

Use of Facilities Policy

Since City properties and grounds are public property, the City of Derby may make them available for purposes. As such, the City of Derby through the Parks & Recreations Department encourages the use of the JR Payden Field House Great Room, Ryan Sports Complex Baseball/Softball field, and Ryan Sports Complex DeFillipo Football field, facilities by responsible community organizations and the public at large.

The Parks & Recreations Department shall grant the use of certain facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities as permitted under the law. The use of these facilities for school purposes has precedence over all other uses. **Persons on City of Derby property must abide by the rules, policies, regulations, and procedures.**

Recognizing, however, that the Parks & Recreations Department must maintain its properties, it is the policy of the Parks & Recreations Department to charge for some uses.

Charges, where applicable, will be based on the following:

- The type of organization applying
- The facilities/grounds required
- The length of time facilities are required
- The type of function (whether or not admission is charged)

Such charges cover labor, general maintenance, trash removal, replacement supplies and energy costs. Examples of customary uses and their fee categories are set forth in the administrative regulation accompanying this policy. Fee Schedules will be reviewed annually by the Board of Aldermen/Alderwomen, and the Parks & Recreations Department.

The Parks & Recreations Department reserves the right to approve any use beyond those described in this policy. The Parks & Recreations Department reserves the right to refuse the use of a facility if an activity is determined to be inappropriate.

The Parks & Recreation Director will be the agent for the City of Derby regarding all requests for use of the facilities. Upon completion of the application to use a facility by an individual or organization, the application is reviewed by the Parks & Recreation Department, and the School's Athletic Director using the following criteria to determine if the proposed activity and organization meet the conditions set forth herein. If approved by the Department Head, the application will be forwarded to the City of Derby Mayor's Office and the Board of Aldermen/Alderwomen for final approval. The Parks & Recreation Director's review will specifically determine the following:

- The need for, and amount of, liability insurance required of the applicant organization, and whether the activity is allowed under the Parks & Recreations Department insurance policies;
- The need for police protection and/or traffic control and possible fire watch;

Consistent with this policy, the City of Derby shall approve, only after it has been approved and scheduled by the Director for the building/grounds involved, the use of facilities by an individual or group. The Board of Aldermen/Alderwomen shall assist the Parks & Recreations Department in

developing guidelines for community use of the facilities. The Fee Schedule for the use of facilities will be set by the Board of Aldermen/Alderwomen and updated as necessary. Under circumstance, the Director may permit one-time use or occasional use of the facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc...; the Director in collaboration with the BOA/A shall judge requests individually and determine rental category as well as fees for service from employees; custodial, maintenance, AV, food service, etc...

TYPES OF ACTIVITIES WHICH WILL NOT BE PERMITTED INCLUDE, BUT ARE NOT LIMITED TO:

1. Activities which are unlawful in nature
2. Any activities which are inconsistent with the health and welfare of the public and/or the policies delineated by the Parks & Recreations Department
3. Any activity which promotes violence or violent behavior
4. Fundraising campaigns, except as permitted by the Parks & Recreations Department
5. Any activity which may cause damage to the buildings, grounds, or equipment of the city
6. Activities advocating the overthrow of the United States, State of Connecticut, or the local governments and their boards, councils or agencies

Any organization whose application for use has been rejected may appeal the decision within 10 business days after notification by the Director that the application has not been approved to an ad hoc appeals committee comprised of the Parks & Recreations Department, member of the Operations and Procedures subcommittee, and member of the Community Relations subcommittee.

A community group will not sponsor another group or relieve an organization of its fee requirement for use of facilities if that organization would not have been eligible under its own application.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

PA-97-290 An Act Enhancing Educational Choices and Opportunities

Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup. Ct., 6-11-01

20 U.S.C. 7095 (Boy Scouts of America Equal Access contained in NCLB Action of 2001)

Policy Adopted:

Conditions For The Use of Facilities

1. The primary use for the City of Derby facilities is the regular planned instructional program for our schools. Because these facilities are supported by the townspeople in the City of Derby, they may also be used as facilities for activities and meeting places for city groups. The use of these facilities for other than Derby sports programs is under the direct responsibility of the Parks & Recreations Department.
2. All events/activities shall terminate by 11:00p.m. at the facilities/grounds. Users shall only have access to the facilities/grounds during the time authorized on the application form.
3. Applications are to be received in the Parks & Recreations Department calendar year for which the activity is planned at least six (6) weeks before the activity is to be held. A waiver of the six (6) week requirement may be granted upon presentation to the Board of Aldermen/Alderwomen of documents supporting that it was not possible to submit the application within the required time frame. Individuals or organization must complete the application and submit it to the Director, and signed off by the Athletic Director, who shall review it. Once approved and signed, the application is forwarded to the Board of Aldermen/Alderwomen for final approval. It is the policy of the Parks & Recreations Department that school activities shall have first priority in the use of the building/grounds, and outside groups may have to adjust their schedules accordingly. Scheduling conflicts shall be resolved by the Director.
4. The applicant agrees that the individual or organization will indemnify, save and hold harmless the City of Derby, the Derby Board of Education, Derby Parks & Recreations Department, Derby Public Schools or any agents, employees or officials, from any and all claims for personal injury or property damage suffered, incurred or in any way connected to or arising from the applicant's use of the facilities, whether or not such claims are due or alleged to be due to the negligence of the school district, the applicant or any other person or entity or due to any other cause.
5. The applicant, as required by the City of Derby, not included under the Parks & Recreations Department blanket liability insurance coverage, will be required to furnish evidence of insurance coverage meeting the City's requirement for personal injury and property damage single limit liability (\$1,000,000). In addition, the City of Derby is to be named as "an additional insured" party and a certificate of insurance will be required to be filed with the original request.
6. The applicant organization must assume all legal responsibility for the function and remains the liable party.
7. For hazardous activities approved by the Parks & Recreations Department, the applicant organization will be required to furnish a special policy for this event that meets the City's requirement of personal injury and property damage single limit liability

