

Facility Rental Application & Guidelines



**1712 Main Street
Coventry CT 06238
www.coventryct.org
(860) 742-4068**

INTRODUCTION

Thank you for considering the Town of Coventry for your next business, family or personal gathering or event. The Coventry Parks and Recreation Department administers the allocation and reservation of town owned and operated indoor facilities and outdoor parks. We recognize the importance of providing a safe, well-maintained, and aesthetically pleasing facility to all users. Please carefully review this handbook prior to submitting your request for facility usage.

RESPONSIBILITY

The individual who signs the application for use assumes all responsibility for the rental and is noted as "User" in this text. Communications regarding the use of the facilities is made through this individual. Reservations may not be transferred, assigned, or sublet. The User must be present during the entire reservation. If unavailable, the User may authorize in writing, another individual, to act as his or her representative.

In order to qualify for the Coventry Resident/Taxpayer rate, the individual who signs as User must be a Coventry resident or own real property in Coventry. The User will be required to sign a form acknowledging that he/she is not acting on behalf of any other individual in signing the contract. At the time the Application & Agreement for Rental is signed, the User may be required to present a driver's license, current tax bill or lease of a Coventry residence. In the event that it is determined that the User is in fact acting on behalf of others, the Town reserves the right to terminate the contract as fraudulent and/or take other action as it may deem appropriate. All local, State and Federal laws and regulations must be obeyed.

To obtain non-profit rates, groups must have obtained and submitted copy of 501(c) 3 status as a charitable organization.

FACILITIES & GROUNDS

As the facilities offered are within the property of public municipal parks, the grounds are open to the public. Your rental allows use of the buildings and the immediate grounds surrounding the buildings. Rental does not include other areas of the park, although you are welcome to use them, there is no guarantee that other members of the general public will not also be on the premises. Rental curfew is 11:00pm at most facilities; the Market Barn curfew is at dusk. **Smoking is not permitted within the facility or within 25' from the entrances.**

FACILITY TOURS

Facility tours are available during business hours, respecting the privacy of other facility users and renters, based upon staff availability. Please note: Our office closes at 4:30pm Mondays – Wednesdays, at 6:30pm on Thursdays, and 1:30pm on Fridays. Therefore, please allow sufficient time when making such appointments to conclude your business by that time.

RESERVATIONS/PAYMENTS

Reservations are accepted up to 24 months in advance with rates guaranteed for 12 months in advance. A reservation is established when the Application for Rental has been fully executed by the applicant and accepted by the duly authorized agent of the Town and the security deposit is paid. Dates will not be "held" without a completed application & payment. The balance of the rental fee along with the insurance certificate are due to the Town of Coventry Parks & Recreation Department 30 days prior to the event. Rentals booked less than 30 days in advance will be required to pay the full amount due at the time of booking. Any failure to complete all parts of the application process may result in termination of the reservation.

FEES

The fees for the various facilities offered by the Town of Coventry are set forth on the fee schedule attached. There will be no changes made to the fees imposed for existing contracts completed within 12 months from the date of a rate change. All checks must be payable to The Town of Coventry. The mailing address is 1712 Main Street, Coventry, CT 06238. All returned checks are subject to additional fees as set by the Town Revenue Collector.

SECURITY DEPOSIT

Deposits must accompany your application. Please note: This deposit is completely separate from the payment of the rental fee and is fully refundable to the PRIMARY CONTRACT SIGNER ONLY, IF the following criteria are met:

- Fully adhering to the rules and regulations;
- There are no damages resulting from your use;
- There is no additional Town staff-time required to clean or repair the facility as a result of the event;
- The cleaning of the facility is completed according to the Rental Checklist;
- Only the space designated on the rental contract were used;
- The hours of use do not exceed those paid for and agreed upon in the rental contract.

The security deposit is to guarantee the satisfactory clean-up of the facilities and equipment, and to cover any damage that may have been caused by the User and their guests. Charges in excess of the security deposit are billed separately, and, if not paid within 30 days, appropriate legal action will be taken. User will be liable for all costs of collection including reasonable attorney's fees to pay this debt.

