

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037

Thursday, September 14, 2023
6:00 p.m.
238 Kensington Road
MEETING

ATTENDANCE:

Commissioners Present: Donna Bovee - Chairwoman, Greg Starr, Lucas Van Zandt, Joe Pulcini
via Zoom

Commissioners Absent: Don Dellaquila, Tony Butrimas

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services
Debbie Dennis, Superintendent of Recreation

Chairwoman Donna Bovee called the meeting to order at 6:00 p.m.

1. Audience of Citizens

2. Approval of Minutes July 13, 2023

Commissioner Starr moved to approve the July 13, 2023 meeting minutes.

Seconded by Commissioner Van Zandt

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 4-0 (MOTION CARRIED)

3. Consent Agenda

- a. Request by Berlin Volunteer Fire Department for permission to consume alcoholic beverages (BYOB beer and wine) at Pistol Creek for their annual family picnic on Saturday, October 7, 2023 from 2:00PM - 9:00PM. There will be 70 people in attendance, food will be served sit down style and there will be no entertainment. TULIP insurance will be obtained if permission is granted.

- b. Request acceptance of a donation of a maximum of 10 straw/hay bales, valued at approximately \$90 to be used for our Scarecrow Contest for the 2023 Scarecrow Festival.
- c. Request by Ron Bosco of Berlin Lions Charities to be able to sell luminaries at Berlin High School home football games on October 20, 2023 and November 10, 2023. Funds raised will go towards local Veterans in need.

Commissioner Starr moved to accept consent agenda a - c.

Seconded by Commissioner Van Zandt

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 4-0 (MOTION CARRIED)

Discussion on item c, Commissioner Van Zandt wanted clarification on what type of luminaries they are selling. They are battery operated and not with fire.

- d. Request by CCC (Central CT Conference) to charge a fee of \$5 for adults, \$3 for students/seniors for a tournament to take place at Scalise Field, Sage Park on November 1, 2023 and November 3, 2023 from 3:30PM - 8:30PM.

Commissioner Starr moved to accept consent agenda d.

Seconded by Commissioner Van Zandt

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 4-0 (MOTION CARRIED)

- e. Request by CCC (Central CT Conference) to have field usage fees and light fees, not to exceed an amount of \$1,090 waived for the CCC Tournament taking place at Scalise Field, Sage Park on November 1, 2023 and November 3, 2023.

Commissioner Starr moved to accept consent agenda d.

Seconded by Commissioner Van Zandt

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 4-0 (MOTION CARRIED)

Discussion on item e, Commissioner Starr was curious if concessions will still be opened and they will. The groups working the concessions will still keep the funds earned.

4. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, stated that they had increased the maximum registered at The Creek Summer Program in 2022 but decided it was too many so they went back to the previous maximum. The money is higher because of this difference. There was a great response in 2023 with the added senior and caregiver passes for Percival.

- b. Summer Wrap Up, In regard to the swim team, the numbers were good. Swim lessons were successful, despite the rain they were able to hold lessons. She is still looking for a Director for the other Summer Program site. Prefers they are a teacher or have teaching experience because they will have the ability to run the camp. Chairwoman Bovee suggested programming with UpBeat. There was discussion on the lifeguard training and that other towns offer it full year. They encourage people to attend meetings and town council meetings if they want to advocate for anything in town.
- c. October Commission Meeting, will be at Hubbard School in the media center. We only have 25-30 spots for the audience of citizens. It is important to still maintain decorum during the meeting and allow citizens to reflect their ideas during the audience of citizens.

5. Parks & Grounds

- a. Monthly Report, no discussion on monthly report.
- b. Field/Facility Use Policy Discussion of Update, Jen Ochoa, Director of Community, Recreation and Park Services, mentioned the pieces highlighted are always highlighted because of their importance but they are looking to make changes to the highlighted portion regarding St. Paul's school. Chairwoman Bovee explained that each year their groups are exempt from paying fees, while St. Paul's school was previously not included. She would like them included for the future because it is a school organization in town. It is a non-public school and we historically waive the fee every year anyways.

