

## **Tolland High School All Weather Field Rental Request Procedures**

1. Complete the request for rental form legibly, make sure all information is provided to prevent delay of response. Requests for use will be processed on a first come first served basis with Tolland groups given priority.
2. This form is a request until it is approved and required fees are paid and proof of insurance provided. Submitting a request is NOT a guarantee of availability or approval. Requests for use are reviewed based on town policy, facility and staff availability. The Town reserves the right to deny any rental which is deemed inappropriate. The Town reserves the right to deny rentals on holidays.
3. Requests for field use should be submitted at least (2) two weeks prior to the date requested. No one under the age of 21 may enter into a use agreement for the purpose of securing a field rental.
4. Proof of insurance and payment are required prior to rental being approved unless waived in writing by the Recreation Department. The Renter shall furnish the town with a certificate of insurance affording coverage for general liability limits of not less than One million dollars (\$1,000,000.00) per occurrence, \$1million policy aggregate, protecting from and against bodily injury and property damage, and affording coverage for premises and operations liability, and products liability. The certificate shall list the Town of Tolland and Board of Education it's directors, agents or employees named as an additional insured and should include the additional insured endorsement with the documentation. Exceptions to the above requirements are subject to the sole discretion of the Town of Tolland.
5. Each rental customer shall appoint one contact person for communication purposes. Communications between Town staff and individuals other than the contact person shall be regarded as informal discussions and are not considered binding.
6. If approved this is a contract between the Town and the Renter only. Under no circumstances can the facility be sub leased at any time.
7. The activity listed on the permit is the only activity approved by the Town for field use. Any changes to the activity must be approved in advance by the Town. All changes, postponements or cancellations must be arranged and agreed upon in writing.
8. The Town of Tolland may require additional permission, permits, fees and security deposits in some cases. The Town reserves the right to increase the fee based on the size and nature of the activity. If Public Safety coverage, additional trash cans or porta johns are needed for an event there will be additional costs to be paid by the renter.

**Cancellations** – The Town reserves the right to cancel any activity due to weather conditions, unsafe playing conditions or other reasons that might endanger the health, safety or welfare of the players and/or public or the facility. If the Town cancels the event through no fault of the renter a full refund will be given or the event will be rescheduled. If the Town has to cancel the event due to reasons that are caused by the renter or participants no refund will be given.

If the rental party wishes to cancel the event, the cancellation must be submitted in writing including the signature of the person appearing on the rental contract, the event date, and the date of the cancellation request. The request must be received at least 3 business days before the actual event date. All cancellations are subject to a \$10 processing fee. Cancellations with less than 72hrs notice are subject to a \$50 penalty. No refund for no shows. Cancellations for weekend events must be received no later than 4:00pm the Wednesday before the rental.

**TOLLAND HIGH SCHOOL ALL WEATHER FIELD**  
**RENTAL REQUEST FORM**

Name of Organization : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Event to be held: \_\_\_\_\_

Date requested: \_\_\_\_\_ Start time: \_\_\_\_\_ Ending time : \_\_\_\_\_

(for multiple dates please use next page) (must include any setup or cleanup time)

Estimated Attendance: \_\_\_\_\_ # Adults \_\_\_\_\_ # Youth \_\_\_\_\_

We are requesting the use of the lights and agree to pay the associated costs of \$35 per hour

\_\_\_\_\_ No \_\_\_\_\_ Yes

**Main Contact Person**

Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone# (hm) \_\_\_\_\_ (cell) \_\_\_\_\_ (wk) \_\_\_\_\_

Email address \_\_\_\_\_

By signing this I certify that I have read and understand the Town of Tolland field use regulations and agree to make sure all users from my group are aware of the rules and regulations and abide by them. I understand that someone over the age of 21 must be in charge at the field for the duration of the event and that as the rental group we are solely responsible for any and all supervision during the event. It is fully understood and agreed that as the Rental Group we will guarantee to defend, indemnify and hold harmless the Town of Tolland and the Tolland School District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses arising indirectly or directly in connection with, or as a result of this agreement. It is also understood that as the Rental Group we will provide and maintain insurance coverage as outlined in the rental request procedures.

