



Essex Park and Recreation

Park/Field/ Facilities Reservation Policies & Guidelines

Our Mission: It is the mission of the Essex Park and Recreation Commission to create recreational opportunities for growth and enhancement by developing diverse services and programs that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

General Policies and Guidelines

All requests for reservations are subject to approval from the Park and Recreation Commission. Approvals are contingent of full adherence to the policies and regulations and do not constitute either a Building or Health Department permit. Park and Recreation reserves the right to reject any incomplete reservation request, non-compliance reservation request, and/ or any request with less than 30 days notices prior to the event date.

The Park and Recreation Commission reserves the rights to either waive or modify its general policies and/ or requirements due to the nature of the event or size of reserving group. Any event or function that by its nature or size requires the use of either town or contractor services- the sponsoring person/ organization shall be responsible for those service costs. Sponsor agrees to pay for any services necessary to use, supervise and/ or restore the park facility to prior condition.

Functions involving an entrance fee raffle, fund raising, or for profit activities that are not related to a local non-profit are prohibited.

All athletic associations, organizations, residents, non-residents, and businesses must provide the Park and Recreation Department with liability insurance a minimum of \$1,000,000, listing the Town of Essex as additionally insured. The insurance must be submitted to the Park and Recreation Department at upon application, final approval will not be made for usage until all required documentation and fees are submitted to the Park and Recreation Office and are reviewed by the Park and Recreation Director. All authorized representatives must sign a Liability and Indemnification Agreement/Release of Liability.

Wedding Ceremonies must have an Essex connection: **Either the bride, groom, or one of the parents of either must be a resident.** A waiver to this rule will be allowed if the wedding reception is to be sponsored by a business in Essex. The park reservation fee for weddings is \$400 for residents and a \$500 for non-residents. Weddings are limited to three hours total park reserve time.

A \$500 security deposit is required at the time of reservation for weddings/special events. Reservation Fee Payment for Weddings must be made upon reservation as well. Checks should be made payable to Town of Essex, Park and Recreation, and delivered to the Town Hall. The deposit, which shall be returned upon a satisfactory park inspection, in no way negates the event sponsor's responsibility to clean up and restore the park property. The deposit shall be forfeited should the sponsor's restoration obligations not be fully met.

The sale of alcoholic beverages is prohibited.

Setup allowed on prior day only by special request and for special circumstances. Takedown and clean up must commence immediately after event. All activities must be concluded prior to sunset, when the park is closed.

Due to the irrigation system, there is no tent staking allowed at Essex Main Street Park, Ivoryton Green, or Hubbard Field.

Vehicles are not permitted on either Main Street Park or Ivoryton Green. Special arrangements for adjacent designated/ reserved parking spaces for equipment drop off/ pickup, loading, etc. can be applied for the Essex Town Traffic Authority in the Selectman's Office.

No open fires are permitted. Grilling allowed in cordoned off and supervised area only.



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General Policies and Guidelines - Continued

The below listed policies originate from other Town of Essex Departments, which separately provide enforcement. However, any Park and Recreation event approval is conditional on sponsor compliance with these town policies. It is the responsibility of the sponsor to contact these town departments should the event conditions apply:

All events over 100 attendees, by State statute, require a police presence and the sponsor must contact the Resident State Trooper before proceeding. A fee will apply for this service.

If there is to be food service of any kind, the sponsor must contact the Essex Health Department before proceeding.

Should the event or function require tents, booths or portable shelters, the Essex Fire Marshal's office must be notified, and fees may apply.

The sponsor must remove all event or function trash from the park. Receptacles in the park are small and primarily there for normal resident usage.



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Athletic Field Use Policies

The athletic fields of the Town of Essex are provided for wholesome leisure and recreation for all residents. The following policies are needed to insure proper use and control of the fields so that all residents may have fair and equitable access to these facilities.

The priority for scheduling athletic fields is as follows:

1. Essex Park and Recreation sponsored programs and leagues.
2. Recognized non-profit town leagues composed of a minimum of 60 % residents and with an organized governing board and organizational by-laws. User fees apply.
3. Non-commercial groups and individuals: These include but are not limited to: private school, private parties, neighborhood groups, and church groups whose membership is composed of a majority of Essex Residents. User fees apply.

Commercial groups and individuals are prohibited from using town fields and parks.

The Park and Recreation Director has been given the authority by the Park and Recreation Commission to evaluate town parks and field conditions and usage also to make final decisions concerning the use by individuals, groups or organizations.

User Fees

All players participating in community athletic associations are required to pay a \$10.00 resident and/ or a \$20.00 non-resident user fee per league season. Athletic associations must collect this fee during their registration process and are required to submit collected user fees prior to league game start date along with team rosters.