Returned deposits made by cash or check will be mailed and **should be expected 3-4 weeks after your rental**. Credit Card deposits will be credited back to the credit card used in the initial transaction, within 3-5 business days of your rental.

CANCELLATION FEES

Any applicant canceling an event will be eligible for a refund of fees paid if you cancel **thirty (30) or more** calendar days prior to the event. If you cancel **less than thirty (30) days** of the event, a 20% administrative fee will be charged. The security deposit will be returned in full.

Exception to cancellation fees: The Town has the sole responsibility of determining the conditions in which the facilities will or will not be available for usage during inclement weather. In the event of a snowstorm or severe inclement weather that is determined by the town, the cancellation fee is waived. If uncertain weather conditions require you to postpone, you must notify us that you would like to postpone no less than 2 business days (during our regular business hours) in advance if you want to select another available date. 1) If a postponement is deemed satisfactory, 100% of the balance shall be applied to a future reservation or (2) a refund will be made less the 20% administrative fee.

A User may change their reservation date up to six months prior to their reserved date to a mutually agreeable date with their deposit held in escrow until a re-booking of the cancelled date. User will be subject to all fees in effect at the time a new date is confirmed.

If your rental is postponed due to death or a bona fide medical emergency; which can be documented and meets the satisfaction of the Director of Parks & Recreation, the following policy shall apply:

(1) If a postponement is satisfactory, 100% of the balance is applied to a future reservation or (2) a refund will be made less the 20% administrative fee.

SET-UP/TAKE DOWN & DECORATIONS:

- Decorating and setup/break down time is included in the "use hours" requested. Please factor in adequate time for this.
- Use of tape, thumbtacks, or nails is strictly prohibited. Only mounting clay, poster tack, painter's tape and removable self-stick hooks can be used on painted or wallpapered surfaces; items may not be attached to ceilings. All mounting materials **MUST** be removed at the conclusion of the rental.
- Due to fire hazards, all open flames (table candles, etc.) must be enclosed and protected by approved glass, with an appropriate saucer to catch any dripping wax, with the exception of small birthday candles.
- No fire exit may be blocked by any decoration, table, platform, etc.

- Balloons may be used; however, all balloons and ribbon/string must be removed at the end of the event. Rice may not be thrown in or around the facility; however birdseed or another alternative that is safe for wildlife may be used outside only.
- **All decorations and mounting materials must be removed in their entirety at the end of the usage of the facility.**
- CONFETTI, BUBBLES, SMOKE OR FOG MACHINES, FIREWORKS, OR SPARKLERS ARE NOT ALLOWED. Please tie your helium balloons to the eye hook attached the entry sign at most parks and remove them at the conclusion of your rental. BOUNCE HOUSE RENTALS ARE STRICTLY PROHIBITED.

DELIVERIES

User/caterer deliveries must be made during the approved rental “use hours,” unless previously arranged with and approved by the Parks & Recreation Director.

FUND RAISING ACTIVITIES

If facility use is for a fundraising event, the following conditions must be met by the Facility User. The Facility User certifies that all proceeds from the event will be used for a recognized educational, civic, or charitable purpose. The Facility User will inform the Recreation Department of the proposed fundraiser, which will determine the appropriateness of the function as defined by the Town’s policy. When admission is charged to an event using Town facilities, the Facility User will be responsible for the collection and payment of any and all taxes on admission and will account for any tax due by filing the necessary forms with the State of Connecticut and paying any applicable taxes to the State. Non-profit users charging admission may be exempt from tax requirements, if they make application for exemption through the Connecticut State Tax Department.

CONDUCT AND SAFETY

The Facility User is responsible for the conduct of all participants and/or guests. The Facility User and/or their representatives must remain on the premises throughout the function and must maintain control at all times. The Recreation Department designates the number of required representatives. Names and addresses of all designated persons in charge are held responsible for the conduct of the participants and any property damage. Town staff members are not supervisors of children or adults. The Town reserves the right to remove from the premises any person or persons whose activities are detrimental to the health and safety of the community or the condition of the premises. (See section below regarding Police Supervision)

PERMITS

Certain events may require permits pursuant to Town Ordinance 66-61. If the event requires a Special Event Permit, the User is responsible for applying for and receiving such permit.