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(\$1,000,000), and must provide the Parks & Recreations Department with a certificate of insurance naming the City of Derby as "an additional insured."

8. Any activities, which are specifically excluded by the Parks & Recreations Department insurance policies, are prohibited.
9. The applicant organization contracting for use of the building/grounds will agree to indemnify the City of Derby for any damage to the property/grounds or equipment by any person or persons attending the activity. Individuals and organizations not adhering to this policy may be faced with immediate termination of their activity, denial of future use of the facilities, and/or all legal remedies available to the City of Derby.
10. When the City of Derby schools are closed due to inclement weather, all activities are canceled. It is the responsibility of applicant organizations to notify their groups or make announcements over the local radio stations or use social media for cancellations.
11. The Fee Schedule for the use of the facilities is set by the Board of Aldermen/Alderwomen and updated as necessary. A copy of the Fee Schedule is included as an appendix to this document and can be found online with the Use of Facilities application. All fees must be paid with submission of the application for Use prior to the date of the event or approval may be withdrawn. Any fees not accounted for will be invoiced within 10 business days after the event. Approved long-term use will be invoiced. Checks are to be made payable to "City of Derby". A \$25 fee will be charged for any check returned for insufficient funds.
12. The Fee Schedule will be reviewed on an annual basis by the Board of Aldermen/Alderwomen, who will the changes to the Fee Schedule.
13. The facility will be inspected before each event, practice, etc. by the person responsible. Any damage shall be reported to the Director and/or the School Principal
14. All groups are required to have a custodian, attendant or any combination thereof on duty when using any facility/grounds. The group will be charged a per-hour fee consistent with the Fee Schedule. There will be a minimum charge of one hour beyond the end of the event for clean-up of the facility to the condition in which it was found. No keys will be given to any non-staff person. If more time is required, the user will be charged accordingly. The custodian/attendant will be responsible for securing the building.
15. Requests for use of the City of Derby facilities, including buildings, grounds and equipment, may be denied if and when there are any outstanding balances for a prior activity/event or failure to pay all fees and charges to the City in a timely manner.
16. The custodian/attendant is not the supervisor of children or adults. Each applicant organization is responsible for the conduct of all participants and/or guests. One adult to every 15 juveniles is recommended. Representatives from the applicant organization

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must remain on the premises throughout the function and must maintain control at all times. The number of such representatives will be designated by the Director. Names, addresses, and contact information of all designated persons in charge must be submitted with the application and they will be held responsible for the conduct of the participants and any property damage. A responsible adult in attendance will have a cell phone to make or receive an emergency phone call should that need arise.

17. The Director, in consultation with the Athletic Director and other City of Derby Departments, reserves the right to postpone activities in the case of inclement weather or excessive stress to the playing fields.
18. Police coverage will be required when, in the opinion of the City of Derby and/or the Director and/or Police Department, the event calls for traffic control, crowd control, or security. The applicant organization must make arrangements for police coverage whenever required and provide documentation/verification, once obtained, to the Director. The charge for police coverage will be paid directly by the applicant organization to the City of Derby based upon the rates set forth by the Police Department.
19. The utilizing organization shall be responsible for paying for a fire watch if it is deemed necessary by the Director and/or Fire Marshal's Office.
20. Use of facility/grounds shall be confined to those areas designated on the application.
21. Kitchen warming facilities may be used by organizations for food preparation and serving. For example, when the serving line is used for distribution of bakery or other previously prepared meals, snacks and/or sinks are used for washing coffee pots, there shall be no charge. When kitchen facilities and/or the concession stand are used for cooking, a food service employee must be on duty in a supervisory capacity, and thus a fee shall be charged to the organization.
22. When concession stand facilities are utilized for the cooking and/or service of food other than snacks, school organizations will have first right of refusal to operate the concession stand, and appropriate charges as determined by the School Superintendent will be charged. A City of Derby certified supervisor will be hired to oversee the use of all cooking operations at a fee set forth within the Fee Table.
23. The cost associated with the use of equipment or repair due to damage of the equipment, must be paid by the applicant organization. The City of Derby shall have the sole right to determine the extent and value of such damages.
24. No Parks & Recreation Department, and/or City of Derby School equipment or supplies may be used by the public unless specific permission has been granted by the Director and/or the School Director.

