



Williston Recreation & Parks

FIELD/FACILITY PERMIT APPLICATION

Today's Date: _____

Organization/Team/Business/Individual: *(All Information needs to be complete, specific and accurate)*

Organization Name:	Organization Phone:
Organization Address:	Town, State, Zip
Email Address:	Cell Phone:
Contact Name:	Home Phone:

Park/Facility Request:

Type of Event: *(check off those that apply)*

Youth Organization
 Adult Organization
 Other
 Practice
 Game
 Tournament
 Camp
 Other: _____

Type of Field/Facility Requested: *(check ones that apply) How many of each needed? (place number needed next to the type)*

Soccer: (U10 _____ U12 _____ Regulation _____)
 Baseball: (Softball _____ Babe Ruth _____ Little League _____)
 Lacrosse: _____
 Sand Volleyball Courts: _____
 Tennis/Pickleball Courts: _____
 Other: _____

Location of Facility Requested: *(check ones that apply)*

Williston Community Park
 Allen Brook Community Park
 Brennan Park
 Rossignol Park

Dates & Times Requested: *(for multiple dates attach a schedule or list dates on separate sheet of paper)*

<u>DAYS</u>	<u>DATES</u>		<u>TIMES</u>	
Day: _____	From: _____	To: _____	From: _____	To: _____
Day: _____	From: _____	To: _____	From: _____	To: _____
Day: _____	From: _____	To: _____	From: _____	To: _____
Day: _____	From: _____	To: _____	From: _____	To: _____
Day: _____	From: _____	To: _____	From: _____	To: _____
Day: _____	From: _____	To: _____	From: _____	To: _____

Estimated Number of People: Total Number: _____ # of Youth: _____ # of Adults: _____ # of Residents: _____	Estimated Number of Cars: _____
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Additional Comments or Requests:

Applicant's Signature: _____	Date: _____
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Signatures also required on the back/second page of this document- Release & Waiver

*Application must be submitted a minimum of Two Weeks prior to scheduled event.
Return completed form to Williston Recreation & Parks, 7900 Williston Road, Williston, VT 05495*

FIELD/FACILITY USE RELEASE & WAIVER

We understand and agree to the following:

- Submission of a permit application does not guarantee acceptance.
- Permission to use a park field/facility will be granted to persons twenty-one years of age and older.
- The Recreation and Parks Dept reserves the right to deny permission for an event if it is seen as potentially causing detriment to the facilities.
- Denial of a Permit may be appealed to the Williston Recreation & Parks Committee.
- The permit holder must always be present and have the permit on their person.
- The permit holder must show permit upon request from a representative of the Town of Williston. (police, fire, recreation, etc.)
- The permit holder is responsible for the actions of all persons using the park facility on this permit.
- It is the responsibility of the permit holder to inform all members of their group of the rules and regulations.
- The group must provide trash removal, at the expense of the user group, of 50 or more people or a tournament type activity.
- Groups will supply their own trash removal; extra bins, dumpster, hauling away trash. See below, CSWD requirements for Waste Management.
- The group must provide portable restroom facilities, at the expense of user group, of 50 or more people or a tournament type activity.
- The group and participants are restricted to the designated are of use, within the time frame listed.
- Unruly behavior may result in immediate cancellation of the permit and/or future use of fields/facilities.
- Permits are not transferable. The facility is to be used only by the group permitted for, and for the purpose stated, and on the date on the permit.
- A specific day, date and time, on the permit, may be cancelled if the facility is needed for a recreation program, town event or school function. Advanced notice will be given to the contact person.
- The permitted group must notify the Recreation & Parks Dept of any and all times that the facility will not be used. Weather cancellations exempted.
- Any costs incurred by the town in preparation for any activity/event or after such activity/event will be charged to the user group.
- If damage occurs to a field/facility as a result of a group's use, it will be paid for by the user group. The contact person on the permit is responsible.
- The permit holder will comply with ADA requirements, and will make programs accessible for those who require special assistance.
- Individuals or groups reserving the fields for use must provide the Williston Recreation and Parks 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 person and One Million dollars (\$1,000,000) per occurrence.
- No Permit will be issued until the Certificate of Insurance is received by the Williston Recreation and Parks Department.

Waste Collection, Management, and Disposal

- Williston Recreation & Parks requires compliance with the Chittenden Solid Waste District's Solid Waste Management Ordinance as a condition of using the property.
- Mandatory recyclables and food scraps must be collected separately from trash and kept as free from contamination as possible while awaiting pickup or delivery to the appropriate facility.
- 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 compostable are required to meet CSWD's color and labeling requirements.
- Plastic bags must not be put in dumpsters with recyclable or compostable materials. If recyclables are collected in bags, the bags must be emptied into the 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.
- The Chittenden Solid Waste District offers technical assistance, training, container labels, 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, being a duly authorized representative of the organization requesting field use and or a facility with the Town of Williston, I acknowledge that I have read and understand the above list of conditions and agree to inform my users and abide by the said conditions.

Signature _____ **Date** _____

LIABILITY RELEASE

IN CONDISERATION, of permission granted to use by the Town of Williston to use 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 in our program or group, may have, or claim to have, or acquire in the future, for all personal injuries, or damage to property, rising out of our organization's use of the permitted facility.

WE ACKNOWLEDGE, that we have total responsibility for the program and our group and for the safety of all its participants. 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 prior to use to ascertain that the premises are in safe and useable condition. We further acknowledge to the Town of Williston that our organization or group 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 prior to 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 on the basis of 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 on the basis of disability.

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

Signature _____ **Date** _____

Department Use Only:

Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reason Denied: _____
Field/Facility Assigned:	_____ Condition of Use: _____		
Fees Assessed:	<input type="checkbox"/> Per Policy	<input type="checkbox"/> One Time Fee \$ _____	Other: _____ COI Received: Yes No
Permit Issued:	Yes No	Invoice Issued: Yes No	Invoice Sent: _____ Invoice Paid: _____