



CITY OF HARTFORD

DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE DIRECTOR

50 Jennings Road, Hartford, CT 06120
Telephone (860) 757-4967 / Fax (860) 722-6215
www.hartford.gov



Hon. Pedro E. Segarra, Mayor
Keith Chapman, Interim Director of Public Works

2014 APPLICATION FOR RENTAL OF DILLON STADIUM

DATE: _____

NAME OF TEAM: _____

STATUS: AMATEUR _____ SEMI-PROFESSIONAL _____ PROFESSIONAL _____ OTHER _____

APPLICANTS NAME: _____

ADDRESS: _____

PHONE: _____

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.

SERVICE REQUESTED: (Please check)

Sound: _____ Press Box: _____ 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 clean-up and/ or cost 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 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: _____

City Buildings, Engineering Design, Contract Administration and Permits, Flood Control
Park Maintenance, Traffic, Street Services, Vehicle and Equipment Maintenance, Waste & Recycling

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.

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

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

6. 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)

DEPARTMENT OF PUBLIC WORKS POLICY MEMORANDUM DPW-51

DATE: January 31, 2014

TO: Director, Department of Families, Children, Youth & Recreation
DPW Park Operations Division
Director, Health & Human Services

FROM: Keith Chapman, Director

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 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 permit office at 50 Jennings Road. We begin accepting applications on March 1, of each calendar year. When the application is received by the permit office, the application will be reviewed and approved by the superintendent of parks and you will be notified of availability and applicable fees. Please note reservations are not confirmed until payment is rendered.
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 30 days prior to the start of league play. The roster must be accurate, legible, and signed by the filer (or team manager) verifying accuracy.
3. Please note: Failure to submit the team rosters by the required time may result in cancellation of the application for field use. 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. Teams composed of less than 80% 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. 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 Parks Division of Public Works and/or the Recreation Division of Department of Families, Children, Youth and Recreation will conduct periodic random roster verifications during league play. This individual will verify that the members are 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 additional insured, evidence 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 activity. Said certificate shall include a 30 day cancellation notice.
8. A Hold Harmless Agreement shall be required in addition to the Certificate of Insurance except for City sponsored events.
9. All activities must cease by the schedule hour indicated on the permit. **(Strictly Enforced by Hartford Police Department)**

APPROVED FOR IMPLEMENTATION


Keith Chapman
Interim Director of Public Works

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement must be complete 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, damages, losses, judgments, cost and expenses (including but not limited to attorney's 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 30 days prior to the date the use of the Premises.