\_\_\_\_\_  
Signature of Responsible Party

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

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Title/Office (if applicable)

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**For Office Use Only**

Approved By \_\_\_\_\_

Signature of Authorized Town Representative

Date

Total Field rental fee \_\_\_\_\_ Light Use from \_\_\_\_\_ pm to \_\_\_\_\_ pm x \$35 hr = \_\_\_\_\_

Tolland Non-profit Group Rental fee \$100hr x \_\_\_\_\_ hrs Other Group Rental fee \$120hr x \_\_\_\_\_ hrs

Fee Received - \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ CC \_\_\_\_\_

**For multiple dates please complete the following:**

Month(s): \_\_\_\_\_

Day(s) of the week: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

We would like to use the field lights: from \_\_\_\_\_ to \_\_\_\_\_  
and agree to pay \$35 per hour x \_\_\_\_\_ hours of use.

### **Rules & Regulations for Use of the All Weather Field**

- 1. To avoid damage the following are not allowed on the field: long cleats, studs, high heels, or chairs, stakes or tent poles, or other things that may puncture the surface. Also gum, nuts, sunflower seeds, glass containers or tape are not allowed. Pets of any kind are not allowed.**
- 2. Spectators are not allowed on the field. Only coaches, officials and players are allowed.**
- 3. All rental groups must have an identified representative, over the age of 21, on-site for the duration of the rental. The representative must carry the rental permit with them and show it upon request.**
- 4. The renter is responsible for the conduct of participants and spectators. Field use by youth must be under adult supervision at all times. Profane language or other objectionable behavior is not permitted and can result in the cancellation of the use.**
- 5. Your usage permit is for the all-weather field only. No warm up activity is permitted on other fields or areas of the high school. The field is only available to you for the time rented.**
- 6. As the renter you agree to remove all trash that is generated by your rental and to maintain a respectable noise level, as determined by the Towns on-site field supervisor.**
- 7. All accidents, breakage, loss or maintenance issues must be reported to the Town of Tolland on-site supervisor or to other authorized Town staff present. The Renter is responsible financially for any damage or vandalism to Town/School property that occurs as a result of its scheduled use. If it is necessary for the Town to repair damages or clean the premises the cost will be passed on to the renter.**
- 8. Automobiles shall be parked only in designated areas. All participants park at their own risk. Driveways and entrances must be clear at all times. The posted speed limit must be observed. Violators may be ticketed or towed at the owner's expense. No vehicle access is allowed beyond marked parking areas. Supplies must be carried to the field.**
- 9. The Town of Tolland or Board of Education are not responsible for any damaged, lost or stolen equipment or belongings or for damage to vehicles. Any equipment brought into the facility by the renter is the responsibility of the renter and must be removed promptly after the event.**
- 10. No food or beverages are permitted on the field. Only water is permitted. All garbage must be placed into the trash receptacles provided.**
- 11. You agree to abide by all field use rules and to leave the facility in a condition that is equal to or better than when you arrived.**
- 12. The Town of Tolland reserves the right to terminate a group's permit if regulations and/or rules are not followed. Abusive language, poor sportsmanship, and fighting are not allowed at any time. Any incident of the above can result in cancellation of agreement without refund and will adversely affect future use.**
- 13. The consumption or possession of alcoholic beverages or the appearance of an intoxicated state is strictly prohibited. Smoking or any tobacco products are not allowed on or near the field or anywhere on school grounds.**

### **User Priority**

In order to be consistent in granting use of this field the following guidelines & priorities will apply.