25. All equipment used during the activity by the public must be returned to the original location immediately following each activity. All facilities must be left as they were found. Facilities that are in use shall be cleaned immediately upon termination of activity. Failure to do so may result in termination of future use of the facilities at the discretion of the Director and/or Board of Aldermen/Alderwomen.
26. The Parks & Recreations Department is not responsible for property left overnight.
27. Organizations that plan to set up decorations or stage scenery must have the approval of the Director so as to avoid damages to the facility/grounds. The applicant organization is responsible for removal of all decorations and must return the facility/grounds to its proper condition.
28. Furniture and equipment may not be used or lent to anyone who has not contracted to use the facility/grounds, except to City agencies, with approval of the Director.
29. No facility/grounds may be reserved for a public function during a planned school function, except for activities that do not interrupt regularly scheduled school activities.
30. All requests for use of facilities must be submitted on the "Request for Use of Facilities Form". This form is available online at www.derbyct.gov.
31. There is no smoking in the buildings or on the grounds.
32. Alcoholic beverages, illegal drugs, and weapons are prohibited in the buildings or on the grounds at all times.
33. Persons attending the activity must confine the participants to the rooms and corridors assigned for their use.
34. Parking on the grass or playing fields will not be permitted without the prior approval of the Director. Approved off-road parking is to be coordinated with the director and/or the Police Department.
35. Capacity regulations as set forth by the Parks & Recreations Department and Fire Marshal are strictly enforced.
36. The City of Derby will contract for trash removal. When the amount of trash generated by an event necessitates the rental of a waste bin, the applicant organization will be billed directly by the contractor. For other events, the trash removal will be included in the rental fee, if applicable.

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37. No motorized vehicles, or vehicles with wheels including but not limited to bicycles, roller skates, roller blades, or skateboards or footwear that might cause damage are permitted in the buildings, or on tracks, fields or lawns.
38. No dogs or other pets are permitted in the buildings or on the grounds. Exceptions: Those needed for service dogs by handicapped persons with appropriate documentation from a licensed doctor. Proof must be shown prior to entry in the buildings or on the grounds.
39. The sale of items in violation of or inconsistent with Parks & Recreations Department policies will not be permitted.
40. All local, state and federal laws and regulations must be obeyed.
41. Qualifying groups may conduct fund-raisers under certain conditions. The following regulations shall prevail for all groups:
 - a. The applicant organization will make all arrangements through the Parks & Recreations Department. The Board of Aldermen/Alderwomen will determine the appropriateness of the function as defined by this policy.
 - b. When admission is charged to an event using the facilities/grounds, the organization will be held liable for the collection and payment of any applicable taxes on admission and will account for any tax due by filing the necessary State of Connecticut forms. Non-profit organizations charging admission may be exempt from tax requirements if they make application for exemption through the Connecticut State Tax Department.
42. The Parks & Recreations Department reserves the right to deny the use of facilities to any group when it is deemed to be in the best interest of the City of Derby to do so.

Under NO circumstances are district fields or facilities to be altered or adapted by outside groups without the written approval of the Board of Aldermen/Alderwomen. Thank you for adhering to this condition.

Regulation Approved:

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APPLICATION FOR USE OF BUILDINGS, GROUNDS OR EQUIPMENT

PLEASE TYPE OR PRINT

Items 1-10 must be completed and the form signed by applicant. Incomplete forms will be returned.

1. Name of organization or group requesting use: _____
If non-profit organization, please provide EIN# _____

2. Name of specific facility desired: _____
JR Payden Fieldhouse Great Room Payden Park Baseball Field DeFilippo Football Field
JR Payden Fieldhouse Concession Stand

3. Purpose for which facility is to be used: _____

4. Approximate number of persons expected to attend: _____
Maximum amount of occupants for use of the JR Payden Fieldhouse Great Room per the Derby Fire Marshal's Office is: No Furniture: 423 Chairs Only: 220 Tables & Chairs: 130

*** Attendance of 200 and over requires signature of the Police Chief and Fire Marshal (or designee) on this form. ***
*** Attendance of 200 and over requires minimum of 2 City personnel or as determined by Director/Superintendent. ***

5. Will admission be charged? Yes No
NOTE: If admission is to be charged, please provide a copy of Connecticut Tax Registration Number.

