



City of Waterbury
Department of Public Works
Bureau of Recreation
Short Form Park Usage
Facility and Equipment Application

Office Use Only
Application # _____

A. Application:

Group/Organization: _____ Facility Requested: _____

Date(s) Requested: _____ Time(s) Requested: _____

Type of Event: _____ Attendance: _____

Equipment Needed:

Portable Stage: Yes _____ or No _____

Additional needs or special requirements: _____

Requested By:

Name: _____ Address: _____ City: _____

State: _____ Zip: _____ Telephone: Home () _____ Cell: _____

Alcoholic beverages are not allowed on park properties or in recreation facilities.

B. Please Answer the Following:

1. Will your planned event include any of the activities which would require a Special Event Permit? Yes _____ or No _____
2. Will your planned event have any alcoholic beverage use or consumption? Yes _____ or No _____
3. Will your planned event require any street closures? Yes _____ or No _____
4. Will your planned event organizer request a waiver of Insurance? Yes _____ or No _____
5. Will your planned event food preparation involve more than charcoal grills? Yes _____ or No _____
6. Will your planned event exceed 200 people in attendance? Yes _____ or No _____

Note: If you have answered "yes" to any of the above questions, then you will be required to complete and submit a Long Form Application for Use of Parks.

C. Acknowledgement:

1. The City of Waterbury Parks Division can cancel your event at any time if you fail or refuse to comply with all Park Use Rules and Regulations (copy provided to Applicant), or for safety reasons alone.

2. Your planned event is NOT a City of Waterbury sponsored, organized, or operated activity, and you are fully responsible for the lawful, safe, and orderly operation of your event, or activity. These are your responsibilities.
3. The Applicant/Signer/Responsible Party is a duly authorized representative of the Group/Organization sponsoring this event, and will be present for the entire event at the Park location.
4. The Applicant/Sponsoring Organization shall indemnify and hold harmless the City of Waterbury, and all of its boards, commissions, Departments, and employers, from any and all claims for personal injury, property damage, costs, or expenses, arising from, caused by, or in any way connected to you or your participant's use, presence, acts, commissions, or omissions, within or upon the City of Waterbury Park, Facility, Equipment, or Location where your event takes place.
5. All Park Usage Events shall be subject to monitoring and enforcement of all Park Rules and Regulations by the Waterbury Police Department. Strict compliance shall be enforced.

1 Signature of Applicant:

The following is the responsible Applicant's/Organization's signature and agreement, by its duly authorized representative, to the foregoing Application in its entirety.

By: _____
 Legal Name of Applicant, Organization, Group

 Signature (Duly Authorized)

 Print Name

Its: _____
 Position/Title/Representative

Date of Signature: _____

(Office use only)

1. Insurance: Yes No Amount of coverage: _____

2. Police Protection: Yes No Police Permit: Yes No

3. Other Permits (specify): _____

Comments: _____

Approved By: _____

Signature: _____

Date: _____

Total Cost: _____

Invoice # _____

Receipt # _____

PARK RULES AND REGULATIONS

CANCELLATIONS - Please notify the Bureau of Parks at (203) 574-6793 if you have to cancel your event for any reason and to check to make sure your scheduled Rain Date is still open.

DAMAGE | CLEAN UP - Any damage or cleanup to the park shelter or fields is the responsibility of the Applicant, organization, or responsible party (hereinafter referred to as the Applicant). The Applicant agrees to collect all trash generated by the event and dispose of it in the trash receptacles that are supplied on site. You will be expected to return the facility to its original condition. Any violation of this will result in a loss of permit for future use of Waterbury facilities and subject to a fee of \$250.00 for cleanup. Note* If damage is done in excess of the fee then additional costs may be incurred*. The Applicant will not be allowed use of the park or facilities in the future if any of the rules/regulations outlined in this application is violated..

INDEMNIFICATION - The Applicant agrees to waive, release, absolve, indemnify and to hold harmless the City of Waterbury Department of Public Works Bureau of Park, its officials, employees from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this approved usage, for any personal injury, loss of life, and the liability incurred in and about any such claims the investigation thereof of the defense of any action process brought thereon and against any orders and/or judgement that may be entered therein.

DECORATING - No ladders can be brought in to decorate. Confetti is not allowed. The use of glue nails, tacks, screws, staples or other fasteners that may scratch or otherwise damage surfaces of any building or shelter are prohibited. You may use tape, but decorations must be taken down before you leave. The use of chalk on any surface is prohibited. Decorating is only allowed during your rental time. Picnic tables inside any park gazebos or shelters must stay inside and are not to be removed from the site. You may bring additional folding tables and chairs if needed.

BOUNCE HOUSES/INFLATABLE PARTY EQUIPMENT – Are not allowed in any City of Waterbury Parks.

ELECTRICITY | WATER - Some park gazebos or shelters are equipped with electricity which may be used with prior approval. Water is available in some parks through water bubblers only.

RESTROOMS - Some parks are equipped with restrooms. If so, please note that those facilities are only open during the hours of daylight unless prior approval is granted.