Team Rosters

Team Rosters are due to the Park and Recreation Office prior to the league practice start date. Rosters must include names, addresses and phone numbers. Team rosters will be spot-checked by staff periodically throughout the season.

Insurance Requirements

All athletic associations, organizations, residents, non-residents, and businesses must provide the Park and Recreation Department with liability insurance a minimum of \$1,000,000, listing the Town of Essex as additionally insured. The insurance must be submitted to the Park and Recreation Department upon application of the field/park/facility usage. All authorized representatives must sign a Liability and Indemnification Agreement/Release of Liability.

Field/Park/Facility availability will be determined by field conditions, maintenance schedules, and the number of hours of available usage on a particular field.

All field users are required to inform the Park and Recreation Department if they are not using the time that has been reserved by them in order to provide others the opportunity for field usage.



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Park and Field Use Application for Special Events/Weddings

Please allow sufficient time for review of your request

Name of Requestor: _____

Address: _____

Telephone: _____

Email Address: _____

Sponsor Organization: _____

Sponsor Address: _____

Facility Requested: _____

Date of Event/Function: _____

Time of Event/Function: _____ to _____

(Parks/Fields Closed at Sunset)

Estimated Number of Attendees: _____

Description of the Event/Function for which the facility usage is requested

As the sponsor's representative, I understand and shall personally ensure full adherence to the attached park facilities reservation policies & guidelines; established by the Park and Recreation Commission. We also understand that if event trash is not removed, and/or park not fully cleaned up and restored, that our security deposit will be forfeited.

Signature of Person Responsible: _____



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Town of Essex Park/Field/Facilities Usage Contract

Please let it be recognized that this agreement between the Town of Essex Park and Recreation Department and

Please Print Name of Athletic Associations, Organizations, Residents, Non-residents, and Businesses

Is effective from _____ to _____ (not to exceed one calendar year)

User Group Responsibilities

1. Agree to, and abide by, the Park/Field/Facilities Use Policy, attached to this contract.
2. Provide on site supervision during all practices, games, and other functions. Supervisors will enforce all park rules and take all necessary action to cease inappropriate behaviors that may be displayed by any team member, visitor, or coach.
3. Provide a qualified coach or supervisor at all scheduled practices and games that will remain on site until the last group member leaves.
4. Contact the Park and Recreation Director immediately to file an incident report. (within 24 hours) in the event of any serious injury, mishap, or inappropriate behavior. Call 860-767-4340
5. Contact the Park and Recreation Director with any maintenance issues that could be considered harmful to users.
6. Keep the facility clean and well kept. All equipment must be returned to its designated area. All litter shall be clear before leaving the facility. Infields are to be raked after use. No other maintenance is allowed without prior consent from the Park and Recreation Director.

Town of Essex Responsibilities

1. The Town of Essex Park and Recreation Director will monitor facilities to ensure proper use and that user groups are adhering to all policies.
2. The Town of Essex Park and Recreation Department will provide safe and adequate facilities including general maintenance of all areas.
3. The Town will make every attempt to notify of the group contact at least 24 hours prior to any park closings for maintenance or other purpose unless obvious weather conditions or emergency situations force unforeseen closure.

Organization Contact Person, Title

Signature Date

Director of Park and Recreation Signature Date



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Park and Field Use Application for Leagues/Ongoing Events

Please allow sufficient time for review of your request

League/Group Name _____ Organizational Name: _____

Primary Contact: _____ Primary Phone# _____

Address _____ Secondary Phone # _____

Email: _____ Fax # _____

Alternate Contact: _____ Alternate Phone # _____

Sport: _____ Anticipated Total Attendance: ___ Adults: ___ Youth _____

Park Requested: _____ Area/Field Requested _____

Additional Services Requested: _____

Are you a non-profit organization () () Type _____

Total Number of participants in your organization _____

Total Number of participants that are Essex Residents _____

Total number of teams in your organization _____

Please include a team roster prior to game play start date, with names, address and phone numbers.

Field Usage Contact: (Attached) or (On File) _____

Organizations Certificate of Liability is: (Attached)___(On File)___ (Not Available) _____

All athletic associations, organizations, residents, non-residents, and businesses must provide the Park and Recreation Department with liability insurance a minimum of \$1,000,000, listing the Town of Essex as additionally insured. The insurance must be submitted to the Park and Recreation Department at least one week prior to field/park/facility usage. All authorized representatives must sign a Liability and Indemnification Agreement/Release of Liability.

Dates (Attach Separate Sheet) League Schedule if needed)	Day (s) of the Week	Start Time	End Time

As the sponsor's representative, I understand and shall personally ensure full adherence to the attached park facilities reservation policies and guidelines; establishes by the park and Recreation Commission. We also understand that in the event trash is not removed, and or park is not fully cleaned up and restored, that our security deposit will be forfeited.

Signature of Person Responsible: _____

Printed Name

