



SOUTH BURLINGTON RECREATION & PARKS DEPARTMENT

575 DORSET STREET, SOUTH BURLINGTON, VT 05403

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THOMAS HUBBARD, CPRP
DIRECTOR

TODD GOODWIN, CYSA
ASSISTANT DIRECTOR

REQUEST FOR USE OF FACILITIES

CONTACT INFORMATION:

Today's Date: _____

Organization or Group Name: _____

Contact's Name: _____

Contact's Address: _____
Street City State Zip

Contact's Phone #'s: Home: _____ Work: _____ Cell: _____

Contact's E-mail: _____

FACILITY REQUEST INFORMATION:

Facility Requesting: _____

Type of Event: _____

Date(s) of Event: _____ Time(s) of Event: _____

_____ Check here if attachment- (for multiple dates and times please attach a schedule)

Set-Up Time Begins: _____ Clean-Up Ends: _____

Special Requests: _____

PARTICIPANT NUMBERS:

Total Number of participants expected: _____

Total of South Burlington Residents: _____

MAIL THIS FORM TO ABOVE ADDRESS OR FAX TO ABOVE NUMBER

Requests should be received a minimum of *one week* prior to your scheduled event. All requests are reviewed in accordance with the department's *Facility Use & Fee Policy* which is attached.

OFFICE USE ONLY:

APPROVED: _____ DENIED: _____ PENDING: _____

FEE: _____ REQUIREMENTS: _____



SOUTH BURLINGTON RECREATION & PARKS DEPT.

FACILITY USE & FEE POLICY

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 that 500 people may necessitate having a police officer on duty, at the expense of the User, to assist with traffic control and parking, at the discretion of the Recreation Director. 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 a Special Events Permit and receive the approval of the Recreation Director and 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 Parks Department in consultation with 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. Leagues should submit requests & proposed schedule well in advance of first session. Permit 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 are responsible for any and all damages incurred. Damage to fields or equipment on fields will result in additional charges equal to amount of repair & labor, plus penalty as specified below, and may result in suspension of team use of field, or complete revocation of permit for the league.

PRIORITY FOR USE OF FIELDS

1. City of South Burlington and Recreation Department Programs & co-sponsored events have absolute priority. (NO FEE)
2. South Burlington School District Programs (NO FEE)
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. (NO FEE, donation requested for extensive use & fees apply for use of lights).
4. Non-profit groups and groups which are 50% comprised of South Burlington residents.
5. Non-resident groups- organizations or individuals, private businesses & all for-profit groups.

All leagues/teams must be permitted for field 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 payment of fee is due one week prior to first scheduled date. 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 Director will inform groups as to what provisions they will need to make. The Recreation 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 Dept. as deemed appropriate.

FIELD USE FEES

Baseball/Softball Fields	\$15/hr for LL & Softball \$20/hr for Babe Ruth Field
Soccer/Lacrosse Fields	\$30 hr. practice - \$40/game
Football/Rugby Field	\$30/hr.
Use of Field Lights	\$30 per use
Tournaments	\$100 Fee + \$25 per team fee Field use fee TBD Maintenance worker and/or police officer salaries if required
Camps	\$100 Fee + \$3pp resident, \$5pp non-resident charge for use of field areas TBD

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 the Recreation Director.

OTHER (NON-ATHLETIC EVENTS)

FIELDS & OPEN SPACE AREAS

Non-profit organizations holding events in Parks	\$100 Registration Fee for Event \$1 per person in attendance at Event Maintenance and/or security salaries-actual cost Use of fields & other requirements TBD Certificate of Insurance Use of power/electricity (see below) Portable toilets for 300+ Garbage removal cost TBD Tents/Inflatables or other cost TBD Off-site parking required for 400+ at Dorset Park
For-Profit organizations holding events in Parks	Not allowed unless special approval from Director of Recreation & Parks
Vendors receiving permit for food/service	\$50 fee + 20% of sales Proposed schedule/use based on signed contract
Charge for use of power is additional	Minimum \$20 ½ day \$40 Full day \$60
Misc. Use	Granted at the discretion of the Recreation Dir., fees assigned as appropriate.

BUILDING USE-Rental

O'Brien Civic Center	\$30 for 2 hrs. minimum \$10/hr. each additional hr.
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