Commissioner Starr motioned to accept the Field of Use policy as presented in section 1A.b that exempts St. Paul School from field rental fees.

Seconded by Commissioner Van Zandt

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 4-0 (MOTION CARRIED)

- c. CCC event at Sage Park, no discussion.
- d. Discussion on Fields, Playground Tours, Chairwoman Bovee stated that there is an adult soccer league playing on the fields at Sage. Steve Wood, Superintendent of Parks and Grounds has added signage at Sage concerning parking areas. Commissioner Tony Butrimas saw them using the field. Chairwoman Bovee mentioned to the group there are fees and insurance required. She was unsure how many are from Berlin or outside towns, she did not recognise anyone. She was requesting them to come to a meeting and speak about the policy if they have questions. Discussion on playground updates, Little People's is in the budget for 200k and Steve Wood, Superintendent of Parks & Grounds, presented a conceptual plan to the Town Council. Chairwoman Bovee described what he presented to the Council. The Mayor did want to investigate putting in a Splash Pad and asked Steve Wood to present about that as well.
- e. State of CT Grant Update, Jen Ochoa, Director of Community, Recreation and Park Services, said Biscoglio is running behind because of the rain we have gotten.

Percival is on time and on budget, looking great. CIAC reached out to Jen Ochoa and Steve Wood asking to use the fields for hosting soccer playoff games, November 14-16th. They would pay the fees. But Berlin Youth Football Championship will be on the 19th and would like them to have first right in the schedule and usage. Chairwoman Bovee wanted to ask about the Scoreboard and mention that people do not know how to use the Scoreboard. They are trained and allowed to use it only with Nick Smith. Jen Ochoa, reached out to youth groups that they cannot use it for ads, highlight videos, etc. this year. Only High School athletics can use it while everyone is getting acclimated to using it. It is only being run by Board of Education personnel. The Plan of Conservation and Development had asked the Commission for things they would want included into the plan. They have decided to create a committee, including a Park and Recreation representative, to develop and implement the Plan of Conservation.

6. Adjournment

Commissioner Starr motioned to adjourn at 7:20 pm.

Seconded by Commissioner Van Zandt

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Joe Pulcini, Commissioner Lucas Van Zandt

Vote being: 4-0 (MOTION CARRIED)

Submitted by,
Tiffany Trowbridge-Bernard
Recording Secretary

RECEIVED FOR RECORD
BERLIN TOWN CLERK



9/21/2023, 4:27:48 PM

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037

Thursday, September 14, 2023

6:00 p.m.

238 Kensington Road

MEETING

Join Zoom meeting

<https://berlinc-t-gov.zoom.us/j/89732071188?pwd=M3JzY1pQampaeWhYTWhXOU9wR1NQZz09>

Meeting ID: 897 3207 1188

Meeting Passcode: 266329

By Phone (tolls may apply): +1 929 205 6099 US (New York)

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
 - a. July 13, 2023
3. Consent Agenda
 - a. Request by Berlin Volunteer Fire Department for permission to consume alcoholic beverages (BYOB beer and wine) at Pistol Creek for their annual family picnic on Saturday, October 7, 2023 from 2:00PM – 9:00PM. There will be 70 people in attendance, food will be served sit down style and there will be no entertainment. TULIP insurance will be obtained if permission is granted.
 - b. Request acceptance of a donation of a maximum of 10 straw/hay bales, valued at approximately \$90 to be used for our Scarecrow Contest for the 2023 Scarecrow Festival.
 - c. Request by Ron Bosco of Berlin Lions Charities to be able to sell luminaries at Berlin High School home football games on October 20, 2023 and November 10, 2023. Funds raised will go towards local Veterans in need.
 - d. Request by CCC (Central CT Conference) to charge a fee of \$5 for adults, \$3 for students/seniors for a tournament to take place at Scalise Field, Sage Park on November 1, 2023 and November 3, 2023 from 3:30PM – 8:30PM.
 - e. Request by CCC (Central CT Conference) to have field usage fees and light fees, not to exceed an amount of \$1,090 waived for the CCC Tournament taking place at Scalise Field, Sage Park on November 1, 2023 and November 3, 2023.
4. Parks and Recreation
 - a. Monthly Report
 - b. Summer Wrap Up
 - c. October Commission Meeting
5. Parks & Grounds
 - a. Monthly Report
 - b. Field/Facility Use Policy Discussion of Update
 - c. CCC event at Sage Park
 - d. Sage Park Field Usage
 - e. Discussion on Fields, Playgrounds Tours
 - f. State of CT Grant Update