ALCOHOL PERMIT

An approved Alcohol Permit application is required to serve alcohol. A \$50 permit fee is charged to your account upon approval of your permit application. The town will determine the number of personnel needed to supervise (if any) and the renter is billed at an hourly rate. No kegs or glass bottles.

The following is an excerpt from the Town Ordinances for your reference:

Sec. 70-71. - Possession or consumption of alcoholic beverages.

- Offer or sale. No person shall sell or offer any alcoholic beverage to members of the public without the express written permission of the Commission or its designated representative in accordance with the rules and regulations set forth therein. (Please allow 2 months advance notice if requesting permission to sell.)*
- Possession or consumption. No person is allowed to possess or consume alcoholic beverages without the express written permission of the Commission or its designated representative. The possession or consumption of permitted alcoholic beverages shall be allowed only in areas designated by the Commission.*
- Prohibitions. Under no circumstances will the consumption of alcoholic beverages be allowed by those under the legal drinking age established by the State of Connecticut.*

- D. Persons possessing or offering for sale any alcoholic beverage must comply with the regulations of the State of Connecticut Liquor Control Commission.
- E. The Commission may require the person or organization sponsoring an event to provide security as determined by the Chief of Police. (Ord. No. 174, § 6, 9-16-91) **Cross reference** - Alcoholic beverages, Ch. 6.

A fine of \$500 is applied for any violations of the terms of this policy.

RESIDENT/NON-RESIDENT INDIVIDUAL PERMITS:

If your party is serving liquor, there are two options:

1. A licensed Bartender or Catering vendor serves alcohol. Bartender and Catering vendors must notify the State Liquor Commission of the event, provide a copy of their permit to the CT Dept. of Consumer Protection Liquor Control Division. They must also provide a copy of their insurance coverage.
- OR**
2. Purchase 1-day Special Event Insurance through the TULIP Insurance Program (homeowners policy is no longer acceptable);

In addition, submit application, copy of driver's license and pay fee for the Town Alcohol permit.

BONA FIDE NONPROFIT ORGANIZATIONS: eligible to apply for a Temporary Liquor Permit. Here is a link to our webpage that outlines the temporary liquor permit process:

<https://portal.ct.gov/DCP/Liquor-Control-Division/Temporary-Liquor-Permits>

In addition, submit application, copy of driver's license and pay fee for the Town Alcohol permit.

INSURANCE CERTIFICATE REQUIREMENTS FOR ALCOHOL PERMITTED EVENTS

The town **requires** all organizations (corporations, limited liability companies, partnerships, non-profits, civic associations, etc.) and individuals to obtain a certificate of insurance evidencing coverage of \$1,000,000 per occurrence Certificate of General Public Liability Insurance from a company licensed in Connecticut naming the town (and CT Landmarks if using the Hale property) as an additional insured. Town and Board of Education agencies including associated Boards and Commissions are exempt from Insurance Certificate requirements.

All rental parties, whether serving alcohol or not, agree to indemnify and hold the Town, its employees and elected officials, harmless for all losses (including but not limited to property damage and physical damage) associated with their use of the facility. This indemnification is included on the application form.

In order to provide proof of insurance, the following service is available to you:

CIRMA Tenant User Liability Insurance Program

The Town of Coventry and Coventry Board of Education has enrolled in a program which allows you, the "user" of a municipal facility, school, or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

CIRMA is a registered user of the TULIP program through your pool, the National League of Cities (NLC), and HUB International New England via One Beacon Entertainment.

How it works:

1. Log on to www.onebeaconentertainment.com
2. In the center right of the page click on Purchase or Quote
3. Enter the Entity ID-Code for the Town of Coventry and Coventry Board of Education: **0501-078**

4. Click "Next" and Select the Type of "Event" or "Activity" from the drop down window (e.g. wedding or festival). *Please see pull down for list of ineligible activities.*
5. Answer all questions that follow such as:
 - a. Have you held this event before?
 - b. If yes, were there any losses or claims?
 - c. Will there be armed private security at this event or activity? (Off duty police not included)
 - d. Will you require Liquor Liability? *
 - e. Number of attendees

*If there are any charges or fees collected by the host /organizer, or any participating vendor, and alcohol is provided or sold (see additional requirements), then we recommend purchasing Liquor Liability Coverage in addition to the General Liability to avoid any potential exclusions applying to the event. If the host/organizer is providing alcohol, but no fees or charges are involved (such as a private party or reception) then the Host Liquor Liability included in the basic coverage will apply, subject to the terms and conditions of the policy.

