



**CREATING COMMUNITY THROUGH PARKS, PROGRAMS, AND PEOPLE**

Return Request Form: 40 Dyer Ave Canton, CT 06019 860-693-5808

**Mills Pond Pool/Pavilions Request Form**

Name of Group/Party: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_ Estimated # attendance: \_\_\_\_\_

Organization/Party Leader: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Main Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

**Mills Pond Pool** is available during the pool operating season for rental Monday-Sunday from 8:00-10:00pm or by special request if available. A fee of \$175.00 (\$260.00 non-residents) must be submitted at the time of reservation to secure your rental. Fee includes exclusive pool access and use of pavilions (full details on page 2).

**Park Pavilions** may also be rented separately from the pool for \$15.00 (\$25.00 non-residents) for 3 hours. More than 3 hours is \$25.00 (\$35.00 non-residents). Park pavilions may be rented Monday- Sunday at select hours. Fee includes exclusive access to pavilion which includes picnic table and benches.

**Circle Facilities Requested:**                      **Mills Pond Pool**                      **Pavilions**

**1<sup>st</sup> choice** (Date & Time) \_\_\_\_\_

**2<sup>nd</sup> choice** (Date & Time) \_\_\_\_\_

**3<sup>rd</sup> choice** (Date & Time) \_\_\_\_\_

**RESPONSIBILITY:** As a representative of the group listed above, the group recognizes that there are risks of injury involved in participating in recreational activities. Therefore, the group does hereby release the Town of Canton and its employees and agents from all liability with respect to an injury received by a member within the group listed above arising from such activities. The organization supervisor, president or person whose signature appears on the Mills Pond Pool/Pavilions Request Form assumes full responsibility for following the Town of Canton rules and policies contained in this document.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Initial Here \_\_\_\_\_ My party/organization has read the Mills Pond Pool/Pavilions Rental Policies and will be enforcing said rules with all participants of the rental group. I understand it is my responsibility to inform participants of said policies prior to the rental.

## **I. GENERAL PROCEDURES**

### **Application for use of Mills Pond Pool and/or Pavilions**

Groups interested in renting Mills Pond Pool and/or the park pavilions must complete a Request Form and get approval from the Parks and Recreation Office prior to use. The Mills Pond Pool/Pavilions Request Form can be located on the Parks and Recreation website [www.CantonRec.org](http://www.CantonRec.org), or in person at the Parks and Recreation Office Monday-Friday 8:30am-4:30pm. It may also be e-mailed to you upon request. Applications must be received a minimum of 2 weeks prior to the date of intended use for pool rentals and a minimum of 1 week prior for pavilion rental. The Director of Parks and Recreation or designee will review the application and be in touch regarding status of use as quickly as possible.

### **Priority of Use**

Mills Pond Pool and/or pavilions are available for use on a first come, first served basis.

## **II. RENTAL FEES**

Canton Parks and Recreation accepts cash, check or credit card for all rentals. A rental is not official until payment has been received. Full payment is required at time of reservation.

### **Fees for Use of Mills Pond Pool**

Canton Residents- \$175.00\* (for 2 hours)

Non-Residents- \$260.00\* (for 2 hours)

Fee includes exclusive access to the pool and locker-rooms, 2 lifeguards and a pool supervisor on duty and access to the pavilions. Groups may bring their own food and beverage to be consumed at the pavilions. No food is permitted in the pool area or locker-rooms.

\*Also, please note, depending on the size of the party additional lifeguards may be required at the discretion of the Parks and Recreation Director or Recreation Supervisor. In the event that more lifeguards are required additional fees will be assessed at the expense of the rental group.

### **Fees for Use of Mills Pond Pavilions**

Canton Residents- \$15.00 (for 3 hours), \$25.00 (for 5 hours)

Non-Residents- \$25.00 (for 3 hours), \$35.00 (for 5 hours)

Fee includes full access to the pavilion and picnic tables/benches. Rental times include set up and clean up time for the rental. Groups may bring their own food and beverage (please see grill policy below for specifics). Renters are required to pick up their own trash and put in appropriate garbage cans/dumpsters.

### **III. POOL RULES & REGULATIONS**

1. All persons must shower before entering the pool.
2. Any persons suspected of having a communicable disease shall not use the pool.
3. Swim diapers are required for children who are not toilet trained.
4. Swim suits are required for all swimmers.
5. No masks, fins, or snorkels as well as no toys or floatation devices are allowed in the pool.
6. No children under the age of 10 shall enter the facility unsupervised (must be with an “adult” age 16 and older).
7. No running on the pool deck.
8. No dunking, pushing, splashing, or rough play is allowed in the pool area.
9. Spitting or blowing nose in the pool is prohibited.
10. Food or drink is not permitted in the pool area.
11. During programs all spectators must remain on grassy area of the facility- spectators are not allowed on the pool deck.
12. Swimmers must stay off lane lines.

