Complete and return this application to the main office of the Parks and Recreation Department at least 10 Days prior to date/event or the first in a series of dates covered by the application. Firm commitments should not be made until you receive confirmation from this office within 5 business days and the approved application is returned to you. Please refer to disclaimer form.

Date_____________

I, ___________________________ agree that while we use the Town of Killingly Facilities and Fields for practice, tournaments, games, and events that we will not discriminate on the basis of disability. Ref. Title II of the ADA

1. FACILITY REQUEST___________________________________ AREA________________ ________

2. Applicant (organization)____________________________________________________________

3. Day/Dates_________________________________________________________ 20

4. Time__________________________ Set-Up ____________ Start_________ End_______

5. Type of event_______________________________________________________________

6. Projected Attendance________________________________________________________

7. Entertainment__________ Type____________________________________________________

8. Will event be open to the public ________________ Members only ____________________

9. Admission charged__________________________ How Much___________________________

10. Fund Raiser__________ Please describe__________________________________________________________________________

11. Will you be leasing space to vendors/exhibitors? ______ Fee Charged? ________________

12. Do you plan to have concessions? ___________ What type? ____________________________

13. Do you plan to post signs? ______________ Location of signs ____________________________

__________________________________________________________________________
14. If function is a youth program, please give name and address and phone number of adult supervisor who will be present and in charge

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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Any person issued a permit shall observe all rules, regulations and ordinances adopted by the Town of Killingly. The person to whom the permit is issued shall agree to be liable for any loss, damage or injury sustained by any person or property whatever the reason of negligence on the part of any person engaged in the activity being sponsored under the permit. The applicant agrees to hold the Town of Killingly and any of its agents and employees harmless for any and all loses caused by the permitted or any person engaged in activity being sponsored under the permit.

Applicant__________________________________________________________

Address__________________________________________________________

Organization______________________________________________________

Address__________________________________________________________

Signed ___________________________ Phone: (H)_______________

(W)_____________________

Disposition of Application

(office use only)

Application Approved  Y or N  Signed ___________________________ Date_______

FEE _______________ ****  Date received ____________________________

Cert. of Insurance required  Y or N  Date received __________________________

Liability  Y or N  Property Damage_______________________________

Police required  Y or N  Fire required  Y or N  Other conditions for use:

**** All fees collected for Parks Rentals are added to the Outdoor Beautification Trust for the care, beautification and improvement of our parks and grounds.
Town of Killingly
Parks and Recreation Department
Indemnification Agreement

__________________________________________, it’s executors and administrators, (organization name) thereby waive any and all claims for damages that the ____________________________ (organization name) may have against the Parks and Recreation Department and the Town of Killingly and their agents, representatives and employees for any injuries and illnesses suffered by members of ____________________________ during or as a result of use of (organization name) Killingly Parks and Recreation Department facilities including any room, gymnasium area, aquatics area, playground or outdoors parks facility.

__________________________________________
Signature of Organization Representative

____________________________
Date
Disclaimers

Application for use of a Parks & recreational facility must be made on a permit form which may be obtained at the office on 185 Broad St. The completed permit application must be filed with the office at least 10 days prior to the date of the planned event or function. The following factors will be used by the office in deciding whether to grant or deny the application:

1. The use will not conflict with any Park & Recreation activity.
2. The nature of the use must be appropriate for the use of a Park & Recreation Facility.
3. The potential effect of the use on the existing facilities of the building or park.
4. The number of persons involved in the use as such affects fire code regulations and available parking.
5. Prior improper use by the applicant.
6. Not for continued use of more than 4 months.
7. Availability of space and staff if necessary.
8. If it is during normal open hours of operation.
9. Not responsible for any equipment or belongings, damaged, or missing at any KPRD facility owned and operated by the Town of Killingly.

Upon approval of an application any and or all of the following may be required by the recreation department to be paid for or provided by the applicant.

1. A combined single limit liability insurance policy in the amount of $1,000,000 covering bodily injury and property damage with the Killingly Parks & Recreation Department or Town of Killingly listed as an additional insured.
2. The number of police officers deemed necessary to secure the use and affected persons. The applicant will arrange for the hiring of the police officers.
3. The number of Killingly Fire Dept. Personnel deemed necessary to secure use and affected persons. The applicant will arrange for the hiring of the fire personnel.
4. Applicant must sign copy of the Killingly Parks and Recreation indemnification agreement.
5. Staff members if deemed necessary.
Community Center Rules

1. All equipment, furniture, or furnishings required for use will be set up and taken down by the applicant and the area left broom clean by the applicant. All decorations must conform to fire code regulations, receive prior approval from the Rec. Dept. and be removed following the use by the applicant.

2. It may be deemed a staff member be available in the building for the used and therefore additional fees to cover staff expense maybe assessed.

3. Refreshments may be served with prior Rec. Dept. approval Refreshment items will be discussed prior to event for appropriateness. **ALCOHOLIC BEVERAGES ARE PROHIBITED.** Applicant is responsible for reasonable clean-up of permitted area at the close of event, which includes sweep and mop floor, wipe down counter and all hard surfaces, remove trash and place in dumpster and wipe down stove and refrigerator if using the kitchen. Renter must supply own cleaning supplies.

