The security deposit will be deducted from the final bill if there has not been any damage to the facilities.
- E. Final payment is due 5 days prior to the reservation date.

The Town of Bloomfield encourages the community use of town facilities. The town accepts the responsibility for making its facilities available to responsible organizations, associations and individuals of the community for appropriate civic, cultural, welfare, or recreational activities as long as these activities do not interfere with town programs. The Town Manager or designee shall have the authority to deny the use of town facilities for such activities that are judged inappropriate to take place in a municipal setting.

In addition, the town will cooperate with recognized agencies such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during a community emergency or to prepare for civil defense.

Public Act No. 03-231 requires that before any performance or event at any theater, concert of music hall or assembly hall or at any building, auditorium or room used for public gatherings of more than one hundred persons, the owner, proprietor, manager or agent of such theater, hall, building, auditorium or room shall make a public announcement that describes the location of emergency exits.

Conditions Applicable to All Groups:

1. Use of facilities is not to interfere with town programs.
2. Use of facilities must be within the hours of regular operational hours, otherwise custodial, supervisory, and/or maintenance fees may apply.
3. Use of facilities by non-paying groups will be required to pick-up additional costs including but not limited to supervisory or custodial requirements.
4. Organizations will provide sufficient supervision to restrict use to permitted areas. If required, all groups will set up and reset the facilities for town use upon conclusion of the activity.
5. Organizations will provide a certificate of liability insurance in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate coverage, and name the Town of Bloomfield and Bloomfield Board of Education as additional insured.
6. Permits will be issued on a First-come/First-serve basis.

Prohibited Activities:

The following ACTIVITIES ARE PROHIBITED and it will be the responsibility of the lessee to ensure they do not occur.

1. Activities advocating the overthrow of the United States, the state of Connecticut or local governmental agencies.
2. Any activity that may be damaging to the community, staff, buildings, grounds, or equipment.
3. Any activity involving smoking and/or the sale or consumption of alcohol or tobacco products. In compliance of the Town of Bloomfield Code of Ordinances under Sec. 13-55. - Consumption of alcoholic liquor upon public lands, highways, sidewalks and parking areas prohibited. In compliance with this ordinances applicants can request exemption under Sec. 13-55, item e.
4. Any activity that is inconsistent with the health and welfare of the public and/or the policies delineated by the Town of Bloomfield.
5. Fundraising campaigns, except as permitted by the Town of Bloomfield Policy or by special action of the Town Council.
6. Commercial advertising.
7. Activities that discriminate on any basis prohibited by the law.

REGULATION/PROCEDURES/FORMS

A. Organizational Priority for Use of Facilities

The following Facility Use Policy will be utilized by Town of Bloomfield staff when determining priority usage of town owned facilities. All priority groups will be required to complete a facility use form. The facility use policy may only be modified by the approval of the Town Manager or designee. Scheduled town activities shall take precedence over activities sponsored by non-town organizations. If more than one non-town organization applies for the use of a facility for the same date, priority shall be given in order to Group 1, Group 2, Group 3, Group 4, and Group 5. Within each group, priority shall be given to the first application received. Any organization contemplating a weekend activity must have clearance from the Town Manager or a designee at minimum 15 business days prior to the date of the contemplated activity.

Group 1

Town of Bloomfield meetings, classes, and programs

Group 2

Bloomfield Board of Education meetings, classes, and programs

Group 3

Civic Groups, Town of Bloomfield youth sports leagues (defined as at least 50% of participants from Bloomfield, open tryouts, and all participants are allowed to play), youth organizations, and volunteer community organizations

Group 4

Resident use and Community Non-profit organizations

Group 5

Non-resident use/Other

Group 1 & 2 (No Fee): Activities conducted for the direct benefit of the town. Town of Bloomfield sponsored activities, Board of Education meetings or activities, and official meetings of agencies of the Town of Bloomfield.

Priority 1 & 2 Groups that request use of the facilities for Saturdays, Sundays, or holidays, or any time requiring extra custodial help, police or technicians, shall be charged the extra costs incurred.