6. User Group (see APPENDIX A): Group 1 _____ Group 2 _____ Group 3 _____ Group 4 _____

7. Date of Activity: From: _____ Day(s) of Week: _____
To: _____ Hours From: _____ to _____
2 Day Maximum

8. If setup time needed Date: _____ Hours From: _____ to _____

9. Name of Organization/Group/Person Renting Area: _____
Street: _____ (No PO Box Address allowed)
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

10. Primary Contact Name: _____ (Must remain on premise during activity)
Telephone Number: _____

11. Second Contact Name: _____
Telephone Number: _____

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CITY OF DERBY
APPLICATION FOR USE OF BUILDINGS, GROUNDS OR EQUIPMENT

We, the undersigned, agree to pay:

- | | | |
|---|--------------------------------------|----------|
| 1 | The designated rental fee of: | \$ _____ |
| 2 | Custodial/Attendant fees of: | \$ _____ |
| 3 | Food Service Personnel: | \$ _____ |
| 4 | Tables/Chairs fees of: | \$ _____ |
| 5 | Other fees: | \$ _____ |
| 6 | Amount Due City of Derby: | \$ _____ |
| 7 | Deposit due with Application: | \$ _____ |

Emergency situations may result in additional costs. Fees associated with police and fire personnel required while using said facilities are to be paid directly to those organizations. Event leader must sign in at time of arrival and sign out at time of departure.

A Certificate of Insurance, indicating \$1,000,000 bodily injury and \$50,000 property damage must be provided to the Parks & Recreations Director, OR Superintendent of Schools, 48 hours prior to the event; otherwise, access to the facility will be denied. A deposit of \$ _____ shall be required with this application. Balance Due must be paid prior to 48hrs. of the event date.

Cancellation requires a 48hr. written notice to the Parks & Recreations Director, or Superintendent of Schools (or designee). If you have more than one (1) date, we must know which date is being cancelled, There is a minimum of 4 hours cost for custodian(s)/attendant(s) if not properly notified within the time frame designated. If the event is cancelled by the City of Derby, a full refund of total fees paid to date, will be refunded.

Building usage can be terminated if terms of contract are violated.

I, the undersigned, acknowledge that I have read this document in full including the Use of Facilities Policy, Conditions For The Use of Facilities, Appendix A; Definition of Groups, and Appendix B; Fee Schedules, and will abide by all rules, regulations, and fees as set forth in these documents.

(Signature of Renter/Date)

***** Please Use the Fees Worksheet in conjunction with Appendix B of this Agreement to calculate fees *****

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APPLICATION FOR USE OF BUILDINGS, GROUNDS OR EQUIPMENT

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OFFICE USE ONLY

For events that have 200 or more attendees:

- () Fire personnel are required at cost of renter # Required _____ () Police personnel are required at cost of renter # Required _____
() Fire personnel are not required () Police personnel are not required

Fire Marshal's Signature

Police Official Signature

For ALL Events:

Recommendation: Billable to Renter Billable to BOE Billable to Athletics/Band
 Not Billable

Derby Recreation Director approval:

(Signature/Date)

Superintendent of Schools, Derby Public Schools (or Designee):

(Signature/Date)

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CITY OF DERBY
APPLICATION FOR USE OF BUILDINGS, GROUNDS OR EQUIPMENT

Fee Worksheet (Pricing in Appendix B)

Group #:

	Hours Regular	Hours Sunday
Number of Hours Requested	_____	_____

Area to Rent	Cost	Total
JR Payden Great Room (with Kitchen add \$100.00)	\$ _____	\$ _____
Baseball/Softball Field (with Kitchen add \$100.00)	\$ _____	\$ _____
Football Field (with Kitchen add \$100.00)	\$ _____	\$ _____

Equipment to Rent	Qty.	Cost	Qty.	Cost	Total
Tables (10 round available @ \$10.00 ea.)		\$ _____		\$ _____	\$ _____
Tables (6 rectangular available @ \$10.00ea.)		\$ _____		\$ _____	\$ _____
Chairs (100 folding chairs available @ \$5.00ea.)		\$ _____		\$ _____	\$ _____

Personnel Needed	Qty.	Cost	Qty.	Cost	Total
Custodian (@ \$45.00/hr. @ \$60.00/hr. -Sundays)		\$ _____		\$ _____	\$ _____
Attendant (@ \$45.00/hr. @ \$60.00/hr. -Sundays)		\$ _____		\$ _____	\$ _____
Kitchen Staff (@ \$45.00/hr. @ \$60.00/hr. -Sundays)		\$ _____		\$ _____	\$ _____

Total Due City of Derby \$ _____

Deposit with Application \$ _____

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APPLICATION FOR USE OF BUILDINGS, GROUNDS OR EQUIPMENT

BLD:

NOTES: Specific fees need to be addressed. Are we charging for Public works as well or included in rental fee/use fee for fields. Fees included were examples.

PAYDEN BANQUET HALL/GREAT ROOM USE

QUESTIONS/CONCERNS from July 2019 which should be Addressed, most within drafts presented 2/27/2020

WHO SPECIFICALLY WILL BE ALLOWED TO USE

WHAT ACTIVITIES WILL BE ALLOWED? NEED A LIST.