#### **Diving Rules:**

1. No diving in the shallow end of the pool.
2. No swimming allowed in deep end.
3. Only one person on the diving board at one time.
4. No one may dive until the person before them has reached one of the ladders.
5. No sitting or hanging on the diving board, all dives and jumps must be made from a standing position.
6. Only one bounce is allowed on the diving board.

#### **General Rules & Regulations**

The following is a list of rules and regulations for town property rentals. The list is not meant to be all-inclusive and additional rules may be enforced if the Parks and Recreation Department and Parks and Recreation Commission deem the behavior is in violation of safety of users or health and well-being of the property.

- 1) Any acts that put participants in harm's way
- 2) Any abuse or damage of town property (littering, breaking equipment, vandalism)
- 3) Use of illegal drugs, alcoholic beverages, smoking and loud, vulgar, confrontational language is not permitted on town property-or its immediate vicinity
- 4) Any illegal acts in the parks, playgrounds, open space areas and flood plains
- 5) Town of Canton is not responsible for any items left or stored on facility grounds by Applicant
- 6) All municipal ordinances, regulations and policies must be complied with

#### **IV. MISCELLANEOUS REMINDERS**

##### **Facility Permit**

Once the Parks and Recreation Department approves a rental request application and receives payment for said rental, the department will issue the Organization/Party Leader a "Rental Permit". Please bring a copy of permit on the day of the rental. If another group or individuals are using the reserved area please inform them you have a rental, present the permit and ask them kindly to move. If there are any issues please bring your permit to the front desk of the pool and ask the Pool Supervisor for assistance.

##### **Set-up Requests**

Special requests must be submitted in writing to the Director of Parks and Recreation in advance. Depending on the nature of the request please allow 2-3 weeks' notice. All requests may not be accommodated.

##### **Grills**

Only gas (LPG) grills will be used at the Mills Pond Park. No open fires or charcoal grills will be permitted. No grill shall be placed under or within the pavilion. All grills shall be located on the paved or grassy area in front of the public restrooms. An adult supervisor must be present when operating the grill. When transporting/storing gas (LPG) for your grill, you must remember to comply with the Connecticut General Statutes: A.) When a tank is not connected to grill, there must be a plug installed in its thread connection. B.) Anytime a tank is being transported it must be secured in its upright position. Plastic mild crates are ideal for this purpose. Remember when lighting your grill, open the cover before starting the flow of gas. In the event your gas grille catches fire, remember the following: A.) Move everyone away from the grill. B.) Call the fire department as quickly as possible. C.) Do not attempt to extinguish the fire or move the grill.

##### **Inclement Weather**

Participant safety is always our top priority. Please understand that reservations may be cancelled due to inclement weather, pool contamination incidents or other unforeseeable circumstances. The Parks and Recreation Department will make every effort to inform the Organization Party/Leader as soon as possible if any cancellations may occur.

##### **Cancellation/Rescheduling Policy**

The Canton Parks and Recreation Department reserves the right to cancel any rental if needed at the discretion of the Parks and Recreation Director or designee. In the event that Parks and Recreation cancels a reservation the Organization/Party Leader will be fully refunded.

An Organization/Party Leader may choose to cancel a rental. If 2 weeks or more notice is given, a full refund will be processed minus a \$10.00 administrative fee. A rental cancelled less than 2 weeks in advance of the rental will receive half refund.

An Organization/Party Leader may choose to re-schedule a rental. Parks and Recreation will make every effort to accommodate schedule change as long as 2 weeks' notice is given and a new date is available.



**PARKS AND RECREATION FACILITY USE PERMIT**

**FACILITY PERMIT VALID FOR:**

**Mills Pond Pool:** \_\_\_\_\_ **Pavilion:** \_\_\_\_\_

Permit Holder: \_\_\_\_\_  
(Agency, Company, Team, Group)

**Valid on the following date and time:**

Date: \_\_\_\_\_ Times: \_\_\_\_\_

Purpose of the Rental: \_\_\_\_\_

**FEE PAID:**

\$Amount Received: \_\_\_\_\_ Payment Form: \_\_\_\_\_

**Authorized Canton Parks and Recreation Department Representative**

\_\_\_\_\_  
**Signature & Date**

**For any issues please speak with the Pool Supervisor or call 860-693-7844.  
For emergencies please dial 9-1-1.**