



southburlington

RECREATION & PARKS

FIELD/FACILITY PERMIT APPLICATION

Today's Date: _____

Organization/Team/Business/Individual: *(All Information needs to be complete, specific and accurate)*

Organization Name:	Organization Phone:
Address:	City, State, Zip
Contact Name:	Cell Phone:
Email Address:	Home Phone:

Sports/Camps/Meetings: *(for multiple dates attach a schedule or list dates on separate sheet of paper)*

Type of Event: <i>(check off those that apply)</i> <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Camp <input type="checkbox"/> Meeting Other: _____	
Type of Field/Facility Requested: <i>(check ones that apply)</i> How many of each needed? <i>(place number on line next to type)</i> <input type="checkbox"/> Soccer: (U10 ___ U12 ___ Regulation ___) <input type="checkbox"/> Baseball: (Softball ___ Babe Ruth ___ Little League ___) <input type="checkbox"/> Lacrosse <input type="checkbox"/> Football <input type="checkbox"/> Meeting Room <input type="checkbox"/> Bandshell & Open Space <input type="checkbox"/> Pavilion & Open Space Other: _____	
Location of Facility Requested: <i>(circle ones that apply)</i> <input type="checkbox"/> Dorset Athletic Fields <input type="checkbox"/> Jaycee Park <input type="checkbox"/> Farrell Park Other: _____	
Date(s) Requested: From: _____ To: _____	Time of Day Requested: From: _____ To: _____
Day(s) of Week Requested: _____	Lights Needed: <i>(only available at Jaycee Park Ball Field)</i> YES NO <i>(extra fee is required)</i>
Estimated Number of Participants: Total Number: _____ # of Youth: _____ # of Adults: _____ # of SB Residents: _____	
Additional Amenities that are needed: <i>(check off those that apply)</i> <input type="checkbox"/> Electricity: Half Day _____ Full Day _____ <i>(\$40 half day, \$60 Full day)</i> <input type="checkbox"/> Amplified Music/Sound, Inflatables, Entertainment <i>(Must fill out section below- Amplified Music/Sound. Fees apply)</i> <input type="checkbox"/> Vendors <i>(Vendor Permit required thru the Rec. Dept. Fees apply)</i> <input type="checkbox"/> Tent(s): <i>(Tent Permit required thru Fire Dept. for tents over 200sf. Fees apply)</i>	
Amplified Music/Sound Information: <i>(to be filled out if requesting use of amplified music or sound)</i>	
Type of Sound or Music: <i>(check those that apply)</i> <input type="checkbox"/> Live Music/Band <input type="checkbox"/> DJ or Radio Station <input type="checkbox"/> CD/I-pod Other: _____	
Additional Comments or Requests: _____	

Applicant's Signature: _____

Date: _____

Signatures also required on the back or second page of this document- Release & Waiver

*Application must be submitted a minimum of One Month prior to your scheduled activity.
 Return completed form to Recreation Office, 575 Dorset Street. All Requests are reviewed in accordance with the Facility Use & Fee Policy.*

FIELD/FACILITY USE RELEASE & WAIVER

ACKNOWLEDGEMENT OF UNDERSTANDING, being a duly authorized representative of the organization requesting the use of field and or facility with the City of South Burlington, I acknowledge that I have read and understand the Facility Use and Fee Policy attached and agree to inform my users and abide by the conditions within the policy.

Signature _____ **Date** _____

LIABILITY RELEASE

RELEASE made this _____ day of _____, 20____ by (Organization) _____

IN CONSIDERATION, of permission granted to use by the City of South Burlington to use hereby and forever discharge and release the City of South Burlington, its agents, employees and officers, from all actions, claims, demands, judgments and damages which we, or any of the participants in our program or group, may have, or claim to have, or acquire in the future, for all personal injuries, or damage to property, rising out of our organization’s use of the permitted facility.

WE ACKNOWLEDGE, that we have total responsibility for the program and our group and for the safety of all its participants. In addition, we acknowledge that the City of South Burlington has no responsibility for the condition of the facility, be it a building, room within a building, field or open space, and that a supervisor from our organization shall always inspect the premises prior to use to ascertain that the premises are in safe and useable condition. We further acknowledge to the City of South Burlington that our organization or group has adequate liability insurance, and that such insurance protects the City of South Burlington to the extent of its interest. We further acknowledge that a Certificate of Insurance will be provided to the City of South Burlington, naming the City of South Burlington as the certificate holder as Additional Insured under the policy. This will be sent to the Recreation Department prior to being issued a permit.

