



Williston Recreation & Parks

EVENT PERMIT APPLICATION

for events in a Williston Community Park

(All Information needs to be complete, specific, and accurate)

Today's Date: _____

ORGANIZATION / ORGANIZED GROUP / BUSINESS / INDIVIDUAL INFORMATION

Name:	Phone:
Address: (address/town/state/zip)	
Contact Name:	Cell Phone:
Email Address:	Home Phone:

EVENT REQUEST INFORMATION

Name of Event: _____

Type of Event: (check those that apply)

Participants: (check those that apply)

YOUTH ADULT BOTH

TOURNAMENT JAMBOREE

RUN/WALK CAMP

OTHER: _____

Estimated Number of People: _____

Estimated Number of Vehicles: _____

Description of Event & Planned Activities:

Date(s) of Request:

<u>DAYS</u>	<u>DATES</u>	<u>TIMES</u>	<u>Time Setup Begins</u>	<u>Time Cleanup Ends</u>
_____	_____	From: _____ To: _____	_____	_____
_____	_____	From: _____ To: _____	_____	_____

Permit Holders- are responsible for bringing in Port-o-lets and trash/recycling bins for events with 200 or more people

Amenities Needed:

_____ Athletic Fields/Courts: (Fee per the Facility Fee Schedule)

Type: Field Court Other: _____

Specific Facility: _____ How Many? _____

_____ Path or Sidewalk: Type: Path in Park Sidewalk Both

_____ Electricity: Half day- \$20 (1-4 hours) Full day- \$40 (4-8 hours)

_____ Water: Half day- \$20 (1-4 hours) Full day- \$40 (4-8 hours)

Entertainment: Yes No What Kind _____

_____ Vendors: Food, Activity or Merchandise (must have each vendor fill out a Vendor Form & submit COI)

_____ Tent(s): (1200+ sq ft of space that equals one or more tents, a permit must be obtained from the state of VT)

_____ Amplified Sound: Live Music/Band DJ Radio Other: _____

Signatures are required on the next page of this permit application
The application must be submitted a minimum of Two Weeks before the scheduled event.

PARKS FACILITIES RULES & REGULATIONS and RELEASE & WAIVER

Rules & Regulations:

- Parks are open and available for use from dawn until dusk.
- Park amenities must be returned to their original state, as they were when the group arrived. If equipment, goals, benches, bleachers, and/or other amenities are moved, they are to be returned to their original location.
- Anchored goals- Removing anchors from anchored goals could cause serious injury or even death and is strictly prohibited and will result in the cancellation of a permit.
- Goals with Sandbags- Non-anchored goals must always be secured by sandbags and not doing so could cause serious injury or death and will result in the cancellation of a permit.
- No paint or spray paint is to be used on fields, grass areas, or Rec. Path. Chalk or chalk paint is acceptable
- All trash and recycling must be picked up and placed in the proper receptacle. Any overflowing trash or recycling must be removed by the permit holder, at their expense, and not left outside a receptacle.
- Users must use only the provided bathroom facilities.
- **Trash Removal** is required at the expense of the permit holder for groups of 200 or more people or a large event/tournament-type activity where people will be coming and going during the event. Groups will supply their own trash removal; extra bins, dumpsters, and hauling away trash. See below the Chittenden Solid Waste District (CSWD) requirements for Waste Management.
- **Portable Restrooms** are required at the expense of the permit holder for groups of 200 or more people or a large event/tournament-type activity where people will be coming and going during the event. Groups will supply their own Portable Restrooms and have them removed.
- No group shall conduct events or 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 the activity/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. The speed limit in all parks is five (5) M.P.H.
- All events/activities must be halted or canceled if the condition of the field/court would be deemed 'unplayable' by a reasonable person. This would include but is not limited to; an ongoing and active weather event, ANY standing water on the field of play, and drought conditions causing dry and brittle turf.
- No user may use amplified sound or additional lighting unless special permission is granted by the Williston Recreation and Parks 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 Williston Recreation and Parks 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, public walks, recreation areas, or public property.

Alcohol and Tobacco Use:

- Alcoholic beverages are prohibited in all Town parks and on school property.
- The sale, possession, consumption, and use of tobacco, marijuana, and illegal drugs are forbidden on school properties that the Town uses for Parks- Village and Allen Brook Community Parks.

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 recycle 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.

ACKNOWLEDGE OF UNDERSTANDING, I acknowledge that I have read and understand the Facilities Use Policy and the above Rules & Regulations and agree to abide by them, 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 for 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, that 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:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason Denied: _____)	Put into System:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field/Facility Assigned:	Condition of Use: _____		
Fees Assessed:	<input type="checkbox"/> Per Policy <input type="checkbox"/> One Time Fee \$ _____	Other:	<input type="checkbox"/> COI Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
Invoice Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Invoice Sent:	<input type="checkbox"/> Permit Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No