

CITY OF HARTFORD

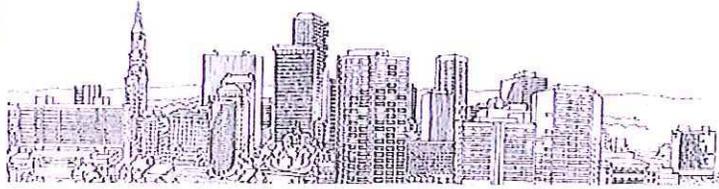
Dept. of Public Works

50 Jennings Road 2nd Fl.
Hartford, CT 06120

Tel. # (860) 757-4951

Fax # (860) 722-8319

Email: sportfields@hartford.gov



APPLICATION FOR RENTAL OF DILLON STADIUM 2016

DATE: _____

NAME OF TEAM: _____

STATUS: Amateur _____ Semi-Professional _____ Professional _____ Other _____

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: (Business) _____ (Home) _____

TYPE OF EVENT: _____

DATE OF EVENT: _____ Time (from) _____ Time (To) _____

ADMISSION CHARGE: _____ ESTIMATED ATTENDANCE _____

WILL THERE BE ANY VENDING DURING EVENT? YES _____ NO _____

A certified, audited financial statement will be required from all applicants requesting fee waivers for use of the stadium. This information should be included with application and will be forwarded to the Special Events Coordinator.

SERVICES REQUESTED: (Please check)

Sound: _____ Press Boxes: _____ Field Markings _____

Other: _____

I certify that I will be in compliance with all rules, regulations, City Ordinances and State rules governing public safety during my event at Dillon Stadium.

I agree to be held responsible for cleanup and/or costs associated with clean up at the stadium immediately after my event.

Applicant's Signature: _____

- If event meet criteria under policy guidelines #2 Special Event Task Force meeting is required
- If event meets criteria for non-sporting event see attached (Hartford Municipal Code Section 5-33-5-36)

Rental Fee _____ Deposit _____ Receipt No. _____ Balance _____

Insurance _____ Date Work Order Issued: _____

DEPARTMENT OF PUBLIC WORKS POLICY MEMORANDUM DPW-51

DATE: April 7, 2011
TO: Human Services / Director's Office
Department of Public Works
Human Services / Recreation Division
SUBJECT: Sports Fields Team Registration (Amended)

The following procedures and requirements are herein established for the use of city sports fields by athletic teams.

1. The Parks Maintenance Division of Public Works maintains city sports and athletic facilities for recreational use by City of Hartford residents. Groups (teams and leagues) that wish to use city sports facilities must submit an application to the Department of Public Works office at 50 Jennings Road. When the application is received by the Department of Public Works, the group will be furnished with Athletic Team Registration Forms (copy attached) for each team that will participate in the group.
2. The person filing the application for sports field use and scheduling of team play will be required to submit the completed rosters at least two weeks prior to the start of league play. The rosters must be accurate, legible, and signed by the filer (or team manager) verifying accuracy.
3. Failure to submit the team rosters by the required time may result in cancellation of the application for field use. The Parks Maintenance Division Manager has the authority to approve start of league play if notified in advance of the reason for delay in submitting team rosters. However, league play will not be allowed to start if the rosters are not submitted 24 hours to scheduled start dated. Fees for practice time, where applicable, will not be refunded should league play be cancelled.
4. Team rosters must be comprised of at least 80% Hartford residents to meet the minimum residency requirement. Team rosters that reflect less than this requirement are subject to a surcharge of 20% for each game played. Teams composed of less than 50% Hartford residents will not be allowed to participate in league play using a city sports field.

If the league involves intercity games (i.e. a Hartford team vs. a West Hartford team), games played on city fields must always be between a Hartford city team and a visiting team. Two non-city teams playing against each other will not be permitted to use City of Hartford fields. To qualify for intercity reservations; the Hartford team must meet the 80% minimum residency requirement. Teams composed of less than 80% residents will not be authorized to schedule fields for intercity events.

5. Team rosters are subject to verification of residency. Should team members identify themselves as residents and a roster check reveals otherwise, the team will be subject to banning from further play and sanctions to include cancellation of its remaining league schedule and forfeiture of fees paid.
6. A city representative from the Parks Maintenance Division of Public Works and/or the Recreation Division of Human Services will conduct periodic random roster verifications during league play. This individual will verify that the members are as listed on the submitted or revised team rosters. Teams that are found to be in violation of requirements as stated in this policy are subject to removal from the league.
7. All applicants shall provide a Certificate of Insurance naming the City of Hartford as an additional insured, evidencing Bodily Injury and Property Damage Insurance in an amount not less than \$1,000,000.00, which certificate shall show that the required insurance will be in force on the date(s) of the scheduled activity. Said certificate shall include a 30 day cancellation notice.

8. A hold harmless agreement shall be required of each applicant, and a Certificate of Insurance, except for City sponsored events.
9. All activities must cease by the scheduled hour indicated on the permit.

APPROVED FOR IMPLEMENTATION

Marilynn Cruz-Aponte, P.E.
Director, Public Works

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement must be completed and signed by each individual participating on a team utilizing a City Park, (the "Premises") for an athletic event.

PLEASE PRINT:

Participant, _____, hereby agrees that it shall, at all times, defend, and indemnify, protect and save harmless the City of Hartford and its officers, agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses (including but not limited to attorneys' fees) arising out of injuries to any person, party or entity, that may arise as a result of any occurrence, negligence or otherwise during the Applicant's use of the Premises.

Signature of participant

Date

This Agreement must be received at least ten (10) days prior to the date the use of the Premises.

DILLON STADIUM FEES SCHEDULE:

Sec. 26-9.

1. Professional teams and organizations:
 - a. Day use (without sound)\$1,500.00
 - b. Day use (with sound) \$1,800.00
 - c. Night use (with sound)..... \$2,000.00

2. Semiprofessional teams and organizations:
 - a. Day use (without sound) \$720.00
 - b. Day use (with sound) \$830.00
 - c. Night use (with sound)..... \$938.00

3. Amateur teams and organizations::
 - a. Day use (without sound) \$170.00
 - b. Day use (with sound) \$280.00
 - c. Night use (with sound)..... \$380.00

4. For civic, patriotic, religious and recreational public events to which there is no admission fee, charges may be waived, wholly or in part, at the discretion of the director of parks and recreation, or his representative.

5. Practice use:
 - a. Days..... \$40.00
 - b. Nights \$95.00

6. Other functions, including, but not limited to rock concerts, musical events and shows:
To be negotiated and separately approved by resolution of the council.

7. The computation of charges for electricity and sound shall be as follows:
 - a. Electricity (per event)..... \$75.00
 - b. Electricity (per hour) \$25.00
 - c. Sound (per event) \$75.00

Any future adjustments of the above fees shall be made with the approval of the Council upon the recommendation of the [City Manager] Director of Parks and Recreation.

(Code 1977, § 25-5.5; Ord. No. 39-90, 6-25-90; Ord. No. 33-91, 6-10-91)