6. There are additional questions if there are going to be concessionaires or exhibitors at the event.
7. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
8. Click Get Quote.
9. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
10. A Certificate of Insurance issued in your Name or Organization's Name, with a Certificate is automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *One Beacon Entertainment* at 1-800-507-8414 (8:30AM – 5:00PM PST).

POLICE SUPERVISION

Based upon the number of attendees and the type of event held, Police supervision may be required. The level of supervision is determined by the Town of Coventry, based upon the number of guests attending and the length of time of the function. Cost of Police service to be borne by Renter.

CUSTODIAL SERVICE

The responsibility of the individual and/or group has rented the facility to handle all aspects of the set-up and take down. The User is responsible for leaving the facility, (including the kitchen, tables/chairs, and grounds) in the same condition in which they were found. The Coventry Parks and Recreation Department reserves the right to inspect the facility after User's event to determine condition of property. Please refer to the "Rental Checklist" for more information.

GOOD NEIGHBOR POLICY

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood. Balls and/or any other equipment thrown, batted, kicked or otherwise propelled that land on private property are not to be retrieved without the permission of the property owner.

INAPPROPRIATE BEHAVIOR

Any type of indecent exposure including public urination or any other inappropriate exposure is not tolerated. The Coventry Police Department will be contacted should individuals become unruly and further enforcement is needed.

LIVE ANIMALS

Live animals are not permitted inside Town buildings with the exception of service animals. Owners are responsible for cleaning up after their service animals.

STAFF SUPERVISION

Coventry Parks and Recreation *may* assign a staff member to be on hand to open and close the facility for every event. She/he may be present the entire time during the hours in which the facility is rented. The Staff Supervisor's responsibility is to supervise the use of the facilities, to make certain the rules and regulations are understood and are complied with by *all* persons in attendance.

If you encounter any problems while using our facilities, if staff is not on the premises, please contact cell number (860) 281-5367. In case of emergency, dial 911.

RENTAL PERIOD

Rental times are calculated from time of arrival to time of departure including setup and decorating, the actual time of the event, and clean up by the user or by caterer.

AUDIO/VISUAL EQUIPMENT

The following a/v equipment is available for rental for an additional charge:

- LCD Projector
- Screen
- Lectern with Microphone
- Portable Sound System

Renter must provide additional equipment, including but not limited to: laptop, speakers, and connector cables.

INVENTORY

The User is responsible for supplying his/her own china, glassware, and linens. The Town provides tables and chairs and/or incidental furniture. There are no tables or chairs at the Market Barn. Facility equipment, furnishings, or plants may not be used on grounds, or moved from one location to another in or around the Facility before, during, or after any affair unless instructed to or approved by the Coventry Parks and Recreation Department.

USER COMPLIANCE

The User must comply with all laws and regulations of the Coventry Parks and Recreation Department, the Town of Coventry, and the State of Connecticut, including but not limited to safety, fire, health and zoning laws, statutes, ordinances, rules, and regulations. The Town Staff has the right to remove any individual who in his/her opinion is in flagrant violation of the Rules and Regulations and to terminate any use or activity in whole or in part which is not in compliance. If the event is terminated, the property must be vacated and full compensation for damages will be required from the User. No refund of rental fee is made if such discontinuance is ordered.