NEED TO DIFFERENTIATE (DEFINITION) BETWEEN CITY-SPONSORED AND NON-CITY SPONSORED ACTIVITIES AND EVENTS

NEED A RENTAL AGREEMENT FORM

RENTAL FEE SCHEDULE with security deposit amount

WAIVER OF FEE FOR CERTAIN ORGANIZATIONS

HOURS AND DAYS OF OPERATION OF EVENT ALLOWED

WHO IS COLLECTING RENTAL FEE AND AGREEMENT

WHERE IS RENTAL FEE COLLECTED GOING-WHAT ENTITY, city, BOE, Rec??

INCLUSION OF FIRE MARSHAL/DFD/DPD DEPENDING ON USE & CAPACITY

USE OF ALCOHOL/POLICIES/INSURANCE

**APPENDIX A
DEFINITION OF GROUPS**

Priority use of school facilities will be given to those Groups 1 organizations that primarily benefit City of Derby youth. The classification of user groups and priority use order shall be as follows:

Group 1

Derby Public Schools/District Activities and School-Related Organizations:
(Priority Users I)

This group of users includes Derby Public Schools' student groups, Derby Public School student-athlete groups, Derby Public Schools' staff, school-related parent groups and school related fundraising activities of Parent Teacher Organizations (PTOs), and other school related parent and student associations.

Rental fees for this group are waived for activities scheduled during a time when the school facility is normally open and staffed for normal custodial services and discounted when activities are scheduled during a time when the school facility is not open and staffed such as on a weekend or non-school day.

Group 2

City of Derby Departments and City Government:
(Priority Users II)

This group of users includes the before and after-school childcare programs managed by the City of Derby, sports activities and camps sponsored by the City of Derby Recreation Department, and such City of Derby activities intended for participants under the age of 18 (or where the participants are eligible for exception to age 21) such as Derby Little League and Derby Pop Warner. Additionally, this user group includes City of Derby government activities, e.g., Board of Aldermen/Alders meetings, BOE meetings, etc.

Rental fees for this group are waived for activities scheduled during a time when the school facility is normally open and staffed for normal custodial services and discounted when activities are scheduled during a time when the school facility is not open and staffed such as on a weekend or non-school day.

Group 3

Non-profit Community Organizations and Use for Charitable Purposes:
(Priority Users III)

This group of users includes recognized local youth groups such as Boy Scouts and Girl Scouts whose activities are intended for participants under the age of 18 (or where the

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participants are eligible for exception to age 21). Also included in this group are Derby community service clubs / organizations, senior citizens groups, and Derby church organizations.

Rental fees for this group are waived for activities scheduled during a time when the school facility is normally open and staffed for normal custodial services and discounted when activities are scheduled during a time when the school facility is not open and staffed, such as on a weekend or non-school day.

Group 4

Commercial and For-Profit Organizations:
(Priority Users 4)

This group of users includes commercial groups organized for the purpose of providing an event or activity to make a profit. These users do not have charitable organization status and may charge an admission fee to an event. Such groups include, but are not limited to, for-profit sports camps and athletic event groups, local businesses or entrepreneurs, public concerts, and similar activities.

Rental fees for this group are always charged regardless of the time of day or year the event is scheduled.

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**APPENDIX B
FEE SCHEDULES**

- A. All fees/charges must be paid with the submission of the "Request for Use of Facilities Form". Any balance due must be paid within fourteen (14) days of the billing date. Checks will be made payable to the "City of Derby" and mailed directly to:

City of Derby
1 Elizabeth Street
Derby, CT 06418
Attn: Facility Use Account

- B. Except for those in Groups 1, 2 and 3, a deposit of 50% will be required with application. For events with attendances by more than 200 people, a minimum of \$1,000.00 will be deposited with the application. The deposit may be returned after the function when the building/grounds are found in good order and payment for use of such facilities is made, or the deposit may be applied to any charges. Unless cancellations are received forty-eight (48) hours before the scheduled event, the deposit may be forfeited.
- C. Special conditions: Regardless of the user's category, the Parks and Recreation Director in consultation with BOA/A may impose special conditions, an adjusted the Fee Schedule, or may deny permission when it is judged that the requested use may not be beneficial to the community or produce undue wear and tear on the facilities, would cause disruptions to the regular school programs, be detrimental to the public image of the City of Derby, impact negatively on the scheduled maintenance or cleaning of the facilities/grounds or otherwise not be in the interest of the City of Derby.
- D. Rental fees are charged to cover a portion of the cost of maintenance/repair, trash removal, replacement supplies, and energy costs of operating our facilities during community use of buildings/grounds. Annual increases in rental fees will be based on the percentage increase in labor charges.
- E. Fees associated with the locker rooms, athletic fields, and other core area listed above are for a four hour period use of the facility. Beyond the four hour period; a fee of \$50 per hour for Group 4.
- F. The Director in consultation with BOA/A may impose special conditions, and/or adjusted Fee Schedule for daily users.