Group 3 Fees: Bloomfield youth sports leagues/programs, youth organizations, civic organizations, or volunteer community organizations providing a direct benefit to the town and its residents such as:

- Youth organizations
- Scouts, 4-H clubs, Little League, etc.
- Volunteer Fire Department community events
- VFW's, Lions Clubs, Toastmasters, etc.
- Political Groups

Priority 3 Group fees shall be charged unless activities conducted are for the direct benefit of the town; to be determined by Town Manager and/or a designee. Any costs incurred by the town or services requiring extra personnel costs; such as custodial help, police or technicians, will be billed to the permit holder.

Group 4 Fees: Resident and Community Non-profit Organizations

- Any Bloomfield resident 18+ years of age
- Religious groups
- Service organizations that work for the improvement of the general welfare of the town.

Priority 4 Group fees shall be charged for the use of the town facilities by approved charitable, philanthropic, or cultural groups, service clubs, and other organizations not operating for profit and devoted to community interest and child welfare.

Group 5 Fee: Non-Resident Use/Other

- Outside profit-making recreational programs sponsored or not sponsored by the Town of Bloomfield (i.e., tennis camps, baseball camps, etc.)
- Any non-Bloomfield resident 18+ years of age

Priority 5 Group fees shall be charged for use of town facilities by organized groups and individuals within the community for profit when such profit is used by the group for advancement of the group or individuals for personal gain.

B. Regulations for the Use of Facilities

1. Time of Use:
 - a. Town facilities hours of operation vary from facility to facility. Please contact the department of the requested facility directly for the hours of operation.
2. Supervision:
 - a. Organizations using facilities must designate an adult to be responsible for the supervision of the activity during the entire time the facility is being used. If the majority of the participants are school-age children, approved adult supervision must be provided at the ratio of at least 1 adult per 15 children with a minimum of 2 adult supervisors for all such activities.

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- b. Any activity where more than 100 people are involved will require two police officers. The cost for the officers will be the responsibility of the agency using the facility. If an activity is designed primarily for teenagers, one or more police officers will be required, depending on anticipated attendance. The responsible agent will make arrangements with the police department and provide written verification of such arrangements prior to final approval of the Application for Facility Use.
3. Custodial/Maintenance Assistance:
- a. A town provided services fee shall be charged whenever facilities are used outside of the regular workday of the custodians/staff assigned to the facility in use or if the activity shall require additional cleaning of the facility.
 - b. **At no time is an organization allowed to bring in cleaning supplies. Due to State of Connecticut Public Act No. 09-81 regarding "the procurement and proper use of environmentally preferable cleaning products," the BPW maintenance department will provide all cleaning supplies.**
 - c. The town provided services fee shall be paid for each hour of the activity plus one-half hour prior to the beginning of and one-half hour after the conclusion of the activity, with a minimum of four hours charges.
4. Limitations of Use:
- a. Violation of state or town fire codes or of any public ordinance will mean forfeiture of the privilege of using facilities.
 - b. Smoking in town buildings is prohibited at all times.
 - c. The Town of Bloomfield will not make modification or alterations to or provide special maintenance of its facilities for non-town organizations unless a site plan is submitted at the time of submittal of the Application for Facility Use and approved. The permit holder might be responsible for the staging of the approved decorations/alterations.
 - d. Plans of electrical use coupled with a list of appliances slated for use must be submitted at the time of Application for Facility Use and approved.
 - e. Use of town owned equipment such as kitchen equipment, audio-visual equipment, or office machines is not permitted.
 - f. Supplies or equipment belonging to the applicant organization may not be stored on town property.
 - g. Attaching decorations or scenery to doors, windows, ceiling, walls, stage curtains, etc. is not permitted unless a site plan is submitted and approved.
 - h. The intent to serve food or refreshments must be noted on the application for use

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of facilities and be approved by the town. If such permission is granted, food or refreshments are to be served and/or consumed only in designated areas.

- i. The Town of Bloomfield assumes no responsibility for properties left on the premises by an organization or group using town facilities, and assumes no responsibility for supervising activities under this policy.
 - j. Games of chance are not permitted on town properties, with the exception of activities for which a permit has been issued by the Connecticut Department of Special Revenues.
5. Insurance and Liability:
- a. 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.
 - b. 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.