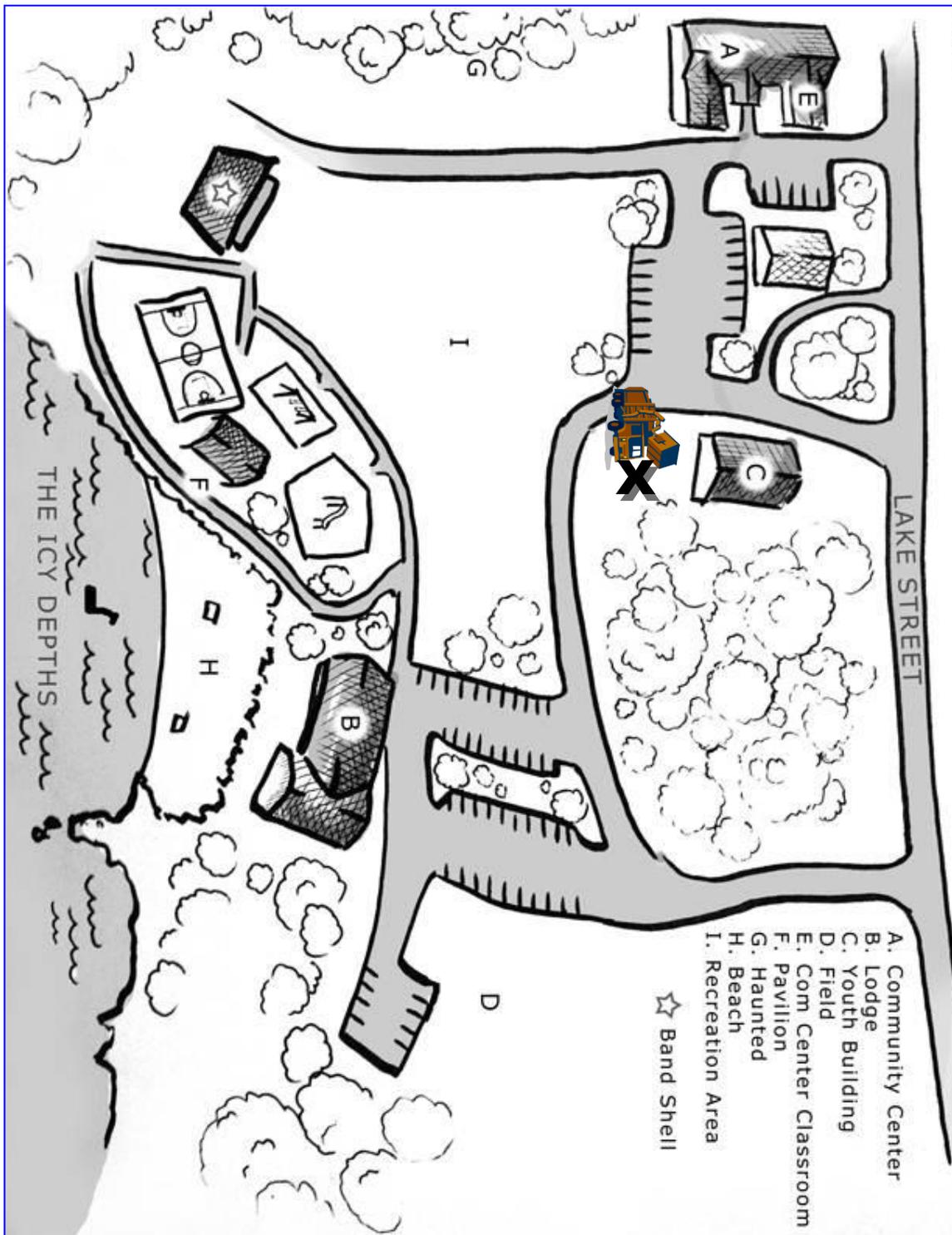
ROOM OCCUPANCY / SEATING CAPACITY

Strict adherence to posted seating capacity in accordance with Connecticut State Fire Safety Code is necessary. Failure to comply will result in the immediate termination of your use of the property.