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037

Thursday, July 13, 2023
6:00 p.m.
MEETING

ATTENDANCE:

Commissioners Present: Donna Bovee - Chairwoman, Tony Butrimas, Greg Starr, Lucas Van Zandt, Joe Pulcini

Commissioners Absent: Don Dellaquila

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services

Debbie Dennis, Superintendent of Recreation

Steve Wood, Superintendent of Parks & Grounds

Chairwoman Donna Bovee called the meeting to order at 6:00 p.m.

1. Audience of Citizens

2. Approval of Minutes

June 8, 2023

Commissioner Starr moved to approve the June 8, 2023 meeting minutes.

Seconded by Commissioner Butrimas

Those voting in favor: Chairwoman Donna Bovee, Commissioner Tony Butrimas,
Commissioner Greg Starr, Commissioner Lucas Van Zandt

Vote being: 4-0 (MOTION CARRIED)

3. Consent Agenda

- a. Request by Berlin Little League to hang presented banners at named locations for the 2023 Fall and 2024 Spring Season.

Commissioner Butrimas moved to accept consent agenda a.

Seconded by Commissioner Starr

Those voting in favor: Chairwoman Donna Bovee, Commissioner Tony Butrimas,
Commissioner Greg Starr, Commissioner Lucas Van Zandt

Vote being: 4-0 (MOTION CARRIED)

4. Parks and Recreation

- a. Monthly Report , Debbie Dennis, Superintendent of Recreation, stated that the attendance at Percival Pool is dependent on the weather. If there is any overflow from

East Berlin Pool being closed it hasn't affected coverage at Percival. Most people have understood the reasoning for the East Berlin Pool being closed. Chairwoman Bovee did note she hasn't seen many postings recently about East Berlin Pool being closed. Debbie Dennis, Superintendent of Recreation stated the camp has been going great. Every week has been filled at Pistol Creek.

5. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks and Grounds, stated they have installed the bench at Pistol Creek and the plaque looks great.
- b. Connectivity Grant, Jen Ochoa, Director of Community, Recreation and Park Services, noted the letter from Jim Mahoney in the agenda package and is requesting if the Commission wants to write a letter then it is due for next week. Commissioner Butrimas asked about the grant and if a letter from them would ensure the grant's success. The Commission is willing to write a letter and support the Connectivity Grant sidewalks project.
- c. Vandalism, Steve Wood, Superintendent of Parks and Grounds, stated someone tried to throw a firecracker in a port-a-potty at Zipadelli. They are receiving phone calls about the glass smashed at the High School. It took 6 staff members an hour to pick up all of the trash at the High School. Someone was climbing and jumping on the Basketball Courts and caused damage. They have someone coming in to fix the fence. He has spoken to the Director of Security at the High School and they are contemplating putting a gate to the entrance of the parking lot. It would be unlocked prior to students and teachers coming onto grounds and then locked with the last custodian. They also might try to change the hours of the lights to earlier at 9 pm and see if that prevents the incidents happening. On weekends, whatever group that will be there to use the fields would unlock the gate and lock it when leaving. Commissioner Pulcini asked if they would run the risk of the issue moving from the High School parking lot to a different parking lot. Most likely they won't be able to do anything until September but can adjust the light's timing easily. The Police Department is aware of the issue and is doing their best to assist. The Commission's general consensus is support of these adjustments.

