



BERLIN PARKS AND RECREATION DEPARTMENT FIELD/PERMIT RULES AND REGULATIONS

1. Complete a FIELD RESERVATION REQUEST form, which may be obtained from the Parks and Recreation Office 230 Kensington Rd, Berlin or online at www.town.berlin.ct.us
2. Submit the completed form to the Parks and Recreation Office. One form should be used per sport, team or league. A separate sheet (page 2) should be submitted for each field you are requesting. Make sure to include name of league/group and completed contact information.
3. Permits will be issued on the following priority basis: Berlin Board of Education, Town of Berlin, local youth leagues, Berlin adult leagues, non-profit organizations and out of town youth or adult leagues. All other groups will be handled on an individual basis, if space allows.
4. Each Field Reservation Request Form must be submitted by the last day of February for the Spring/Summer seasons and the third Friday in July for the Fall/Winter seasons. All other requests received after these dates will be handled on a first come, first serve basis and only as space allows.
5. Each adult team, league or user, must submit a roster with name, address, home phone number and work phone number with the Field Reservation Request Form.
6. To qualify for the "adult local rate", each adult team, league, or user must indicate on the roster those members who live or work full-time in Berlin. In addition, they may be required to submit proof of residence or employment for each player by a method as determined by the Parks and Recreation Department. Seventy-five percent (75%) of each adult team, league or user must either live or work full-time in Berlin. To qualify for the "youth local rate", each youth team, league or user must indicate on the roster who lives in town and list their address. Seventy-five percent (75%) of each youth team, league or user must live in Berlin.
7. All fees and deposits for games and use of lights are due and payable at time of application. All fees will be charged in hour increments.
8. Confirmation will be returned to the attention of the first contact person at the address of the sponsoring organization. No request is confirmed until and unless applicant is in receipt of permit.
9. Contact person is responsible for reviewing issued permits carefully. Some requested dates may not be available. Once initial paperwork is filed all changes can be done in writing and handed in, in person or emailed. Only first contact person is allowed to make changes and all communications will be done through that person, unless there is an emergency.
10. Vehicles are not permitted on playing fields at any time.
11. **Drinking of alcoholic beverages is strictly prohibited by Town Ordinance on Town of Berlin Park property.**

12. Team managers/coaches are responsible for the conduct (including language and sportsmanship) of their players and spectators while on Town property. All groups agree to refrain from any disorderly conduct and to abide by all rules and regulations governing the Town's public parks and facilities.
13. Fields cannot be reassigned by teams or leagues. The Recreation Department is the only agency authorized to take such action.
14. Littering is prohibited. Please pick up after your event and deposit in trash cans provided or take with you.
15. By completing the facility reservation request form you agree to compensate the Town of Berlin for any damages to buildings, grounds, fixtures or equipment.
16. **Indemnification and Insurance** Berlin shall not be responsible for the loss or damage to property, or any bodily or other injury to persons, relating to or occurring on or about the Premises, by reason of any existing or future condition, defect, matter or thing on or about the Berlin Premises or for the acts, omissions or negligence of any persons on and about the Berlin Premises, unless caused by the willful misconduct, gross negligence or recklessness of Berlin, its agents, employees or contractors. Renter agrees to indemnify, save and hold Berlin, its agents, employee or contractors harmless from all claims, liability, losses, suits, fees, expenses and judgments for loss or damage to property, or any injuries to persons relating to or occurring on or about the Berlin Premises, unless caused by the willful misconduct, gross negligence or recklessness of Berlin, its agents, employees or contractors.

Renter shall maintain insurance relating to its use of the Premises through insurance companies properly licensed and qualified to do business in the State of Connecticut in the amount of \$1,000,000.00 for liability and \$2,000,000.00 in general aggregate with the Town of Berlin on the policy as the certificate holder and additional insured. In addition to the certificate of insurance an additional insured endorsement is needed. Policies shall be issued in the name of the Town of Berlin; 240 Kensington Road, Berlin, CT 06037 and a certificate thereof shall be delivered to Berlin prior to the use of the premises. Renter's obligations to carry the insurance provided for herein may be brought within the coverage of a so-called blanket policy or policies of insurance provided Berlin shall be named as additional insured thereunder, as its interest may appear, and that the coverage afforded Berlin will not be reduced or diminished by reason of the use of such blanket policy insurance, and provided further that the requirements set forth herein are otherwise satisfied.

In Certificate Holder Section: Address: Town of Berlin 240 Kensington Road, Berlin CT 06037

In Description of Operations/Locations Section: Town of Berlin is the certificate holder and additional insured.

An additional insured endorsement is also needed for your company, group or organization.

17. The Berlin Parks and Recreation Department retains the right to cancel usage of any facility at any time without any objection or liability except for the return to the renter of any deposits or fees paid to the Town of Berlin.