

BRANFORD RECREATION DEPARTMENT
FIELD USE FORM

46 CHURCH STREET BRANFORD, CT 06405
Office: (203) 488-8304 Fax: 203.315.4017 Web: www.branfordrecreation.org

NAME OF ORGANIZATION: _____ TODAY'S DATE: _____

CONTACT PERSON: _____ HM PHONE: _____

ADDRESS: _____ TOWN: _____ ZIP: _____

CELL PHONE: _____ WORK PHONE: _____

E-MAIL ADDRESS: _____

FIELD REQUESTED: _____

PLEASE SUBMIT A VALID CERTIFICATE OF INSURANCE WITH EACH REQUEST.

*PLEASE LIST THE EXACT DATES: (MONTH, DAY, AND DATE) AM/ PM AM/ PM

DATE: _____ TIME: FROM _____ TO _____

DATE: _____ TIME: FROM _____ TO _____

DATE: _____ TIME: FROM _____ TO _____

DATE: _____ TIME: FROM _____ TO _____

DATE: _____ TIME: FROM _____ TO _____

PLEASE READ THE FOLLOWING: ALCOHOL IS PROHIBITED ON ALL PROPERTY

All field reservations are subject to approval by the Director of Recreation. In consideration of the use of the Branford Recreation Department Fields, I certify that the information provided is accurate and I understand and accept full responsibility for the conduct of the group and any damages to equipment, field or the facility. Please contact Andrea Kenney at 203-315-2355 with any questions or you may e-mail akenney@branford-ct.gov. Fields can be reserved for 2 hour slots when available. This includes games, practices and or tournaments. The cost for one slot is \$100. A roster must consist of at least 75% Branford residents. Please include a roster with full addresses of each player with every field request.

For cancellations and closings due to inclement weather, please call 488-8304 or visit our website at www.branfordrecreation.org

PLEASE SUBMIT A VALID CERTIFICATE OF INSURANCE WITH EACH REQUEST.

The Town of Branford, 46 Church Street, Branford, **must be listed as an additional insured on the certificate.**

Signature _____

Date _____

Mail all forms to: Branford Recreation Department
Attn. Andrea Kenney
46 Church Street
Branford, CT 06405

or fax to: 203-315-4017
or email at akenney@branford-ct.gov

Forms can also be submitted to the Recreation Department office. Office hours are from 8:30 a.m. to 4:30 p.m.

Signature: _____ Date: _____

Director of Recreation

Approval: _____ Disapproved: _____ Reason: _____

Rental Fee: \$ _____ Method of payment: _____ Visa or MasterCard cash/check# _____

Certificate of Insurance: _____ Date entered in computer: _____

General policy:

- A. The Community House, Parks and other facilities of the Department of Recreation are established for public recreation purposes. The public recreation programs consist primarily of activities planned and directed by the Department of Recreation, and secondarily, of social or recreational activities of community groups when such activities are conducted in the facility with express permission and under the control of the Department of Recreation.
- B. The use of these facilities shall be limited to Branford organizations for social or recreational purposes only, and shall also be limited to such times as not to interfere with scheduled activities for the Recreation Department.
- C. Building usage will be available to:
 - 1. Groups under immediate jurisdiction or co-sponsored by the Recreation Department.
 - 2. Public schools and their officially organized groups, Girls and Boys Scouts, Cub Scouts, Town Departments and other non-profit groups representing the town.
 - 3. Condo monthly board meetings.
 - 4. Branford service organizations, non-profit clubs.
 - 5. Meetings are limited to no more than two meetings per month based on availability.
 - 6. Meeting rooms are not available on Major Holidays.
 - 7. These facilities may not be used by any groups for commercial or business purposes unless the Director of Recreation grants permission.
 - 8. Use of the Community House will be restricted to the hours during which the center is open. Saturdays and Sunday use may occur only if a staff member of the Department of Recreation is present and the Director of Recreation has approved the usage.

General Rules & Regulations of Parks & Outside facilities:

- A. Alcoholic beverages or consumption of these beverages are not permitted on playing fields, parking lots, or anywhere else within the park.
- B. No drugs, weapons, fireworks, or other illegal paraphernalia.
- C. No dogs are allowed, excepted at the posted designated area at Young's Pond
- D. No bikes, skateboards, motorcycles, ATV's, snow mobiles, etc are permitted in the park or on fields. Bikes must be put in designated areas or on the bike rack.
- E. The use of profanity, loud, boisterous talking or indecent conduct will not be permitted or tolerated.
- F. Please do not throw trash of any kind on the grounds or on playing fields, dug outs, etc. Please make sure that all trash is properly placed in trash receptacles.
- G. During scheduled recreational activities there is to be no loitering.
- H. All organizations/persons granted permission to use the fields are responsible for picking up areas after team practices and immediately following team games. Failure to do so will incur a clean-up fee to the responsible person/organization.
- I. All organizations must be compliant with the current Field Usage Policy.
- J. All outside facilities close at dusk, unless prior permission has been granted.
- K. All Recreation Department activities take precedence.
- L. No Trespassing or loitering will be tolerated
- M. No Drug trafficking.
- N. All parks close at dusk, unless prior permission is granted from the Department of Recreation.