IN WITNESS WHEREOF, the undersigned, being a duly authorized representative of the above-named organization has executed this release on the day and year first above-written.

Signature _____ **Date** _____

TITLE II-ADA: (Americans Disability Act) - Note: Title II of the ADA prohibits the City of South Burlington from providing support including facilities to any organization which discriminates on the basis of disability. I, _____ agree that while we use the City of South Burlington’s facilities, parks, fields, and buildings for practice, games, tournaments, meetings and other such events, that we will not discriminate on the basis of disability.

Signature _____ **Date** _____

Recreation Department Use Only:

Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reason: _____
Required:	Deposit- <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____	Certificate of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fees Assessed:	<input type="checkbox"/> Per Policy	<input type="checkbox"/> One Time Fee of \$ _____	Other: _____
Field/Facility Assigned:			
Condition of Use:			



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RECREATION & PARKS

FIELD/FACILITY USE POLICY, PRIORITY OF USE & FEE SCHEDULE

GENERAL CONDITIONS

- The City Park Ordinance governs conduct in all city parks.
- All spaces are reserved on a first-come, first-serve basis, with priority given to South Burlington Municipal uses.
- Reservations for team or group activities must be authorized by the Recreation Director or representative. PARK USE PERMITS are available through the Recreation Office.
- No smoking allowed in any City owned building.
- Alcohol is prohibited in all city buildings & parks.
- One person (over the age of 18) for each group must be designated and responsible for the actions of the members of that group.
- The contact person will pay any fees required for use of a city facility.
- All groups using city facilities must comply with all local, state and federal codes, regulations and laws. Of particular notice are fire and safety codes.
- The city reserves the right to deny and/or cancel use of its facilities at its sole discretion.
- No outdoor advertising, signs banners, etc. are allowed without the express permission of the Recreation Director or City Manager.
- No glass bottles or containers allowed on city park/recreation facilities.
- The User shall be responsible for its own clean up immediately following its event: the User must leave the area in the same condition in which it was found. In the event that the City must clean up the area following the event, the User shall be charged that expense. The Parks Department and Director of Recreation will determine "same condition" and the decision is final.
- Special events attracting more than 300 people may necessitate approval of the Police Dept., having a police officer on duty at the expense of the user to assist with traffic control and parking. Park maintenance staff may also be required to work at additional rates of pay at the expense of the user.
- Permits may be revoked at any time by the Recreation Director, City Manager or members of the South Burlington Police Department for violations of any Park, City or State Ordinance, or reasons of safety.
- Portable bathroom facilities required at expense of user for groups of 300 or more.
- Groups reserving park facilities with the intention of selling any items, including food and beverages, must apply for a Special Use Permit Request and Vending Permit and receive the advance written approval of the Recreation Department. Vending or soliciting is not allowed unless approved by the Recreation Director or designee.
- No facility shall be used for individual or group commercial enterprise without the advance expressed written approval of the Recreation Dept.
- An Entertainment Permit is required for any musical or theatrical performance conducted in the parks.
- Amplified Music. In the event the User wishes to provide amplified music, special permission must be granted through the application of an Entertainment Permit. The music shall be at a reasonable volume for park boundaries and shall not be used after 9:00 p.m.
- Groups wishing to have amplified music at their gathering must complete an Entertainment Permit application and receive the approval of the City Council. These permits are reviewed at regular City Council meetings, so early application is encouraged. These situations may be subject to conditions such as hiring auxiliary police, being required to pay an additional deposit or hire additional staff to monitor sound levels.
- Please keep all motor vehicles on roads or parking lots maintained for vehicular traffic. Speed limit in all parks is fifteen (15) M.P.H.

FIELD USE PERMITS

All groups requesting field space must apply for a field permit. Fields are used at the discretion of the Recreation & Parks Department with approval from the Recreation Director.

Fields may be deemed unplayable due to weather conditions and/or field conditions. Any field with standing water on the playing surface is unplayable, whether or not it has been posted as such. If fields are unplayable, no fee will be charged that day and every attempt will be made to offer a rescheduled date.

All requests for fields must be made in writing and submitted a minimum of two weeks prior to first scheduled date, requests that do not meet this requirement will be assessed a \$25 processing fee, payable at the time the request is submitted (should the request be denied, this is a non-refundable processing fee). Leagues/groups should submit requests & proposed schedule well in advance of first session.

Permits may be revoked at any time by Recreation Director, City Manager or designee, or police officer for violations or inappropriate use of facility or area.