Jen Ochoa, Director of Community, Recreation and Park Services stated that she received an email from the High School Boosters soccer group wanting to book Scalise Field for practice. She reached out asking for more information on the request. Then she received an email explaining that it is for kids on the High School team and students who want to try out for the team are wishing to use the field for conditioning and practice over the summer. Ultimately, they used the field without a reservation and Jen Ochoa reached out about it. There were questions about how they got onto the field to begin with. Chairwoman Bovee spoke to the person on the phone and discussed the concern about their access to the field. She requested him to get the keys back from the individual coaches. It was determined it was a coach from Newington that's associated with this group that has access to the gate, the building, and code. Then the person who had the original field request emailed stating, they did not want to use the field anymore and now know the process for next summer. Steve Wood, Superintendent of Parks and Grounds, will be working on ways to change access to these areas. Being told that for each door to have a keyless entry is expensive. Master Lock is not a unique key so they are trying to get individual

padlocks so each key is specially made for the lock. The access codes are specific for each organization, each group using the area has their own codes. When the Commission has a group meeting in the Fall they will discuss access to the fields as a reminder.

- d. Discussion on Fields, Playgrounds Tours, no discussion at this time.
- e. State of CT Grant Update, Jen Ochoa, Director of Community, Recreation and Park Services stated they have broken ground at Biscoglio and it is going well. Commissioner Butrimas stated we should highlight the success of Parks and Recreation to citizens more.

Jen Ochoa, Director of Community, Recreation and Park Services asked the Commission if they want to take off August Commission Meeting and all agreed.

6. Adjournment

Commissioner Starr motioned to adjourn at 6:44 pm.

Seconded by Commissioner Butrimas

Those voting in favor: Chairwoman Donna Bovee, Commissioner Tony Butrimas, Commissioner Greg Starr, Commissioner Joë Pulcini, Commissioner Lucas Van Zandt

Vote being: 5-0 (MOTION CARRIED)

Submitted by,
Tiffany Trowbridge-Bernard
Recording Secretary

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2023 JUL 18 PM 4:10

Katlyn Wall

BERLIN, CT.



TOWN OF BERLIN
Request for Fee Waiver

Consent e

Requesting Organization: CCC / BHS Athletics	Date: 8/25/23
Contact Name: David Francalanga	
Phone Number: 860 841 1652	
Event: CCC Semi + Finals Soccer	Date of Event: 11/1 + 11/3
Location of the Event: Scarsdale	
What fee do you want waived: All / would benefit students of BHS + CCC	
Identify the hardship incurred: we have lost money on this every year. Trying to save cost for Berlin High School + CCC	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: BHS is a part of the CCC, with Boys + Girls Soccer teams participating in CCC.	

Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes ☐ No ☐

If so, which criteria:

- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☐ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☐ Raises funds for scholarships of Berlin students.
- ☐ Raises funds for elderly citizens.

TOWN OF BERLIN Request for Fee Waiver 2 TMO Form 092011 Name of Non-Profit or Political Organization: CCC/ BHS Athletics

Comments: _____

Signature David Francalanga Date 9/8/23

Town Manager Signature _____ Date _____

Organizations requesting a waiver of fees must complete the Request for Fee Waiver prior to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.

IMPORTANT INFORMATION ABOUT THE CENTRAL CT CONFERENCE (CCC) SOCCER TOURNAMENT

- November 1 & 3 at Scalise Field
- Overseen by Dave Francalanga, Athletic Director of Berlin High School
 - Every school in the conference takes on a sport playoff based on facilities – BHS AD is the CCC Soccer Leader
- 8 teams about each day
- Anticipated attendance is 350 – 500 each day
- Spectators charged \$3 - \$5 to get in
 - CCC collects all ticket revenue and pays all bills
- Concession to be open, someone already with license
- Lights would be needed
- Per Dave, insurance is covered by BHS
- Grounds and Custodial Workers will be paid by BHS at a cost of \$510
- Sage Park will not be closed down for this event
 - Additional parking is available at the Newman Property
- We will inform the Police Department of the event and give Dave's contact information



Town of Berlin
Parks and Recreation Department
230 Kensington Road • Berlin, CT 06037
Office (860) 828-7056 • Fax (860) 828-1627
E-mail ddennis@berlinct.gov