4. Rental fees for Killingly Youth serving groups may be waived if proceeds of use are to be used for educational, civic or charitable purposes and if applicant is a duly organized non-profit organization. Applicant must turn in to the Rec. Dept. a financial statement of income and expenses.

5. Upon entry into building applicant must verify location of fire exits, fire extinguishers, fire alarms, and nearest available telephone.

6. Smoking is prohibited

7. Parking regulations must be followed

8. In the event these regulations are violated or if compliance therewith cannot be satisfied or it is determined by the Rec. Dept. Administration to be in the best interest of the recreation dept. any permit may be revoked or discontinued.

Safety Rules for Grill use at Owen Bell Park

1. Gas grills are the only type of grills that may be used at Owen Bell Park and ONLY near pavilions 1 and 5.

2. They must be at least 10 feet from the structure and on stable non grass surfaces available adjacent to the two aforementioned pavilions.

3. Gas Grills must be equipped with non-expired or re-certified propane tanks.

4. Grills MUST not be left unattended when in use or hot and when not in use all knobs to the OFF POSITION including the propane tank.

5. No ashes to dumped in the park.

6. No grill shall be used within 50 feet of woodland.

7. Pets should not be tied to a grill.
FACILITY FEE STRUCTURE

Mission and Philosophy: To provide safe, fun, functional, aesthetically pleasing recreational areas, athletic fields, facilities and parks at nominal or no cost to the community of Killingly.

Non-Profit Serving Organization: Groups which serve our community i.e. Boy Scouts, Little League, which may have fees and charges but in no way support a salary structure or a facility for that particular organization. These organizations may be charged a nominal fee (based on 50% of Killingly Residents fee) to utilize recreational facilities but may require a permit to be filled out depending on type of and time of activity.

In order to qualify as a resident group at least 25% of roster or participants must be Killingly residents.

Non-Profit Youth serving (staff/facility supporting) organization: Those organizations i.e. YMCA, Boys Clubs which generate fees and charges to help support salaried employees and facilities. These organizations will be charged a normal facility/park facility fee.

Private for profit commercial organizations: Any commercial business or company will be charged a normal facility fee.

Any organization / individual using Town of Killingly facilities for the purpose of programs / lessons generating fees or charges for profit or benefit of that organization / individual must do the following.

SEE APPLICATION USE DISCLAIMER
FACILITY RENTAL FEES:

**KILLINGLY RESIDENTS**
1. Gymnasium $ 20/hour  
2. Classroom $ 10/hour  
3. Theatre $ 25/ no lighting, no sound  
4. Kitchen & Cafeteria $ 17/ hour  
5. Davis Park Gazebo $ 36 / 3 hour rental  
6. Davis Park $ 150/ 6 hours  
7. Soccer, Baseball Field $ 51/3 hours  
8. Lighting Fee $ 10/ hour  
9. Lining of field $ 25/ field  
10. Volleyball Court $ 12/ hour  
11. Pavilion $ 36/ 3 hours  
12. Owen Bell Track $ 51/ 3 hours

**NON-KILLINGLY RESIDENTS**
1. Gymnasium $ 40/hour  
2. Classroom $ 20/hour  
3. Theatre $ 40/ no lighting, no sound  
4. Kitchen & Cafeteria $ 25/ hour  
5. Davis Park Gazebo $ 51 / 3 hour rental  
6. Davis Park $ 210/ 6 hours  
7. Soccer, Baseball Field $ 75/3 hours  
8. Lighting Fee $ 10/ hour  
9. Lining of field $ 25/ field  
10. Volleyball Court $ 17/ hour  
11. Pavilion $ 51/ 3 hours  
12. Owen Bell Track $ 75/ 3 hours
For Office use only:

ITEMS CHECKED BELOW MUST BE TAKEN CARE OF AT LEAST 5 DAYS BEFORE THE EVENT (S):

______ SEND IN PROOF OF CERTIFICATE OF INSURANCE $1,000,000 GENERAL LIABILITY INSURANCE POLICY
______ HIRE REC. DEPARTMENT FACILITY STAFF
______ CALL RESIDENT TROOPER TO HIRE POLICE FOR EVENT
______ CALL KILLINGLY FIRE DEPARTMENT TO HIRE FOR EVENT
______ FULL PAYMENT FOR FACILITY RENTAL
______ NON-PROFIT ORGANIZATION EVENT FINANCIAL STATEMENT OF INCOME/EXPENSES
______ LEAGUE /ORGANIZATION CONTACTS NAME, MAILING ADDRESS, AND PHONE NUMBER
______ LEAGUE PRACTICE AND GAMES SCHEDULE
______ SIGN KILLINGLY PARKS AND RECREATION INDEMNIFICATION AGREEMENT
______ SEND IN COPY OF EVENT AGENDA
______ SEND IN A COPY OF REFRESHMENTS TYPES / FEES
______ OTHER CERTIFICATES DEEMED NECESSARY