

Williston Recreation & Parks

Facilities Use Policy & Fees Schedule

First adopted March 26, 1997- revised May 2010- revised February 2018- revised December 2020- revised December 2022- updated March 2024

PURPOSE

Williston Recreation & Parks (**Department**) has one or more facilities available for use by residents and members of the public. These Department facilities are available to all qualified users on equal terms without regard to race, color, religion, national origin, or other status covered by applicable state or federal laws or regulations. In allowing the use of these facilities, the Department will not discriminate against users of the facilities based on the users' particular viewpoint(s).

The Department must ensure that its facilities are maintained in good condition and that their use and maintenance do not impose an undue financial cost on the Town of Williston. This policy is intended to help ensure that the Department's facilities will be well maintained and accommodating and will provide a safe environment, and the Department will be fair and consistent with all parties wishing to reserve its facilities.

DEFINITIONS

Organized Group- This is defined as any group of people who wish to use a Department Facility once, regularly, or want to have scheduled days and times, and collect a fee or not. An Organized Group must obtain a permit of use, without one a group does not have priority use.

Permit Holder- The person who submits a Permit Application for use of a Department facility. The Permit Holder is responsible for the actions of all persons using the facility and to inform all members of their group of the rules and regulations.

Park Facility- Any field, court, amenity, path, or other facility found in a Williston Community Park.

The R.E.C. Zone- Recreate, Explore Create Facility is available for meeting space rental through the Department.

PRIORITY OF USE

The Department will make facilities available on a first-come, first-served basis for individuals, organized groups, businesses, and organizations to rent during times when the facilities are not being used for Department programs or events sponsored by the Town of Williston and/or when they are being used by Town staff, boards, commissions, or committees, or in the case of park facilities on school land, events sponsored by Williston Schools. (previous users have priority reservations).

PERMIT REQUIRED USES

Any individual, organized group, business, or organization wishing to use Department facilities shall fill out a Permit Application for either a Parks Facilities Permit, Event Permit, or R.E.C. Zone Permit, for the date(s) and time(s) on which they wish to use such facility. No use of a facility shall be permitted until a permit is executed by the Department; the applicable user fee has been paid and proof of insurance has been provided to the Department as required.

OBLIGATIONS OF USERS

The use of Department facilities must not disrupt the provision of Town services. Nor shall the use of a facility create a nuisance or disturb the quiet enjoyment of anyone using adjacent or common premises and facilities. Users must return the facilities to the same condition as found- neat, orderly, and clean, after their use. Users will be responsible for, and liable to, the Department for all repairs to the facilities required as a result of damage caused by Users.

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 of these 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.

PERMIT STIPULATIONS

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

1. Permit applications are required to request scheduling the use of a facility. They consist of an Events Permit application, a Parks Facilities Permit Application, and the R.E.C. Zone Permit Application.
2. No individual, organized group, business, or organization has priority use without a valid permit from the Department.
3. No means or Apps are accepted as a reservation. Only the Dept forms.
4. Permit applications must be submitted a minimum of one week before the first date of the requested reservation.
5. Permits will not be issued until payment and a valid Certificate of Insurance are received before the first date of the reservation.
6. Permission to use a facility will only be granted to persons twenty-one years of age and older.
7. 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.
8. Denial of a permit may be appealed to the Williston Recreation & Parks Committee.
9. Facilities have their own sets of rules and regulations that apply. Specific rules and regulations are on the permit applications and will be provided on the permit that is issued.
10. The permit holder must always be present during the facility use and have the permit on their person.
11. The permit holder must show the permit upon request from a representative of the Town of Williston.
12. All participants of the user group are restricted to the designated facility, within the time frame listed on the permit.
13. The permit holder is responsible for the actions of all persons using the facility. It is the responsibility of the permit holder to inform all members of their group of the rules and regulations.
14. Unruly behavior will result in immediate cancellation of a permit and/or future use of facilities.
15. Any costs incurred by the Town in preparation for, or after, such activity/event will be charged to the permit holder.
16. 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, days, dates, and times as stated on the permit.
17. 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. Advanced notice will be given to the contact person.
18. Permit holders must notify the Department of all times that the facility will not be used. Weather cancellations are exempt. See the Cancellation Section in this policy.
19. The permit holder will comply with ADA requirements and will make their activity/event accessible for those who require special assistance.
20. 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.
21. All individuals, organized groups, businesses, or organizations using Town facilities must comply with all local, State of Vermont, and Federal codes, regulations, and laws.
22. 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.