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**SCHEDULE - RENTAL FEES
(4 CONSECUTIVE HOURS OR PART THEREOF)**

Appendix B - Pricing	Group 1	Group 2	Group 3	Group 4
During Normal Hours Monday - Saturday (8:00am - 4:00pm)				
Area to Rent				
JR Payden Great Room (with Warming Area)	\$0.00	\$0.00	\$0.00	\$500.00
JR Payden Great Room with Kitchen	\$0.00	\$0.00	\$0.00	\$600.00
Baseball/Softball Field (with Bathrooms)	\$0.00	\$0.00	\$0.00	\$900.00
Baseball/Softball Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$0.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$0.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$0.00	\$1,100.00
Football Field (with Bathrooms)	\$0.00	\$0.00	\$0.00	\$1,400.00
Football Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$0.00	\$1,500.00
Football Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$0.00	\$1,500.00
Football Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$0.00	\$1,600.00
Equipment to Rent				
Tables (10 round available @ \$10.00 ea.)	\$0.00	\$0.00	\$0.00	\$10.00
Tables (6 rectangular available @ \$10.00ea.)	\$0.00	\$0.00	\$0.00	\$10.00
Chairs (100 folding chairs available @ \$5.00ea.)	\$0.00	\$0.00	\$0.00	\$5.00
Personnel Needed				
Custodian (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$0.00	\$0.00	\$0.00	\$45.00
Attendant (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$0.00	\$0.00	\$0.00	\$45.00
Kitchen Staff (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$0.00	\$0.00	\$0.00	\$45.00
After Normal Hours Monday - Saturday (4:00pm - 11:00pm)				
Area to Rent				
JR Payden Great Room (with Warming Area)	\$0.00	\$0.00	\$100.00	\$500.00
JR Payden Great Room with Kitchen	\$0.00	\$0.00	\$150.00	\$600.00
Baseball/Softball Field (with Bathrooms)	\$0.00	\$0.00	\$250.00	\$900.00
Baseball/Softball Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$300.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$300.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$350.00	\$1,100.00
Football Field (with Bathrooms)	\$0.00	\$0.00	\$400.00	\$1,400.00
Football Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$450.00	\$1,500.00
Football Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$450.00	\$1,500.00
Football Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$500.00	\$1,600.00
Equipment to Rent				
Tables (10 round available @ \$10.00 ea.)	\$0.00	\$0.00	\$5.00	\$10.00
Tables (6 rectangular available @ \$10.00ea.)	\$0.00	\$0.00	\$5.00	\$10.00

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Chairs (100 folding chairs available @ \$5.00ea.)	\$0.00	\$0.00	\$0.00	\$5.00
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Personnel Needed

Custodian (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$45.00
Attendant (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$45.00
Kitchen Staff (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$45.00

Sundays All Hours (8:00am - 11:00pm)**Area to Rent**

JR Payden Great Room (with Warming Area)	\$0.00	\$0.00	\$100.00	\$500.00
JR Payden Great Room with Kitchen	\$0.00	\$0.00	\$150.00	\$600.00
Baseball/Softball Field (with Bathrooms)	\$0.00	\$0.00	\$250.00	\$900.00
Baseball/Softball Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$300.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$300.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$350.00	\$1,100.00
Football Field (with Bathrooms)	\$0.00	\$0.00	\$400.00	\$1,400.00
Football Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$450.00	\$1,500.00
Football Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$450.00	\$1,500.00
Football Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$500.00	\$1,600.00

Equipment to Rent

Tables (10 round available @ \$10.00 ea.)	\$0.00	\$0.00	\$5.00	\$10.00
Tables (6 rectangular available @ \$10.00ea.)	\$0.00	\$0.00	\$5.00	\$10.00
Chairs (100 folding chairs available @ \$5.00ea.)	\$0.00	\$0.00	\$0.00	\$5.00

Personnel Needed

Custodian (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$60.00
Attendant (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$60.00
Kitchen Staff (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$60.00

***All Groups, there will be a charge for custodial/attendant fees as well as the labor charges when it is required that a food services employee be present at the discretion of the Parks & Recreations Director or the Superintendent of Schools.**

***All Groups, there will be an additional 1 hour charge for custodial fees added to all events requiring a custodian.**

***Group 2 and 3, upon discretion of the Parks & Recreations Director or the Superintendent of Schools, there will be a charge for custodial/attendant fees as well as the labor charges when it is required that a food services employee be present.**

***Group 4, there will be a charge for custodial/attendant fees for use of any part of the facility.**

***Group 4, restrooms will be included in the base price for use of either field, but a fee will be charged for the use of Locker Rooms and/or Concession area.**

