



TOWN OF CANTON
FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168

Comprehensive Facility Use Policy

Purpose: The Town of Canton hereby adopts the following policy to provide for the orderly and equitable use of Town property. This policy establishes the criteria for the use of meeting spaces within Town Hall, Canton Community Center and Mills Pond Park Pavilions and Pool.

I. GENERAL PROCEDURES

Application for use of Municipal Facilities

Prior to using most Town facilities, a Facility Use Form must be completed. This form must be submitted for all non-town sponsored events. The Facility Use Form can be located on the Town web page at www.townofcantonct.org, the Parks & Recreation Department or the Chief Administrator's Office. All information requested on the Facility Use Form must be provided in detail by a responsible representative of the group requesting use of the facility. Applications must be received in writing, a minimum of sixty (60) days prior to the date of intended use including a site plan showing the layout of the event if the applicant is requesting the use of the Town Hall Auditorium or Town Hall parking lot. A facility use form must be completed for the use of the following municipal facilities:

- 1) Town Hall Auditorium
- 2) Town Hall Parking Lot
- 3) Town roads in which the road area will be utilized for an event
- 4) Community Center multi-purpose room
- 5) Mills Pond Park
- 6) Town Green at the intersection of Route 44 and Dowd Avenue

A Facility Use Form will also be required for any event utilizing Town property that is substantial in nature and where in the discretion of the Chief Administrative Officer the requirement of a Facility Use Form would be in the best interest of the Town.

All other municipal facility space, including meeting and conference rooms, must be reserved and approved by Town Officials but do not require a Facility Use Form.

Application Process

To reserve use of the Community Center or Mills Pond Park contact the Parks & Recreation Department. To utilize any other municipal facility contact the Chief Administrator's Office. Upon request Town Officials will determine whether there is a conflict with the requested date and time and accept the Facility Use Form if required. As indicated on the Facility Use Form, the requested use must be reviewed by certain Town Officials prior to being approved, including the Chief of Police, Fire Marshall, Building Official, Parks & Recreation Director, Public Works Director and the Health District if deemed necessary. Final approval will be made by the Chief Administrative Officer. In order to be a valid application every applicant must agree to the terms thereof and sign the hold harmless agreement incorporated within the application form.

Priority of Use

As a result of limited municipal space, there is a priority established for facility use. The first priority is for government functions such as government agency meetings or government sponsored programs such as Parks & Recreation programs. In most cases, a conflict will be worked out at the time of requesting use of facility space. Should a Town-sponsored program require use of a previously reserved area, every effort will be made to find a suitable replacement area. Should the Town be unable to do so, the Town reserves the right to cancel the conflicting event. If there are conflicts the following priority will determine use:

Priority 1: Government agency meetings

Priority 2: Non-profit community organizations (i.e. Boy/Girl Scouts or Chamber of Commerce)

Priority 3: Other not for profit organizations (i.e. condo associations or private individuals)

Priority 4: For profit organizations (including businesses and sole practitioners)

Use of municipal property by Priority 4 organizations is meant to be an occasional occurrence and should not be considered for the principal location of a for profit organization. For this reason, interior use of municipal space by Priority 4 organizations shall be limited to no more than two times per month. Outdoor use of greater intensity by Priority 4 organizations may be approved by the Board of Selectmen in their sole discretion on a case by case basis.

II. FEES, SECURITY DEPOSITS and INSURANCE REQUIREMENTS

Fees for Use of Facilities

There are costs to the Town for maintaining facilities. These fees include maintenance, utilities, insurance and administrative oversight. With some events the presence of a custodian is also required which is a direct cost to the Town and depending on the date and time of the event is usually at overtime rates. In order to offset some of these costs a fee is charged to non-government sponsored use of facilities. The fees below include the cost for town staff, including custodians and lifeguards for the pool. The fees do not include the cost of police coverage if necessary for the event.

<u>Space Intended for Use</u>	<u>Fee</u>
<u>Town Hall Auditorium</u>	
Priority 1	No Charge
Priority 2 & 3	No Charge or \$40.00/hour with a four hour minimum if utilized on the weekend or outside of regular custodial hours.
Priority 4	Minimum fee of \$40.00 an hour and \$60.00/ hour with a four hour minimum if utilized on the weekend or outside of regular custodial hours.
<u>Town Hall Parking Lot</u>	
Priority 1	No Charge
Priority 2	No Charge
Priority 3	No Charge
Priority 4	\$50.00/hour
<u>Town Hall Meeting Rooms</u>	
Priority 1	No Charge
Priority 2 & 3	No Charge