Portable Restrooms:

Are required at the expense of the user group of 200 or more people or for a tournament/jamboree/event type activity where people will be coming and going during the event.

- 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 damages, cleaning or restocking that is needed.

Trash Removal:

Is required at the expense of the user group of 200 or more people or for a tournament/jamboree/event-type activity where people will be coming and going during the event.

- All trash and recycle bins in the park must be emptied by the permit holder after their event.
- All trash and recycling must be disposed of in the bins or dumpsters that the permit holder obtained for their event.

WILLISTON FACILITIES INFORMATION

- No fields may be used in the spring season until clearance is given by the Department.
- Fields may be closed at any time if deemed 'unplayable' by the Department.
- No camps, practices, or fee-based lessons are to be conducted at any field or court unless permitted by the Department.
- Courts can be reserved by obtaining a permit.
- All fields, courts, and park amenities close the last week of October, before Halloween, in preparation for winter.

Field Facilities:

Multi-Use Fields- (Village Community Park & Allen Brook Community Park)

Village Community Park-

Multi-Use Fields are lined for soccer and used for Ultimate Frisbee.

Allen Brook Community Park-

Multi-Use Fields are lined for Lacrosse from spring to mid-summer and lined for Soccer- mid-summer to Fall.

Soccer Field- (Village Community Park)

The Soccer Field is lined for different levels of soccer in the Spring and Summer and for the Williston School team in the Fall.

Baseball/Softball Fields- (Village Community Park, Brennan Community Park, Rossignol Community Park)

The Little League Organization has priority use of these fields in the Spring and Fall.

The Baseball and Softball Field at Williston Central can be reserved for use, except when school teams are using them or Babe Ruth or Little League Softball.

Court Facilities:

Sand Volleyball Courts- (Village Community Park)

Four (4) Sand Courts

Tennis/Pickleball Courts- (Rossignol Community Park)

One (1) Tennis and Four (4) Pickleball Courts

Other Facilities:

Ice Skating Rink and Skate Park- (Village Community Park)

The Skate Park and the Ice Skating Rink are available on a first-come-first-served basis. Special permission may be granted for reserved use for a program/camp and requires a permit.

Disc Golf Course- (Village Community Park)

The Disc Golf Course is available on a first-come-first-served basis. Players shall let faster players play through and not hold up at a tee. Special permission may be granted for reserved use for a program/camp and requires a permit.

Concession Building- (Village Community Park)

Requests for use of the concession are considered on a case-by-case basis and are subject to fees.

The R.E.C. Zone- Recreate, Explore, Create- (94 Harvest Lane, Williston, VT)

The R.E.C. Zone can be reserved for meetings or gatherings.

Rental is for specified use and includes set-up and clean-up times.

FACILITY USE FEE SCHEDULE

Facility	Fee
Fields- Soccer, Multi-Purpose (game/practice)	\$30 per hr. per Field
Fields*- Baseball, Softball (game/practice)	\$20 per hr. per Field
Courts- Tennis, Pickleball, Volleyball (game/practice)	\$10 per hr. per Court
Events- Other than athletic games or practices	See Info Below
Meeting Space- The R.E.C. Zone	\$20 per hour

*Baseball/Softball Infield areas are not lined. The permit holder must provide chalk and line infield before each use.

*Chalk Liner and Template will be available.

Events: (camps, runs, walks, or any other type of large gathering)

Fees:

Non-Profit-	\$1 per person in attendance or registered for the event
For Profit-	\$5 per person in attendance or registered for the event
Facility Fee-	Use of fields or courts determined from the above fees

Tournaments, Jamborees:

Fees:

Games-	\$10 per game
Facility Fee-	Use of fields or courts determined from the above fees

Amenities:

Fees:

Electricity:	<i>Half day- \$20 (1-4 hours)</i>	<i>Full day- \$40 (4-8 hours)</i>
Water:	<i>Half day- \$20 (1-4 hours)</i>	<i>Full day- \$40 (4-8 hours)</i>
Maintenance-	Staff- \$20 per hour (if required, determined by the Director)	

Other:

Tents:

- A Dig Safe site visit must be completed by all utilities before any tent is erected.
- The process and fee for this is the responsibility of the permit holder.
- 1200+ sq ft of tent space- that equals one or more tents, a permit must be obtained from the state of VT.

Vendors: (food, drink, product, etc.)

- Vendors must fill out a Vendor Form and submit COI for their company to Permit Holder.
- Permit Holders must submit the Vendor form and COI to the Department before the event.
- No vendors are allowed until approved by the Department.