



# Williston Recreation & Parks

## R.E.C. ZONE FACILITY PERMIT APPLICATION

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

Today's Date: \_\_\_\_\_

### ORGANIZATION / ORGANIZED GROUP / BUSINESS INFORMATION

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

### R.E.C. ZONE REQUEST INFORMATION

Name of Activity: \_\_\_\_\_

Type of Activity: ☐ Meeting

Participants: (check those that apply) ☐ YOUTH ☐ ADULT

Estimated Number of People: \_\_\_\_\_ Estimated Number of Vehicles: \_\_\_\_\_

Request: Day of the Week \_\_\_\_\_ Date \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Additional Requests or Comments:

**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.*

## PERMIT STIPULATIONS and RELEASE & WAIVERS

### PERMIT STIPULATIONS

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

- Permit applications are required to request scheduling the use of a facility. They consist of an Events Permit application, a Parks Facilities Permit Application, or a R.E.C. Zone Permit Application.
- No individual, organized group, business, or organization has priority use without a valid permit from the Department.
- No other means or Apps are accepted as a reservation. Only the Department permits.
- 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.
- Facilities have their own sets of rules and regulations that apply. Specific rules and regulations will be provided on the permit that is issued.
- 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.

**ACKNOWLEDGE OF UNDERSTANDING,** I acknowledge that I have read and understand the Permit Stipulations 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
Facility Assigned:	_____			Condition of Use:	_____	
Fees Assessed:	____ Per Policy	____ One Time Fee \$ _____	Other: _____	COI Received:	Yes	No

## R.E.C Zone Rules & Regulations

### Rental Fees:

- The Rental Fee for the R.E.C. Zone is \$20 per hour.
- 15 minutes will be added before and after your scheduled time for setting up and cleaning at \$10 for the half-hour.

### Rules & Regulations:

- Building capacity is 40 people for rentals.
- Ensure everyone in your group knows and understands the emergency procedures and exits.
- No wet footwear shall be worn while in the building or onto the floor space.
- All outwear is to be hung up and footwear shall be left on runners.
- No candles or flames can be used in or on the facility/property.
- No tacks, nails, or staples shall be used on the walls or woodwork of the building.
- For hanging items on walls, only Painters Tape can be used.
- Gambling of any kind is not permitted.
- The facility must be returned to its original state, as it was when the group arrived.
- All chairs used must be picked up and stored after use.
- All tables must be set up the way they were when you arrived.
- All items you bring must be removed when you leave. Pack In, Pack Out
- All trash and recycling must be picked up and placed in the proper receptacle.
- All trash and recycling bins must be emptied and waste removed by the permit holder at their expense.
- Ensure that all the following before leaving:
  - Secure and lock the REC Zone door and the outside door to the building.
  - Set the thermostat to 65 degrees.
  - Secure Restroom- be sure the water is off, and lights are out.
  - Turn off all interior lights in the REC Zone
  - Return the key to the Recreation Department

### Alcohol and Tobacco Use:

- The facility is Smoke Free. The sale, possession, consumption, and use of tobacco, marijuana, and illegal drugs are forbidden on or in the facility/property.
- The facility is Alcohol Free. The sale, possession, consumption, and use of alcohol is forbidden on or in the facility/property.

### Lost & Found:

- Items will be collected by the Department, and the permit holder will be notified.
- It is the responsibility of the permit holder to notify their members or pick up the items.
- Items will be held by the Department for one month after the rental and then donated to a local charity.

### Damages:

- Any permitted individual, organized group, business, or organization found to be destructive, loud, or leaving the building in improper condition after its use may be denied future use of the building.
- A walk-through of the facility will be performed by a Town employee(s) before and after the rental period. Costs to replace/repair any damage or loss that occurred during the rental will be the liability of the permit holder.

## 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 in favor of a Department or Town 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.