FAILURE TO COMPLY

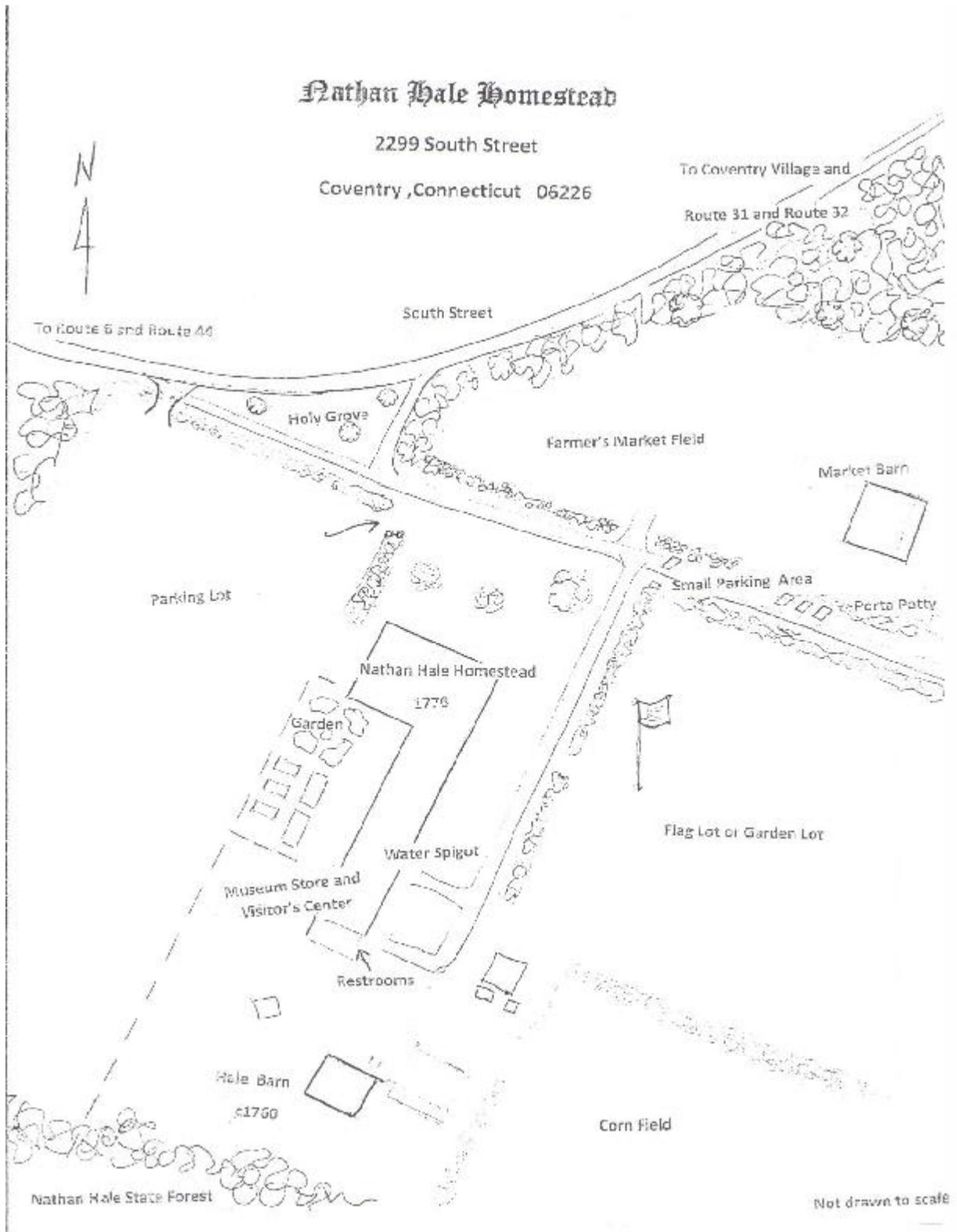
Failure to comply with these policies and all applicable procedures, rules and regulations related to the use of the facility and grounds may lead to one or more of the following actions by the Town of Coventry: immediate removal of the individual and/or group of individuals responsible for the conduct without a refund of fees charged for use; loss of any or all deposits charged for facility use; denial of future use privileges for the individual or organization; and/or fee assessment to cover any damages or loss of income/usage of the facility to the Town.

MAP OF PATRIOTS PARK BUILDINGS & PARKING AREAS



For maps & additional information on other Town of Coventry Facilities go to www.coventryct.org

MAP OF HALE HOMESTEAD PROPERTY





Reserved Facility Evaluation

Please take a moment to complete this evaluation form to help us exceed your expectations. Our customers are our first priority and we appreciate the comments you provide. Please rate the facility according to the scale indicating the importance (on the left) and the performance (on the right).