- 1. Board of Education games and practices (no charge)**
- 2. Town of Tolland non-profit teams and groups (teams in season have priority) \$100 per hour  
(must be a not for profit group made up of a minimum of 70% Tolland residents, proof required)**
- 3. All others \$120 per hour**

The Board of Education will submit a schedule of their intended use for the Fall Season by May 1<sup>st</sup> and for the Spring season by Feb. 1<sup>st</sup>. The town groups will submit their requests for Fall by May 5<sup>th</sup> and for Spring by Feb. 5<sup>th</sup>. After May 10<sup>th</sup> and Feb. 10<sup>th</sup> all open spots will be available for other groups to rent.



## **Town of Tolland Public Safety All-Weather Turf Field at Tolland High School**

All events to be held at Tolland High School's All-Weather Turf Field must meet fire and safety regulations. Therefore written approval must be received from the Tolland Director of Public Safety, Fire Marshal and Administrative Resident State Trooper. This completed form must be approved by the Tolland Recreation Director.

Please allow Public Safety a **minimum of two weeks written notice prior to the event.**

The Director of Public Safety is responsible to determine Public Safety staffing levels, in conjunction with the Fire Marshal and Administrative Resident State Trooper. The number of Public Safety personnel (Public Safety Officers and/or Resident Troopers) if any, will be assigned with due diligence. Please note that Tolland Public Safety Officers are fire & medical personnel, *not* constables or Police Officers. Sponsor organizations are responsible for all fees and charges associated with these measures.

**\*If the event is cancelled, a minimum 24 hours advance notice is required\***

Calls to cancel coverage should be directed to 860-871-3677 for Public Safety Officers and 860-875-8911 to cancel Resident Troopers.

**\*It is advisable that you DO NOT leave a voicemail\***

Regards,  
John C. Littell  
Fire Chief  
Director of Public Safety  
Emergency Management Director



## Town of Tolland Public Safety All-Weather Turf Field at Tolland High School

Date Public Safety Form Completed: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Is this a one-time event or recurring event? (circle one) One-time      Recurring

For recurring events please list all dates \_\_\_\_\_

Type of Event: \_\_\_\_\_

Organization Sponsoring Event: \_\_\_\_\_

What type of goods/equipment/tents will be brought in: \_\_\_\_\_

Will grills or other types of cooking equipment be used? YES or NO *If YES, please contact the Office of the Sanitarian at 860-871-3608 to obtain the proper permits.*

Time of Occupancy/Set-up: \_\_\_\_\_ Number of people for set-up: \_\_\_\_\_

Actual Time Event Starts: \_\_\_\_\_ Approximate Ending Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ (Please estimate participants & anticipated audience)

I have read and understand the Public Safety and Cancellation policies on both sides of this page. I agree to pay the separate and full amount required for hiring Public Safety and/or Connecticut State Police personnel if any are assigned to this event as stipulated in #8 of the Tolland High School All-Weather Field Rental Request Procedure \_\_\_\_\_

Signature of Applicant

Contact person in charge during event: \_\_\_\_\_  
PRINT NAME PHONE NUMBER

Recreation Director's Approval \_\_\_\_\_

**\*Cancellations require a minimum 24 hours advance notice\***

\*In the event you must cancel coverage please contact the appropriate department.

It is advisable that you DO NOT leave a voicemail:

Public Safety Officers – 860-871-3677

Connecticut State Troopers – 860-875-8911

\*Please Do Not Write Below This Line\*

Was form received with 2 weeks notice: Yes \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_

Public Safety Officer(s): Yes \_\_\_\_\_ NO \_\_\_\_\_ Number \_\_\_\_\_

Connecticut State Trooper(s): Yes \_\_\_\_\_ NO \_\_\_\_\_ Number \_\_\_\_\_

Reviewed: \_\_\_\_\_ Date \_\_\_\_\_

John C. Littell, Director of Public Safety

Reviewed: \_\_\_\_\_ Date \_\_\_\_\_

Robert E. DaBica, Office of the Fire Marshal

Reviewed: \_\_\_\_\_ Date \_\_\_\_\_

Kevin Eklund, Administrative Resident State Trooper