7.18

Instructions to Coaches/Advisors Using J.R. Payden Field House

1. You are being given a key solely for the purpose of conducting _____.
You cannot use the building for any purpose other than the above-stated reason(s).
2. In order to retain this privilege, the following instructions must be adhered to:
 - a. Accessing J.R. Payden Field House facility through _____ entrance.
Accessing weight room at J.R. Payden Field House facility through _____ entrance.
 - b. All coaches/advisors are required to sign in on the log sheet on the clipboard provided at each of the entrance(s). You are to include your name, signature, date and time in/out. The coach/advisor that opens up the facility is responsible to touch base with any coach/advisor that arrives at a later or overlapping time to communicate who will be locking up and securing the facility at the end of that day.
 - c. It is your responsibility that during your time in the building you will have a cell phone/phone communication available to you/staff. Use of your own personal cell phone is sufficient; however, should you not have the use of a cell phone, you may use one of the designated phones in the facility.
 - d. Inspect the facility before your group begins practice/activities for any obvious issues such as vandalism, etc. At the end of all practices and activities, coaches/advisors will ensure the facility is clean (bathrooms, drinking bottles discarded etc.) and will also do a visual check of the facility to be sure all students/athletes and adults have left the building and are not wandering the facility or are in restricted areas of the facility.
 - e. It is your responsibility to fully supervise not only the students/athletes, but the adults in the facility.
 - f. It is your responsibility to be at the facility on time to allow entrance to the students/athletes into the facility through the designated location.
 - g. The last coach/advisor leaving the facility is to secure the building with their key.

I understand and agree to the above-outlined requirements. I will follow all procedures stipulated herein. I also understand that I can/will lose further privileges should I fail to follow the set guidelines.

Signature of Coach/Advisor: _____

Printed Name of Coach/Advisor: _____

Cell phone#: _____ Home phone #: _____

Date: _____

I _____ have issued key # _____ to the above-named person on _____.
(Authorized Designee) (Date)

7.20

City of Derby
J.R. Payden Field House, Payden Park Baseball Field and
DeFilippo Field/Ryan Athletic Complex

SEVERE WEATHER, FIRE, THREATS & HAZARDS POLICY

It is the intent and purpose of the City of Derby and its Parks and Recreation Commission to adopt the follow emergency action plan in the event of severe weather, fire, threats and hazard. The plan is intended to promote safety and protect life and property of the students, athletes, individuals, personnel and staff at the J.R. Payden Field House, Payden Park Baseball and DeFilippo Field/Ryan Athletic Complex and to educate the personnel in regards to safety precautions during these events.

Key Personnel: Key personnel is any adult having a supervisory capacity while at the J.R. Payden Field House, Payden Park Baseball Field, DeFilippo Field and Ryan Athletic Complex; i.e. coaches, teachers, advisors, custodians, attendants and anyone who is mature enough to warn and advise personnel utilizing any of the aforementioned areas who knows the emergency plan. Key personnel will do everything in their power to promote the safety of all and see that the plan is being carried out during an actual event while still trying to protect their own well being.

Types of Emergencies: This plan primarily covers severe weather, fire, threats and hazards .

Emergency Response Procedures:

1. Storm Safety Guidelines

Monitoring Severe Weather: The National Weather Service has an advisory early warning system in place in the Nation and State of Connecticut that is activated when there is a known emergency condition. When key personnel become aware of the activation of the early warning system they will pay close attention to the details of the warning and take immediate action according to this warning.

Important Terms:

Warning: A warning is when a particular hazard is either imminent or has been reported. A warning indicates the need to take action to protect life and property.

Watch: A watch is when conditions are more favorable than usual for occurrence.

7.21

During a Tornado or Severe Storm Watch:

- All personnel will stop whatever they are doing and listen for directions.
- Anyone outside will immediately go inside the building. No person inside the building should go outside under any conditions.
- Close windows and blinds/shades.
- All personnel will go in the inner most portion of the building. They must do all they can to be out of the way of windows and large open spaces.
- Remind students of tornado drill procedures and the designated sheltered area.
- Review "Drop and Tuck" position facing wall with hands interlocked over head.
- Due to the unpredictable nature of such storms, be prepared to take immediate action, including "Drop and Tuck" under desks/tables/furniture if needed.
- Do not take cover in vehicles or other places outside the building unless you absolutely have no other choice.
- Try to remain as calm as possible.
- Ensure assistance of physically impaired or handicapped individual.

During a Tornado or Severe Storm Warning:

- All personnel will stop whatever they are doing and listen for directions.
- Evacuate all to the inside of the building and designated sheltered area.
- All personnel will go in the inner most portion of the building. They must do all they can to be out of the way of windows and large open spaces.
- Outer walls may become a hazard so try to avoid them and cover in the most secure area such as inner doorways or under very strong furniture.
- Crouch down and cover heads with their hands and arms to protect from falling debris.
- Take attendance.
- Keep calm and quiet.
- If you sense tornado is imminent, give "Drop and Tuck" command.
- Remain in place until the "all clear" signal is given.

After the Storm Has Passed:

- Contact 911.
- Take attendance.
- Report injuries and provide immediate first aid.
- Attempt to restore calm.
- Await future instructions.
- Remain in place until the "all clear" signal is given.

7.22

2. Earthquake Safety

During an Earthquake:

While earthquakes present only a modest hazard to Connecticut's schools and communities, there is a potential for substantial damage if we should suffer a significant quake.