Priority 4	Not Permitted
<u>Community Center Multi-Purpose Room</u>	
Priority 1	No Charge
Priority 2 & 3	\$40.00/hour only when utilized on the weekends or outside of regular custodial hours
Priority 4	\$60.00/ hour
<u>Community Center Meeting Rooms</u>	
Priority 1	No Charge
Priority 2 & 3	No Charge or \$40.00/hour with a four hour minimum if utilized on the weekend or outside of regular custodial hours.
Priority 4	\$50.00/hour
<u>Mills Pond Pool & Recreation Facility*</u>	\$175.00 for 2 hours (\$260.00 for non-residents)
<u>Park Pavilion Rentals</u>	\$15.00/hour
<u>Town Green at the intersection of Route 44 and Dowd Avenue</u>	
Priority 1, 2 & 3	No Charge
Priority 4	Not Permitted

*Fee includes use of swimming pool, pool house and pavilions. In addition, fees include lifeguard staff to supervise all pool activities.

The fees stated above may be waived by the Canton Board of Selectmen only. All fees collected from the renting of the Community Center or Mills Pond Park will be deposited in the Parks & Recreation special revenue fund. All other fees will be deposited in the Town's general revenue fund.

Security Deposit

A \$250.00 refundable deposit must be made at the time of application for use of the Town Hall auditorium, Town Hall parking lot or the Community Center Multi-purpose room. A \$50.00 refundable deposit must be made at the time of reserving any other room at the Town Hall or Community Center. This shall be a separate check from the rental fee. Failure to comply with building use policies, or failure to exercise reasonable care in the use of the facility may result in the forfeiture of the security deposit and the disapproval of further applications by the applicant. The Chief Administrative Officer may waive a deposit if he/she feels it is unwarranted.

Insurance Requirements

Organizations requesting to utilize the Town Hall auditorium, Town Hall parking lot, Community Center Multi-Purpose room and Mills Pond Park must provide proof of insurance that meets the minimum requirements described below. Insurance coverage for the use of all other municipal facility space may be required depending on the size and scope of the event and the levels of risk associated with the event and shall be determined upon receipt of request/application. For those events which require insurance, a Certificate of Insurance (COI) must be submitted 5 days prior to the event. At a minimum the insurance must:

1. Show that the applicant carries Commercial General Liability Insurance with a minimum limit of \$1,000,000 per occurrence; and

2. Specify that the Town of Canton has been added as an Additional Insured on the policy.

Companies issuing insurance must be licensed or authorized to conduct business in Connecticut. Copies of all Certificate of Insurances' must be provided and must show the name of the event and dates of the coverage prior to the issuance of the event permit.

Alcoholic Beverages

The use of alcoholic beverages is prohibited at Mills Pond Park and all school facilities. Use of alcohol in all other areas requires approval from the Chief Administrative Officer and will be determined at his or her sole discretion. The use of alcohol may also require a liquor permit from the Liquor Control Commission and a temporary liquor permit from the Planning & Zoning Commission.

When determining whether to approve an event that involves alcohol, the Chief Administrative Officer, after consultation with the Chief of Police, shall consider the following:

- The size of the event
- The type of alcohol consumed or sold
- Whether the event is for invited guests or open to the general public
- The impact on public safety, including the need for segregated consumption area, lighting, verification of age procedures and the hiring of additional police officers by the applicant
- The need for bathroom facilities
- Risk of damage to public property

If approved, the applicant must have insurance coverage as previously indicated, along with Liquor Liability Insurance (if alcohol is served) with the following minimum coverages:

- \$1,000,000.00 per Occurrence
- \$2,000,000.00 General Aggregate

General Rental Policies

- 1.) Facility use at the Canton Community Center or Mills Pond Park shall be reserved by contacting the Parks and Recreation Office. All other facility space may be reserved by contacting the Chief Administrator's Office.
- 2.) No request to use municipal facilities will be final until all fees and deposits are received.
- 3.) Town-sponsored programs receive first priority at all times. Should a Town-sponsored program require use of a reserved area, every effort will be made to find you a suitable replacement facility. Should the Town be unable to do so, the Town reserves the right to cancel reservations.
- 4.) Reservations will be accepted up to one calendar year in advance. Requests for monthly reservations will be honored up to a year at a time. A reoccurring reservation may be renewed on the final month of the original application.