Importance of this item to you...					Items to be rated	Your Satisfaction related to this item...				
Not at all Important	Somewhat Important	3	Extremely Important	5		Poor	Good	Very Good	Excellent	n/a
1	2	3	4	5	Courtesy of staff member making your reservation	1	2	3	4	<input type="checkbox"/>
1	2	3	4	5	Courtesy of custodial staff when checking on your reservation	1	2	3	4	<input type="checkbox"/>
1	2	3	4	5	Usefulness of map/directions/Signs to the reserved facility	1	2	3	4	<input type="checkbox"/>
1	2	3	4	5	Available rental hours	1	2	3	4	<input type="checkbox"/>
1	2	3	4	5	Visibility of Park Staff	1	2	3	4	<input type="checkbox"/>
1	2	3	4	5	Facilities/equipment clean /safe	1	2	3	4	<input type="checkbox"/>
1	2	3	4	5	Fees were reasonably priced	1	2	3	4	<input type="checkbox"/>
1	2	3	4	5	Cleanliness of facility as a whole	1	2	3	4	<input type="checkbox"/>

Please circle the Reserved Facility you used on your most recent visit: (circle only one)

Lodge at Patriots Park	Mill Brook Place	Community Center
Creaser Park Building #3	Patriots Park Pavilion	Mill Brook Park Gazebo
Lisicke Beach Pavilion	Creaser Park Pavilion	Market Barn @ Hale

How did you hear about our facility rental program? _____

How often do you rent this facility? _____ Resident? _____ Visitor? _____

Would you recommend us to a friend or family member? _____

Reserved Facility Evaluation - continued

Rental Type:

Birthday Wedding Shower Social Business Memorial

Other (please describe) _____

OPTIONAL:

Name: _____ Phone: _____

Email: _____ Date Reserved: _____

How can we improve?

What did you most like about having your event at this facility? -

What did you least like about having your event at this facility?

Other comments or suggestions? _____

Please use other side for comments:

Thank you for your Feedback

Please return to Coventry Parks & Recreation 1712 Main St Coventry CT 06238 or
recreation@coventryct.org or fax (860) 742-8911



RENTAL CHECKLIST

In order to insure the return of your security deposit for your facility rental, please check off each item completed and give list to Facility Attendant at checkout time.

Facility: _____ Date _____ Time _____

Upon Arrival	Renter	Town Staff
Check the building for any damage prior to use. Contact the Building Supervisor @ 860-281-5367 (cell), if any concerns.		
Upon Departure	Renter	Town Staff
The rental space (including the floor, hallways, kitchen & bathrooms) swept or wet mopped (when needed) clean of all food, debris and trash.		
Wipe off all counters and stove and leave sink clean.		
Wash all tables, counters, and walls (especially behind trash receptacles and backsplash of counters).		
Tables and chairs are set-up and taken down by renter. Please be careful to return chairs to rack by alternating one on top row, then one on bottom, etc.		
Decorations removed from all walls and ceilings, loose balloons removed from ceilings. All tape and strings removed.		
Remove all foreign objects from the toilets, urinals, sinks, and dispose of in trash receptacles. Flush all toilet and urinals.		
Remove all trash and/or garbage. Replace Plastic trash can liners. Carry out what you carry in. A dumpster is available by the Youth Building, in the upper lot.		
Make sure all stove burners, oven and the fireplace are off. Sink, refrigerator, freezer and ovens must be emptied and cleaned, if necessary.		
Return A/V equipment to proper location, if applicable.		
Close and latch all windows.		
Turn off all lights and secure all doors. Return AC/heat to original setting.		
Take all personal belongings with you.		
Remove all signs and balloons placed at the main entry. Balloons can melt and stick on the sign posts. Check the exterior of the building for trash.		
All doors locked and building secured. Return key to lock box.		
Caretaker will check back after your rental and before the next rental to confirm that the facility was left in acceptable condition.		

Renters are responsible for bringing their own cleaning supplies such as dish detergent and sponges as well as dishes, utensils, pots, etc. We will furnish bathroom tissue, plastic garbage bags, broom, and mop. Any non-perishable items left will be held for 2 business days, after which time said items will be disposed of at the discretion of staff.