Debra S. Dennis, CPRP
Superintendent of Recreation

Parks and Recreation monthly report for August/September

1. Percival Pool closed on Saturday, August 12. Overall it was a good season. We offered the Lifeguarding class but only had 2 people register so we had to cancel it, Red Cross requires 5 students to run the class.
2. We offered four sessions of swim lessons. Each session was one week and the classes were 40 minutes long. We filled 123 out of 160 spots.
3. The Summer Fun program went well. The Creek was full the entire summer.
4. Skyhawks and tennis lessons had good numbers this summer but some sessions were not as full as in the past. Our dance instructor ran several camps and all were well attended. Our painting instructor ran two weeks of painting classes and her and her daughter ran a Japanese Origami history camp. Attached is the breakdown of all summer programs/activities.
5. I have started to look at programming for the fall. We will be offering yoga, in person, several virtual classes from Personal Euphoria, painting classes for kids, several dance and movement classes and dog obedience classes. Wendy McGurgan and Shirley Coulombe have "hung up their leashes" and retired from teaching dog classes. I have already hired a new instructor.

We will again be holding the Scarecrow contest on the front grass area of the Arthur B. Powers Municipal complex and hope we get additional entries this year. The Trunk or Treat event will be held in the parking lot of the Community Center on Saturday, October 28.

I am excited to announce that we will be working together with the Theatre Guild of Berlin as they prepare for the Nutcracker, to be performed at Berlin High School in December. They will be using space at the Community Center for rehearsals and have over 70 people involved in the project. We are hoping this may lead to additional programming in the future.

6. Have submitted paperwork to the Board of Education for winter.
7. Winter basketball information and registration will be the end of September.

We are advertising for a Girls and Boys 3&4 grade Coordinator and have already received some applications for the position. My staff from last year has moved on to a full time position in another community. We will advertise for referees once I reach out to last year's staff to see who is and who is not returning.

Berlin Parks and Recreation Department

Summer 2023 program registration information

Program name				
	Total registered (2022 #'s)	ave. registered per week	Jr. Counselors registered	before/after care
Summer Program				
The Creek	560 -(615)	80 -(88)	27-(32)	99 -(112)
For 2022, we increased maximum but went back to previous maximum numbers in 2023	Total revenue - \$49,777 (\$55,355)			
	Total is general fund revenue			
Pool passes	Total			
Primary	170 (207)			
Secondary	558 (646)			
Individual	5 (18)			
			Total revenue for passes - \$15,451 (\$18,589)	
Senior - 60+	24* new pass 2023			
Caregiver/babysitter pass	2* new pass 2023			
Pool attendance	EB - 0 (931)	P - 4,434 (4,161)	Total - 4,434 (5,092)	Total Daily fees \$2,956 (\$3,410)
	2022 Demore, Dinda, Bittner Jr. Memorial Pool was only open Monday through Friday			
Swimming lessons	a.m. lessons - 4-1 week sessions			
Percival Pool	123 (115)			
Berlin Dolphin Swim Team	Juniors - 24 (15)	Seniors - 20 (23)	Total revenue - \$5,101 (\$4,700)	

Berlin Parks and Recreation Department

Summer 2023 program registration information

All other programs - these are run out of the special revenue acct and are self-sustaining				
	number of classes/sessions	total registered		
Painting w/Peggy	2 weeks	13		
Japanese Origami History	5	4		
Dog classes	1 (2)	6 (15)		
Skyhawks Camps	10 different camps offered, 6 were held	91 - (80)		
The following camps were run by Elizabeth Cook-Asal, our dance instructor				
Summer of Dance Camp	5	6		
Arts Discovery	5	10		
Royalty Dance Camp	5	3		
Adventure Camp I	5	7		
Adventure Camp II	5	9		
ACTion Mini Camp Act I	3	12		
ACTion Mini Camp Act II	3	7		
Tennis Lessons	2-4 week sessions	43 (42)		
Parks and Recreation Team Tennis	7 weeks	9		
Personal Euphoria classes				
*classes held virtually	3	2		
CT Science Center discount tickets		sold 5		
Lake Compounce discount tickets		sold 17		