- 5.) In order to cancel or change the date or time of a reservation an applicant must contact the same office in which they made the original reservation during regular business hours. New times/dates will be accommodated if space is available.
- 6.) Applicants must leave facilities in the same degree of cleanliness and orderliness as found. Applicants shall be responsible for enforcement of this requirement on its guests and invitees. Failure to follow this requirement could result in forfeiture of security deposit and/or future use of the facility.
- 7.) If a refundable security deposit check is necessary it must be received at the time of rental payment. Please be aware that this deposit is completely separate from the payment of the room rental and is fully refundable to the primary contract signer only, assuming the facility is left in satisfactory condition and all policies have been met. Should the cost of repair exceed the security deposit the person named on the application will be billed for the difference. If a deposit is not required as part of the reservation the applicant will be billed directly for all damages incurred.
- 8.) Failure to comply with building use policies or failure to exercise reasonable care in the use of the facility may result in the forfeiture of security deposit and the disapproval of further applications by the applicant.
- 9.) Canton Community Center will be closed to public use on all Town recognized holidays. The Town of Canton reserves the right to cancel all scheduled events due to inclement weather or other emergencies.
- 10.) Use of illegal drugs, smoking and loud, vulgar, confrontational language is not permitted at town facilities-or its immediate vicinity.
- 11.) Town of Canton is not responsible for any items left or stored on facility grounds by Applicant.
- 12.) Applicant agrees to provide full restitution to the Town of Canton for any damages, thefts, or losses that may occur during the rental including, but not limited to, restitution for damage to any property borrowed from the Town.
- 13.) Groups are responsible for facility set up and rearranging the facility to its original condition. Set up and rearrangement of the facility must be accomplished within the time covered by the reservation.
- 14.) All groups using the facility must be considerate of the building's other users. There shall be no running in the hallways or loud disturbances. Children must be monitored at all times.
- 15.) All municipal ordinances, regulations and policies must be complied with



TOWN OF CANTON

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APPLICATION TO RESERVE/USE TOWN FACILITY OR PROPERTY

****Requests should be submitted in writing a minimum of 60 days before the event****

A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED.

Function Name: _____

Location: _____

Date(s): _____

The following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: _____

Applicant Address: _____

Phone Number: _____ Email address: _____

Sponsor/ Organization Name: _____

Sponsor/ Organization Address: _____

Times of Events

	From	To
Set Up and Prepare		
Actual Event		
Clean Up and Close		

Estimated Attendance Figures

Participants	
Vehicles	
Volunteers	

Event Description:

Indicate Location of Event

- | | |
|--|--|
| <input type="checkbox"/> Town Hall Auditorium | <input type="checkbox"/> Community Center Conference Room |
| <input type="checkbox"/> Town Green at Intersection of 44 & Dowd | <input type="checkbox"/> Community Center Multi-Purpose Room |
| <input type="checkbox"/> Town Hall Parking Lot | <input type="checkbox"/> Mills Pond Park |
| <input type="checkbox"/> Street Closure – Street Name(s) _____ | |

Special Features

Will the event include any of the following? Yes No

If yes, the event features may require an inspection and/or special permit from the Building, Fire and/or Health Departments.

SPECIAL FEATURE	YES	NO
Tents/ Canopies		
Open Flame/ Cooking		
Fireworks		
Temporary Fencing/ Structures		
Portable Restrooms/ Waste Control		
Food/ Beverage Service		
Electrical Services/ Generators		
Carnival/ Amusement Rides		
Inflatables		
Street Closure		
Sidewalk Closure		
Public Parking Lot Closure		

ALCOHOL

Will there be alcohol at the event? Yes No (NOTE: ALCOHOL IS PROHIBITED ON SOME TOWN OWNED PROPERTY)

Type(s) of alcohol _____

Will the alcohol be given away? Yes No

Will attendees be permitted to bring their own alcohol? Yes No

Has a liquor license been obtained? Yes No A copy of the license must be attached.

The use of alcohol shall be consistent with the comprehensive Facility Use Policy as adopted by the Board of Selectmen and final approval shall be in the sole discretion of the Chief Administrative Officer.

INSURANCE REQUIREMENTS

A Certificate of Insurance naming the Town of Canton as an additional insured MUST BE ON FILE with the Chief Administrative Office at least ten (10) days prior to the actual event. Insurance is to be in limits of not less than \$/ million combined single limit personal injury and property damage covering owned and non-owned auto liability, premise liability and comprehensive general including product liability where indicated. If liquor is served, an additional \$2 million liquor liability policy is required naming the Town as additional insured. A separate Certificate of Insurance for \$/ million is required from all carnival and amusement companies. Copies of all Certificates of Insurance required must be provided and must show the name of the event and dates of the coverage prior to the issuance of the event permit. For more information on insurance requirements, please contact the Town's Executive Assistant to the CAO at (860) 693-7841. All companies must be licensed or authorized to conduct business in Connecticut.

SECURITY DEPOSIT

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CERTIFICATION

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute this application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I understand that all transactions in the course of the event are subject to any applicable sales tax. All event participants shall comply with sales tax regulations. I agree to indemnify the Town of Canton and its respective officers, agents, and employees from any and all losses, claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees or agents, with regard to the event applied for.