C. Application for Use

1. Applications must be submitted to the town office a minimum of 15 business days prior to the intended use.
2. Requests for use of facilities will be accepted in order of which they are received; no more than 6 months in advance.
3. When town offices or activities are canceled due to inclement weather or other emergencies, use of town facilities is also canceled for that day. In the case of inclement weather, organizations must call to verify facilities are open for use. Please see section E, Facility Rental Refund for refunds.

D. Payment of Fees

1. A non-refundable security deposit of 50% of the Estimated Facility Use Fee, payable by cash or money order, is due at the time of permit approval. The deposit shall accompany a certificate of insurance and a building use application form. The security deposit will be deducted from the final bill if there has not been any damage to the facilities.
2. Final payment is due 5 days prior to the reservation date.
3. Checks should be payable to "Town of Bloomfield."

E. Facility Rental Refund Policy

Refunds will be given to facility renters at the following rate upon cancelation of the event.

90 or more Days before the first date of use a 100% refund will be given

30 – 89 Days before the first date of use a 50% refund will be given

15 – 29 Days before the first date of use a 25% refund will be given

If an event is canceled due to inclement weather or other town emergencies, a full refund will be issued.

There will be no refund available thereafter.

F. Parking Areas/Fields

1. Parking areas and playing fields may be used in the same manner as other town facilities in accordance with this policy.

2. Overnight parking in any town parking areas is prohibited unless explicitly approved by the town for a specific night.

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Application for Use of Facilities

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APPLICATIONS MUST BE FILED AT LEAST 15 DAYS PRIOR TO INTENDED USE

FACILITY REQUESTED: Leisure Services Senior Center Town Hall (by special request only)

Name of Organization

Tax I.D. # (if applicable)

Mailing Address

Contact Person

Phone

Email

Area(s) Requested (Please be specific. *Field, gym, classroom, auditorium, pool, etc.*)

Day(s) and Date(s) of Usage (Please attach a schedule, if available.)

Times of Usage (Please show total anticipated use from first arrival to last departure.)

FROM: (AM or PM) TO: (AM or PM) TOTAL HOURS:

Purpose of Meeting

Estimated attendance: **Food/refreshments served?** Yes No

Number of Adult Supervisors: (MINIMUM OF 1 ADULT PER 15 CHILDREN REQUIRED)

Special Arrangements Requested (Please be specific. Examples are *parking, stage set-up, tables, chairs, etc.*)

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The undersigned has read and guarantees observance of all regulations governing facility use as outlined in Town of Bloomfield Policy 501.03, including payment of any charges incurred. The undersigned agrees to act as the responsible contact person if there are any questions or concerns about the activity described above.

_____ (Name of Organization) hereby agrees to indemnify and hold harmless the Town of Bloomfield, their elected officials, members, employees and agents from any and all claims, demands, lawsuits, threats of lawsuits, costs and expenses (including but not limited to the costs of reasonable attorney's fees and related costs) that may be brought by any person, organization or entity, which might arise from the use of the facilities requested.

Signature: _____ **Date:** _____

Estimated Facility Use Fees (custodial charges will be billed separately) \$ _____

**A security deposit of 50% of Estimated Facility Use Fees is due and payable to:
Town of Bloomfield (800 Bloomfield Avenue, Bloomfield, CT 06002)**

PAYMENT MUST BE RECEIVED FIVE (5) DAYS PRIOR TO DATE OF USE.

IMPORTANT! A certificate of insurance is required by any outside organization using the town facilities. Please attach the certificate to this application or submit to the registering office at least ten (15) days in advance of the activity. Organizations failing to submit a certificate may forfeit usage.

Your date(s) will be reserved upon receipt of: 1) security deposit, 2) insurance certificate, and 3) completed application.

Town Manager or Designee: _____ **Date:** _____

Check one: **Approved** **Denied** **Approved with Conditions**

Comments:

Policy 501.03 Use of Town Facilities REGULATION/PROCEDURES/FORMS



Facility / Park use Application

Bloomfield Leisure Services Department
330 Park Avenue Bloomfield, CT 06002
Phone: (860) 243-2923 Fax: (860) 242-4267 www.bloomfieldct.org

Directions for completing Application- All sections must be completed

- Complete and sign all necessary parts of the application
- Please review & sign facility / Park use policy and procedures
- Return form to Bloomfield Leisure Services Department, 330 Park Avenue, Bloomfield, CT 06002. You will be notified within 2-3 business days.
- Certificate of Insurance naming the Town of Bloomfield and Bloomfield Board of Education as an additional insured: General Liability – Each Occurrence \$1,000,000, General Aggregate \$2,000,000, Products/Completed Op. Agg. \$2,000,000 must be submitted to the Leisure Services office.