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds August report

News:

- Installed new swings at Percival Playground
- Added new climber at Community Playground
- Replaced several ramps and stairs at playgrounds
- Install new benches at Griswold School

Daily

- Water and deadhead flower beds
- Groom and line ballfields
- Pool Maintenance
- Mow grass including Pistol Creek

Weekly

- Garbage & litter
- Wash and clean trucks
- Paint athletic lines

Miscellaneous

- Aerate, slice and seed fields
- Continue back to school preparation
- Paint and layout fall soccer fields
- Continue to pick trash up at BHS
- Fill in washouts from storm around town



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds July report

News:

- Back to school preparation mulching, weeding and adding safety surfacing to playgrounds
- Paint crosswalks and parking lots

Daily

- Water and deadhead flower beds
- Groom and line ballfields
- Pool Maintenance
- Mow grass including Pistol Creek

Weekly

- Garbage & litter
- Wash and clean trucks
- Paint athletic lines

Miscellaneous

- Cut back and mow hiking trails
- Clean up around Veterans Park
- Service equipment



5b

TOWN OF BERLIN, CONNECTICUT FIELD/FACILITY USE POLICY

This field/facility use policy is for all organizations/groups/individuals wishing to use town fields and facilities. These fields and facilities are located in town parks, school property, or other land.

All organizations/groups/individuals wishing to use town fields or facilities must fill out the attached Field/Facility Use Request Form, pay any applicable fees and supply proof of a valid insurance policy at the time of booking. No reservations will be made without this information. **All 18 and over groups that book these fields and facilities through the Recreation Department must supply rosters for all teams at least 4 weeks prior to the start of use. In addition to the roster, photocopies of licenses of every individual on the roster must be included to prove town residency. A permit for the field will not be granted until rosters with licenses attached are submitted.**

The Berlin Recreation Department reserves the right to determine whether the fields are available for games or practices. This includes weather conditions. If the requested field/facility is available and upon approval by the Berlin Recreation Department the facility permits will be issued.

SECTION I – PRIORITY GROUP CLASSIFICATION

A. Priority use of fields will be allocated as follows:

- a. **Group 1 – Town of Berlin or Board of Education functions/events (exempt from field rental fees)**
 - i. This includes all Department athletic programs and/or leagues and school interscholastic competitions, as well as Town of Berlin programs. Berlin Public Schools will have priority regarding the scheduling of home games, matches, meets and courts they have been issued over Group 2, 3, 4, 5 and 6.
- b. **Group 2 – Berlin Youth Leagues and St. Paul's School (exempt from field rental fees)**
 - i. These leagues must belong to an affiliated state or national organization that is responsible for the administration of their sport (i.e. Little League, additional baseball leagues, Youth Football, Youth and/or Travel Soccer, Lacrosse). All teams must have 75% or more participation of Berlin residents.
 - ii. **All athletic programs offered to the students at St. Paul's School, Berlin, CT.**
- c. **Group 3 – Local Organizations/Groups**
 - i. These teams/leagues must have 75% or more participation of Berlin residents.
- d. **Group 4 – Local, For-Profit Organizations/Groups**
 - i. This includes, but not limited to, for-profit clubs, groups, businesses, associations. These user groups must own primary business in town, or be comprised of 75% Berlin residents.
- e. **Group 5 – Non-Local, Non-Profit Organizations/Groups**
 - i. This includes all other non-profit organizations/groups not meeting residency requirements who are requesting fields for league play, tournaments, club teams, clinics and/or camps, with individual or team participation fees. These user groups must be in good standing with the Town.

f. **Group 6 – Non-Local, For-Profit Organizations/Groups**

- i. This includes, but not limited to, for-profit clubs, groups, businesses, associations.