GAZEBOS - Gazebos in City of Waterbury parks that have them are not reserved but are there for residents to use on a first come/first served basis. With the exception of Brass Mills Stone House, Lakewood, Bucks Hills, Bunker Hill, and East Mountain which are given out in four (4) hour increments.

GRILLS - Portable grills are permitted, but may not be located underneath any gazebo or shelter. No fires except in grills designated for that purpose. Fires should not be left unattended. No person shall leave any park facility without first having completely extinguished any fire. Portable fire pits are prohibited. Propane grills are allowed with special permission only.

PARKING - Parking areas and speed limits are to be observed. Handicapped parking areas are posted. Only vehicles marked with handicapped permits are allowed in these spaces. Unlicensed vehicles are prohibited including, but not limited to go-carts, mini-bikes, and ATV's. Parks close at dusk. No overnight parking is allowed, violators will be towed. No parking, operation, or traveling of vehicles or equipment is allowed, or over any grassed areas of a park, park facility, or park area.

PETS - All pets must be kept on a leash. Please be considerate and clean up after your pets.

SALES OR CHARGING ADMISSION FEES - No person shall vend, sell or offer for sale any food, beverage, or other commodity within any park to the public without authorization from the Board of Park Commissioners with a recommendation from the Supervisor of Parks. Individuals or groups acquiring such authorization are responsible for obtaining all necessary permits or licenses from the City of Waterbury Health Department and must be displayed at all times.

SMOKING, GLASS, ALCOHOL, FIREARMS, FIREWORKS, AND PROFANITY - The following is prohibited in all city parks:

- Smoking is restricted to the parking areas of all City parks and the non-building areas of City golf courses
- Glass bottles
- Alcohol
- Firearms
- Fireworks
- Disorderly conduct will not be tolerated. This includes using loud and abusive language, breaking limbs of trees, and damaging property

TENTS - Tents must be unstaked due to irrigation lines. No stakes are to be driven into the ground for any reason without prior approval by park personnel. Any tent over 12 x 12 or 144 square feet may need to obtain a Building Permit through the Building Inspection Department and can be reached at (203) 574-6832.

MUSIC - The City of Waterbury noise ordinance must be followed in all areas of the park. Music must not be played at a volume that could disturb other park guests or neighbors located near the park. Music with profanities will not be tolerated. Live bands and DJ's require a Special Event Permit.

ADDITIONAL RULES:

- Facilities are to be used for approved purposes only. The City of Waterbury reserves the right to inspect the premises and facilities at all times to ensure proper usage.
- Upon receiving the reservation confirmation, please observe the date, time and location indicated. If any discrepancies noted, please contact the Bureau of Parks immediately. The organization must have their reservation confirmation in their possession on the day of the reservation.
- Transfer of the scheduled permission to use the park to another use other than the Applicant, for use on the reserved day, is not allowed. The Applicant, organization, and the contact person, or his or her designee, must be on-site for the duration of the event.
- City owned parks are patrolled by the City of Waterbury Police Department. Dial 911 for any emergency situation. For non-emergency situations, please contact Police Dispatch at 203-574-6911.
- All provisions of the City of Waterbury Ordinances governing the public use of grounds shall apply. These Ordinances are available online for review at www.waterburyct.org.
- Accidents, injuries, and/or damage to park property are to be reported to the Bureau of Parks immediately or as early as possible the next business day.
- No food trucks, vendor's vehicles or motorized vehicles are allowed on any park property without the Bureau of Parks permission.

- Any anticipated street closures on the day of the event, Applicant must first obtain a City of Waterbury Right of Way. Street Use Permit. Applications can be found online, or picked up at the Engineering Department, 185 South Main Street, 5th floor, telephone # 203-574-6851. The completed Street Use Permit will then be sent to the Waterbury Police Department for review and approval. This special Right of Way Street Use Permit is mandatory. Please contact Lt. Dan Ferrucci of the Police Department, telephone # 203-574-6936 with any questions.
- Rental of the City of Waterbury portable band stand is available at \$125.00 for four hours and additional \$50.00 per hour if the event goes over the allotted time frame. This includes one City of Waterbury employee for set-up and breakdown.

POLICE ENFORCEMENT OF PARK RULES AND REGULATIONS - All Park Usage Events shall be subject to monitoring and enforcement of all Park Rules and Regulations by the Waterbury Police Department. Strict compliance shall be enforced.

SPECIAL EVENTS

The following activities require a Special Events Permit and may require a Certificate of Insurance which names the City of Waterbury as an additional insured.

- Operation of special amusements, including but not limited to animal (horse, pony or other live animal) or mechanical rides, inflatable play amusements, rock climbing walls, and musical or theatrical performances.
- Conduct of camps, fairs, exhibitions, rallies, fundraising efforts; races walks, athletic league games or practices, and other organized events.
- Construction of tents, dunking booths, or other temporary structures. **NO LONGER ALLOWED – canopies inflatable amusements, this includes moon walks, water slides, and portable pools.**
- Use of musical instruments, radios and other sound devices, and amplifies sound equipment.
- Sale of food, beverages, or other goods.
- Collection of fees or monetary contributions.
- Permission must be obtained in advance from the Board of Parks Commissioners.