

The application must be submitted a minimum of Two Weeks before the scheduled event.

PERMIT STIPULATIONS and RENTAL AGREEMENT

PERMIT STIPULATIONS

The following are the stipulations and conditions for obtaining a permit for any Department facility.

- Permit Applications are required to request rental use of a facility. They consist of a Parks Facilities Permit Application, an Events Permit Application, or a R.E.C. Zone Permit Application.
- No other means or Apps are accepted as a reservation. Only the Department permits.
- No individual, organized group, business, or organization has priority use without a valid permit from the Department.
- Permit applications must be submitted a minimum of one week before the first date of the requested reservation.
- Permits will not be issued until payment, and a valid Certificate of Insurance are received before the first date of the reservation.
- Permission to use a facility will only be granted to a person twenty-one years of age and older.
- The Department reserves the right to deny permission to use a facility if an activity/event is seen as potentially causing detriment to the facilities and/or resources.
- Denial of a permit may appeal to the Williston Recreation & Parks Committee.

RENTAL AGREEMENT

- Facilities have their own sets of rules and regulations that apply. Specific rules and regulations are provided with this permit application.
- The permit holder must always be present during the facility use and have the permit on their person.
- The permit holder must show the permit upon request from a representative of the Town of Williston.
- All participants of the user group are restricted to the designated facility, within the time frame listed on the permit.
- The permit holder is responsible for the actions of all people using the facility. It is the responsibility of the permit holder to inform all members of their group of the rules and regulations.
- Unruly behavior will result in immediate cancellation of a permit and/or future use of facilities.
- Any costs incurred by the Town in preparation for, or after, such activity/event will be charged to the permit holder.
- Permits are not transferable. The facility is to be used only by the individual, organized group, business, or organization it was permitted for, and for the purpose, day, dates, and times as stated on the permit.
- A specific day, date, and time, on the permit, may be canceled if the facility is needed for a Recreation program, Town event, or School function if on school property. Advanced notice will be given to the contact person.
- Permit holders must notify the Department of all times that the facility will not be used. See the Weather and Cancellation Section in the policy.
- The permit holder will comply with ADA requirements and will make their activity/event accessible for those who require special assistance.
- Individuals, organized groups, businesses, or organizations reserving facilities for use must provide the Department with a Certificate of Insurance as proof of a Comprehensive Liability Policy naming the Town of Williston, as an additional insured party, from the loss or liability arising from their sponsored activities. The limits of the Comprehensive Liability Policy should be no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) per aggregate.
- All individuals, organized groups, businesses, or organizations using Town facilities must comply with all local, State of Vermont, and Federal codes, regulations, and laws.
- If an individual, organized group, business, or organization is found to violate any Town of Williston ordinance or policy, State of Vermont or Federal law, or the rules and/or conditions of Use, the individual, organized group, business, or organization will cease to use of the facility until the situation can be remedied.
- The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property during their rental.

ACKNOWLEDGE OF UNDERSTANDING, I acknowledge that I have read and understand the Permit Stipulations and the Rental Agreement above and agree to abide by them. I also acknowledge that I will read and follow all rules and regulations for each facility I rent, as well as share them with all persons in my group.

Applicant's Signature: _____

Date: _____

LIABILITY RELEASE

IN CONSIDERATION, of permission granted to use Williston facilities, I hereby and forever discharge and release the Town of Williston, its agents, employees, and officers, from all actions, claims, demands, judgments, and damages which we, or any of the participants, may have, or claim to have, or acquire in the future, for all personal injuries, or property damage, arising out of our organization's use of the permitted facility.

WE ACKNOWLEDGE that we have total responsibility for our group and the safety of all. In addition, we acknowledge that the Town of Williston has no responsibility for the condition of the facility, be it a building, room within a building, field, or open space, and that a supervisor from our organization shall always inspect the premises before use to ascertain that the premises are in safe and useable condition. We further acknowledge to the Town of Williston that our organization has adequate liability insurance, and that such insurance protects the Town of Williston to the extent of its interest. We further acknowledge that a Certificate of Liability Insurance will be provided to the Town of Williston, naming the Town of Williston as the Certificate Holder and as Additional Insured under the policy. This will be sent to the Recreation Department, along with payment, before being issued a permit.

TITLE II-ADA: (Americans Disability Act) - Note: Title II of the ADA prohibits the Town of Williston from providing support including facilities to any organization which discriminates based on disability. We agree that while we use the Town of Williston's facilities, parks, fields, and buildings for practice, games, tournaments, meetings, and other such events, we will not discriminate based on disability.

The undersigned, being a duly authorized representative of the above-named organization, has executed this release on the day and year written below.