HOLD HARMLESS AGREEMENT

All applicants requesting use of the Town facilities do hereby agree to indemnify, hold harmless and defend the Town of Canton, its officers, employees and agents from and against any and all claims, actions, causes of actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, cost and expenses (including reasonable attorney's fees) and any kind that may arise out of, relate to, or result from the use of any Town facility by the applicant.

Signature of Authorized Agent of Applicant

Print Name Here

Date

Fees for Use of Facilities

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- Priority 1: Government agency meetings
- Priority 2: Non-profit community organizations (i.e. Boy/Girl Scouts or Chamber of Commerce)
- Priority 3: Other not for profit organizations (i.e. condo associations or private individuals)
- Priority 4: For profit organizations (including businesses and sole practitioners)

Space Intended for Use

Fees

Town Hall Auditorium

- Priority 1 No Charge
- Priority 2 & 3 No Charge or \$40.00/hour with a four hour minimum if utilized on the weekend or outside of regular custodian hours.
- Priority 4 Minimum fee of \$40.00 an hour and \$60.00/hour with four hour minimum if utilized on the weekend or outside of regular custodial hours.

Town Hall Parking Lot

- Priority 1 No Charge
- Priority 2 No Charge
- Priority 3 No Charge
- Priority 4 \$50.00/hour

Town Hall Meeting Rooms

- Priority 1 No Charge
- Priority 2 & 3 No Charge
- Priority 4 Not Permitted

Community Center Multi-Purpose Room

- Priority 1 No Charge
- Priority 2 & 3 \$40.00/hour only when utilized on the weekend or outside of regular custodial hours.
- Priority 4 \$60.00/hour

Community Center Mtg Rooms - Priority 1

- Priority 1 No Charge
- Priority 2 & 3 No charge or \$40.00/hour with a four hour minimum if utilized on the weekend or outside of regular custodial hours.
- Priority 4 \$50.00/hour

Mills Pond Pool & Recreation Facility*

\$175.00 for 2 hours (\$260 for non-residents)

Park Pavilion Rentals

\$15.00/hour

Town Green at intersection of 44 & Dowd

- Priority 1, 2 & 3 No charge
- Priority 4 Not Permitted

The fees stated above may be waived by the Canton Board of Selectmen only. All fees collected from the renting of the Community Center or Mills Pond Park will be deposited in the Parks & Recreation special revenue fund. All other fees will be deposited in the Town's general revenue fund.

Department	Considerations
Police Department	<ul style="list-style-type: none"> • Need for the police detail to conduct order, maintenance, security and traffic control. • Ascertain what crime prevention/ security measures must be implemented prior to the event. • Investigate the legality of the event and the applicant's fitness to be in control of the event. • Review of the traffic plan and impact to surrounding commercial and residential areas.
Fire Marshal	<ul style="list-style-type: none"> • Determine if the proposed use will comply with the State fire Safety Code. • Applicant must provide such plans, drawings, specifications and information that the Fire Marshal requests. • Determine what the fire prevention and emergency medical readiness shall be required prior to the event.
Building Official	<ul style="list-style-type: none"> • Ascertain what provisions of the Connecticut State building Code must be complied with prior to the commencement of the event.
Public Works	<ul style="list-style-type: none"> • Waste Management issues, Custodial Coverage, etc.

Health	<ul style="list-style-type: none"> • Number of portable toilets required. • Food preparation • Ensure food handling is in compliance with all state and local regulations. • 19-13-B81-B96 Connecticut Public Health Code specifically regulates “Mass Gatherings” which are defined as an assembly of 3,000 or more persons at a stated location for a period of eighteen or more consecutive hours.
Parks and Recreation	<ul style="list-style-type: none"> • Availability of facility/park. • Coordination of services. • Ascertain the need for additional refuse collection, use of utilities, and impact on public use of parks. • Determine if there is a need for a security deposit and all applicable fees and charges. • Confirms cancellation/postponement due to weather conditions.

TOWN STAFF REVIEW

OFFICIAL	COMMENTS	SIGNATURE
Building Official (860) 693-7854 <input type="checkbox"/> Yes <input type="checkbox"/> No		
Parks & Recreation (860) 693-5808 <input type="checkbox"/> Yes <input type="checkbox"/> No		
Public Works (860) 693-7854 <input type="checkbox"/> Yes <input type="checkbox"/> No		
Police Chief (860) 693-0221 <input type="checkbox"/> Yes <input type="checkbox"/> No		
Health District (if necessary) (860) 352-2333 <input type="checkbox"/> Yes <input type="checkbox"/> No		
Fire Marshal (860) 693-7857 <input type="checkbox"/> Yes <input type="checkbox"/> No		
Chief Administrative Officer (860) 693-7841 <input type="checkbox"/> Yes <input type="checkbox"/> No		