Groups using areas other than those specifically assigned as part of an approved permit will be fined an additional \$50 per hour, per field for unauthorized use, and may result in having permit suspended or revoked.

Groups are responsible for any and all damages to fields and areas incurred. Damage to fields or equipment on fields will result in additional charges equal to amount of repair, and additional fines as stated in "Penalties", which may result in suspension of team use of field, or complete revocation of permit for the league or group holding the permit.

PENALTIES

Groups in violation of any of the conditions of use, including using a field that is not assigned to the group or included as part of its permit, or using a field that has standing water and/or has been shut down, will result in a \$250.00 fine, responsible for all costs of repairs to re-establish the turf to its original condition, and the possibility of a one-week suspension or cancellation of all permits, if deemed appropriate by City Staff and approved by the Recreation & Leisure Arts Committee.

Any moving of permanent goals on fields from their secured position will result in a \$200 fine and will require the league administrator to make payment to the Recreation & Parks Dept. prior to the next scheduled meeting of any of their teams or sessions. This could also result in possible suspension of the team or league permit if deemed appropriate.

FIELD/FACILITY USE PRIORITY & FEE SCHEDULE

PRIORITY FOR USE OF FIELDS/FACILITIES

1. City of South Burlington and Recreation Department Programs & co-sponsored events have absolute priority.
2. South Burlington School District Programs.
3. SB youth sports associations, teams comprised of all South Burlington residents, SB community service organizations, South Burlington residents & businesses not affiliated with a league.
4. Non-profit groups and groups which are 80% comprised of South Burlington residents.
5. Non-resident groups- organizations or individuals, private businesses & all for-profit groups.

All leagues/teams/groups must be permitted for field/facility use and submit a certificate of insurance naming the City of South Burlington as Certificate Holder under “Additional Insured”. Copy of the insurance certificate and deposits are required prior to the issuing of a permit. All leagues must select one representative for scheduling purposes with the Recreation Director. Some events may also require a security officer or maintenance staff on duty and organization will be required to pay the City for this individual’s time at established rate. The Recreation & Parks Director will inform groups as to what provisions they will need to make. The Recreation & Parks Director, based on all circumstances, has the discretion to grant permits, adjust or waive fees if deemed appropriate. Fees for facility use may be increased by the Recreation & Leisure Arts Committee as deemed appropriate.

FIELD USE FEES:

Baseball/Softball Fields	\$15 hr. for LL & Softball	\$20 hr. for Babe Ruth Field
Soccer/Lacrosse Fields	\$40 hr. Practice	\$60 hr. Game
Football/Rugby Field	\$40 hr. Practice	\$60 hr. Game
Use of Field Lights	\$35per use (this is in addition to the field use fees above)	
Tournaments	\$125 Deposit + \$30 per team fee	Field use fee TBD from above
	Maintenance worker and/or police officer salaries if required	
Camps	\$125 Deposit Fee	Field Use areas TBD from above
	\$3pp resident, \$5pp non-resident charge	

BUILDING USE FEES:

Pavilion	\$30 Deposit for 2 hours minimum	\$10 hr. each additional hour
Rotary Bandshell	\$20 non-refundable Application Fee \$20 hr. Audio Equip (requires Tech)	\$50 hr. (max. 3 hours of event Time) \$35 hr. Sound Technician

OTHER: (Non-Athletic Events)

Non-profit organizations holding events in Parks

- Certificate of Insurance- naming city as “Additional Insured”
- \$125 Deposit Fee for each Event
- \$1 per person in attendance at Event
- Maintenance and/or security salaries-actual cost
- Use of fields & other requirements TBD from above
- Use of power/electricity (see below)
- Garbage removal cost- \$5 per bag
- Tents/Inflatable’s or other cost TBD- (tents 200 sq. or more need a permit from the Fire Dept.)
- Portable toilets are required for 300+ (responsibility of user to provide and pay for)
- Off-site parking required for 300+ for events at Dorset Park (responsibility of user to set up)

For-Profit organizations holding events in Parks

- Not allowed unless special approval from Director of Recreation & Parks

Electricity Charge for use of power is additional
 \$20- Minimum, \$40- Half Day, \$60 Full Day

Bleachers \$20 per set (max. 3 bleachers per event, each seat 70 people)

Vendors receiving permit for food/service \$50 fee + 20% of sales
 Proposed schedule/use based on signed contract

Misc. Use Granted at the discretion of the Recreation Director, fees assigned as appropriate.