Applicant's Signature: _____

Date: _____

Department Use Only:

Action:	____ Approved	____ Denied	(Reason Denied: _____)	Put into System:	Yes	No	
Field/Facility Assigned:	_____			Condition of Use:	_____		
Fees Assessed:	____ Per Policy	____ One Time Fee \$ _____	Other: _____	COI Received:	Yes	No	
Invoice Issued:	Yes	No	Invoice Sent: _____	Invoice Paid: _____	Permit Issued:	Yes	No

EVENT RULES & REGULATIONS

- Users must use only the restroom facilities provided.
- Receptacles in the parks are for everyday users of the parks. Carry Out what you Carry In.
- No group shall conduct activities that require undue additional work for the Parks Staff. This includes wear and tear on turf, equipment, and/or other amenities. Permit holders will be charged for any expenses accrued after their event.
- Parking or driving is prohibited on all grass areas, fields, courts, and the Recreation Path. All motor vehicles must remain on roads or in parking lots maintained for vehicular traffic.
- All events must be halted or canceled if the conditions are deemed 'unsafe' by a reasonable person. This would include but is not limited to; an ongoing and active weather event, ANY standing water on fields, and drought conditions causing dry and brittle turf.
- Inflatables and trampolines are prohibited.
- No user may use amplified sound or additional lighting unless special permission is granted by the Department.
- No tickets are to be sold, admission fees charged, concessions allowed, or any money-raising methods used without the express written permission of the Department.
- The owner of every type of animal shall be responsible for the removal of any excreta deposited by their animal(s) on fields, courts, and amenities of the Department.

Vendors:

- Permit holder is required to obtain a Vendor Form and Certificate of Insurance from all vendors that will be on site during their event. Vendor Forms are available from the Department.
- The Vendor Form and COI for each vendor must be returned to the Recreation Dept. for approval, a week before the event.

Tents:

- Permit holder is required to obtain a permit from the State of VT if erecting a tent or tents that equal or exceed 1,200 sq ft.

Portable Restrooms:

Are required at the expense of the user group of 100 or more people or for a tournament/jamboree or event type activity.

- Groups will supply their own Portable Restrooms and have them removed.
- Park Restrooms must be inspected after an event by the permit holder.
- Any damage that requires repairs or extra cleaning of restrooms will be charged to the permit holder.
- Permit holder is required to notify the Department of any damage, cleaning or restocking that is needed.

Trash Removal:

Is required at the expense of the user group of 100 or more people or for a tournament/jamboree or event-type activity.

- Groups will supply trash removal; extra bins, dumpsters, and hauling away trash.
- All trash and recycling must be disposed of in the bins or dumpsters that the permit holder obtained for their event.
- All trash and recycling bins in the park must be emptied by the permit holder after their event.
- See below the Chittenden Solid Waste District (CSWD) requirements for Waste Management.

Waste Collection, Management, and Disposal

Williston requires compliance with the CSWD's Solid Waste Management Ordinance as a condition of use.

Requirements of this Ordinance include:

- Trash, recycling, and composting receptacles for use by event attendees and staff must be provided in equal numbers and must be placed as close to each other as possible for equally convenient access.
- All containers for trash, recyclables, and compostables are required to meet CSWD's color and labeling requirements.
- Mandatory recyclables and food scraps must be collected in separate bins and kept separately from any trash bins.
 - They must be free from contamination while awaiting pickup or delivery to the appropriate facility.
- Plastic bags must not be put in bins or dumpsters that collect recyclable or compostable materials.
- If recyclables are collected in bags, the bags must be emptied into the recycled dumpster.
- Compostable materials can be collected and transported in bags that are clearly labeled as CERTIFIED COMPOSTABLE. Bags labeled "degradable" or any version of that are not acceptable and must be emptied into the dumpster.
- The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property. CSWD offers technical assistance and other resources at no cost to help you understand and fulfill these requirements. Visit cswd.net or call 802- 872-8111 for assistance.

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PAYMENTS, CANCELLATIONS & RAINOUTS

Payments:

- User Fees and a Certificate of Insurance must be received before the first date of use.
- No permit will be granted until both have been received by the Department.

Cancellations:

- The Department reserves the right to cancel a reservation due to weather, field conditions, or in favor of a Department, Town, or Williston Schools-related business or interests, or for any unforeseen reason that the facility cannot be used.
- If the Department cancels a reservation, a full refund will be issued for the date(s) that are canceled.
- If a permit holder cancels a reservation, the refund will be handled as stated below.

Processing Fee

The first hourly rate of the facility rented is deducted from all refunds.

Remaining Balance

Will be refunded up to three (3) days before the date of the reservation.

No Refund

No Refund will be given if the Dept. is notified less than three (3) days before the date of the reservation or the date to be canceled.

- If there is an outstanding balance due on the Permit Holder account, the refund will be automatically applied to the balance due, and any remainder will be refunded.
- Refund checks take approximately three weeks to process and receive.

Rainouts:

- The Department will work with the permit holder to find a make-up date.
- If a make-up date is not agreed on, a refund will be granted, minus the processing fee.
- The department must be notified of a rainout within 24 hours of the rental date that the rainout occurred or no refund will be granted.