Application Information

Organization/Group/Team Name _____
 Name of Contact Person (must be present at the event) _____
 Address _____ Date of Birth: _____
 Day Phone (H) _____ Phone (M) _____ E-Mail: _____

Event Information

Day & Date(s) _____ Type of Activity: _____
 Start Time: _____ End Time: _____

Facility / Park Choice (Please rank 1st choice & 2nd choice)

Alvin and Beatrice Wood Human Services Center (Weekend Rentals are 4 hour min plus applicable custodial fees)

_____ Gymnasium - \$150 per hour \$300 NR	_____ Activity Room 2 - \$40 per hour \$80 NR
_____ Activity Room 1 - \$40 per hour \$80 NR	_____ Activity Room 4 - \$40 per hour \$80 NR
_____ Activity Room 3 - \$40 per hour \$80 NR	_____ Multi-Purpose Room - \$100 per 2 hour \$200 NR
_____ Dance Studio - \$100 per hour \$200 NR	_____ Multi-Purpose Room B - \$40 per 2 hour \$80 NR
_____ Multi-Purpose Room A - \$60 per hour \$120 NR	

Parks & Fields

_____ Park Ave Soccer Field (\$30 per 2 hours \$60 NR)	_____ U11 Soccer Field (\$30 per 2 hours \$60 NR)
_____ U9 Soccer Field (\$30 per 2 hours \$60 NR)	_____ Arace Soccer Field (\$30 per 2 hours \$60 NR)
_____ 7 & 8 Soccer Field (\$30 per 2 hours \$60 NR)	_____ 5 & 6 Soccer Field (\$30 per 2 hours \$60 NR)
_____ Bill Lee Baseball Field #1 (\$50 per game \$100 NR)	_____ Bill Lee Baseball Field #2 (\$30 per game \$60 NR)
_____ Bill Lee Baseball Field #3 (\$30 per game \$60 NR)	_____ Softball Stadium (\$50 per game \$60 NR)
_____ Pool Picnic Area (\$50 per 4 hours \$100 NR)	_____ Cricket Field (\$30 per game \$60 NR)



Bloomfield Senior Services

**Town of Bloomfield Senior Services Department
Facility Application (Resident & Approved Group)**

Bloomfield Senior Services Department
330 Park Avenue Bloomfield, CT 06002

Phone: (860) 243-8361 Fax: (860) 243-1607 www.bloomfieldct.org

Directions for completing Application- All sections must be completed

- Complete and sign all necessary parts of the application
- Please review & sign facility / Park use policy and procedures
- Return form to Bloomfield Senior Services Department, 330 Park Avenue, Bloomfield, CT 06002. You will be notified within 2-3 business days.
- Certificate of Insurance naming the Town of Bloomfield as an additional insured for a minimum of one million dollars must be submitted to the Senior Services office.

Application Information

Organization/Group/Team Name _____

Name of Contact Person (must be present at the event) _____

Address _____

Day Phone (H) _____ Phone (M) _____ E-Mail: _____

Event Information

Day & Date(s) _____ Type of Activity: _____

Start Time: _____ End Time: _____

Facility (Please rank 1st choice & 2nd choice)

Alvin and Beatrice Wood Human Services Center (Weekend Rentals are 4 hour min plus applicable custodial fees)

_____ Room 306-308 (\$100 per hour \$200 NR)

_____ Auditorium (\$150 per hour \$300 NR)

_____ Room 306-310 (\$150 per hour \$300 NR)

_____ Room 310 (\$75 per hour \$150 NR)

_____ Room 301 (\$40 per hour \$80 NR)

_____ Room 307 (\$40 per hour \$80 NR)

_____ The Great Room (\$100 per hour \$200 NR)