- If indoors, stay inside and move away from windows, shelves and other heavy objects/furniture that might fall.
- If indoors in a hall, on a stairway, or in an open area, move to the interior wall and turn away from windows.
- Take cover under a table or desk (not in a doorway) and if the table or desk moves, hold the legs and move with it.
- Assume the "Drop and Tuck" position
- Talk to students/individuals to maintain order
- If outdoors, move to an open space away from power lines and buildings, lie down or crouch. Be aware of possible need to quickly move to an alternate location.

After an Earthquake:

- If any room is in imminent danger of fire, evacuate immediately by way of nearest exit and report situation.
- If not in imminent danger, wait for word for an evacuation route.
- Do not turn light switches on or off if a gas leak is suspected. Do not use open flames.
- Check for injuries and report immediately.
- Take attendance and relay.
- Await emergency response personnel.
- Remain calm.

3. Fire/Explosion

If you discover a fire:

- Rescue anyone in immediate danger, if possible without endangering yourself. NEVER enter an unknown (or unfamiliar) area, especially if smoke is visible.
- Activate the fire alarm system.
- Evacuate the building by way of the nearest exit.
- Confine the fire by closing doors/windows as you leave the building.
- Feel the door- a "too hot to touch door" means the fire is outside the door.
- **DO NOT USE ELEVATORS.**
NOTE: you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.
- Evacuate to pre-designated area at alarm.
- Check restrooms on the way out of the building for students/individuals who may not have heard the alarm.
- Reassemble students/individuals in safe area.
- Take attendance and relay it to the designated location.
- Remain with the students/individuals until the "all clear" is given or until receipt of further instruction.
- **DO NOT RE-ENTER** the building until you have been instructed to do so.
- **ENSURE ASSISTANCE OF PHYSICALLY IMPAIRED OR HANDICAPPED INDIVIDUALS TO THE CLOSEST EXIT** and advise emergency personnel of this condition.

If trapped in the building:

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

4. Gas Leak

- If you smell a strong odor of gas, immediately evacuate the building and call 911.
- Evacuate the building by way of the nearest exit.
- Ensure assistance of physically impaired or handicapped individual.
- Check restrooms on the way out of the building for students/individuals who may not have heard the evacuation order.
- Reassemble students/individuals in the pre-designated area.
- Take attendance and relay it to the designated area.
- Remain with the students/individuals until the "all clear" is given or until receipt of further instruction.
- Accompany students/individuals to alternate site, if needed.

5. Utilities Outage

- Follow instructions from Key Personnel.
- Turn off equipment to avoid a power surge when power is restored.
- Bring a flashlight to restrooms and other interior areas where students/individuals may be located in case emergency lighting has not activated.
- If instructed to evacuate, follow evacuation procedures.
- Determine if phone connection is still working. Use walkie-talkies if necessary. Contact emergency response officials if necessary.
- Move cautiously to lighted area. Exits may be indicated by lighted signs if emergency power is operating.
- Consider all wires ENERGIZED and dangerous. Even lines that are de-energized could be energized at any time.
- DO NOT attempt to remove a tree limb or other object from a power line.
- If someone makes contact with a downed power line, do not try to rescue them because you risk becoming a victim yourself. Call for HELP.

6. Hazardous Material Release

Note: A hazardous material release could include a chemical truck overturning, a chemical spill in the building or an outside gas leak.

- If outside with students/individuals, remain upwind of any vapors and return to the building immediately.
- If instructed to take shelter, follow the procedures to take shelter.
- If ordered to evacuate, follow evacuation procedures.

7.25

Contamination of Equipment/Facilities

- Do not attempt to clean up and avoid spreading contamination by restricting access to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists.
- Report details and/or request assistance to proper authority and school administration.

SAFETY NOTES:

When and if the students/individuals/personnel have to leave the facility consider the hazards that may be outside the building after a tornado. Keep in mind overhead wires may be down. Water will be on the ground and may be conducting electricity. Be aware that a gas line comes into the building and may be leaking. Keep away from high walls that may have been weakened by the tornado. Look for downed trees and debris that may cause hazards if you try to go under or over it. If at all possible it is best to remain in place until an established evacuation can be conducted by emergency personnel.

Wind and lightning are the most serious aspects of thunderstorms and may reach extremely dangerous levels.

Contact 911 and report what has occurred. If injuries have occurred advise the emergency dispatcher and try to relay as much information as possible.

All personnel will be accounted for as soon as possible.

All personnel will remain in place until the all clear signal is given or some other order to do otherwise has been given. If an evacuation situation exist all personnel are to exit the building as soon as possible by way of the nearest exit.

Postpone outdoor activities as necessary.

Consider also during a tornado: an underground area. If an underground area is not available, seek small interior rooms on the lowest floor and without windows. Hallways on the lowest floor away from doors and windows. Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead. (Protected areas that are away from doors and windows.)

Recovery:

A designated or central location will be set up to direct the operations until the police and fire arrive. Obtain as much information as possible to relay to fire and emergency personnel. The most vital role of any person with knowledge is to relay as much information as possible pertaining to location of people.