B. Verification of Residency

- a. Proof of residency will be required for 18 and over groups. All groups that book these fields and facilities through the Recreation Department must supply rosters for all teams at least 4 weeks prior to the start of use. **Attached to the rosters must be photocopies of every player's driver's license or photo identification.** They will be checked for current residency requirements as specified below. Pictures of licenses may also be emailed to Jennifer Ochoa at jochoa@berlinct.gov complete with the team information within the email.

SECTION II – PERMIT PROCESS

A. Reservation/Rental Requirements

- a. Organized athletic activities on town and school property are permitted only on a reservation basis. Persons not having a permit for the use of parks, facilities or fields must give way to all times to a permit holder. **Any group of 10 or more persons must apply for a permit usage.**
- b. All interested parties wishing to reserve/rent a field(s) must fill out the Field Reservation Request Form by the dates posted below for their corresponding seasons.
- i. Spring & Summer Sports Season: April 1st – June 30th and July 1st – August 22nd
Deadline for requests is March 1st for both seasons
- ii. Fall Sports Season: August 15th – first Monday in November
Deadline for requests is July 1st
- *All fields will close for the season the first Monday of November and will be unable to be rented past this date without approval from our office.
- *All lights at tennis courts and basketball courts will be turned on for the season on April 1st and off for the season on the first Monday in November.

All requests will be processed on a first come, first serve basis consistent with Priority Group Classifications. Requests received past these dates will be filled on an as available basis.

- c. The Department reserves the right to make adjustments in the permit process as needed to address recognized needs or resolve conflicts.
- d. Permits will not be granted until payment is received.
- e. Upon approval and assignment of fields, through the Priority Group Classifications and the Permit Process and receipt of payment, groups/organizations will be sent permits with their allocated dates and locations. **It may not be possible to grant all requests.**
- f. All groups must adhere to the published guidelines of the Berlin Recreation Department, Berlin Board of Education, or Town of Berlin ordinances.
- g. Zipadelli Field is only to be used by Local (75% Berlin residents) Non-Profit Groups for baseball with exceptions approved by the Berlin Parks and Recreation Department. **The field is not available for use during the Berlin High School baseball season by any other groups. This is approximately April through middle of June.**
- h. Sage 1 Softball Field is only to be used by Local (75% Berlin residents) Non-Profit Groups for softball with exceptions approved by the Berlin Parks and Recreation Department. **The field is not available for use during the Berlin High School softball season by any other groups. This is approximately April through middle of June.**

B. Sport Season Priority

- a. Traditional sports seasons have priority use over shoulder seasons. Shoulder seasons are defined as the date range prior to or immediately after the months that most traditional sports seasons begin and end.
- i. **Spring Sports (baseball, softball, lacrosse)**
- Priority use is April 1 – June 30
 - Shoulder season is defined as those days prior to April 1 that fields are open and July 1 – mid August.
- ii. **Fall Sports (soccer, football)**

- Priority use is August 1- November 1
- Shoulder season is defined as mid July through August 15.

C. Rental Fees

- Please refer to the Town of Berlin website, under Finance Department for the updated fee schedule for the Town.
- A 10% Cancellation Fee will be charged on all permits processed and then cancelled.
- Fee Waiver Policy
 - Applicants requesting a fee waiver for the use of athletic fields or courts must do so in writing to the Department of Community, Recreation and Parks. Requests will be submitted to the Parks and Recreation Commission for their input and approval. Upon the Parks and Recreation Commission approval, a request is then sent to the Town Council for final approval. The fee waiver process will take a minimum of six to eight weeks.
- Any semi-pro football team looking to reserve Scalise Field will be responsible for having a police officer (possibly more than 1 depending on size of event) present for entire reservation and are responsible for cost associated with that

SECTION III – CONDITIONS OF USE

The Town of Berlin in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities or fields or to cancel the rental of the parks, facilities or fields, with or without cause.

Bounce Houses and other inflatables are prohibited from being placed on any town property, including parks, fields and pavilion areas.

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees in writing to be responsible for organization's conduct on said property.

Field users are responsible for any and all damage or excessive use, wear and tear to Town equipment and property. If additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly. All maintenance issues must be coordinated through the Superintendent of Parks and Grounds or his designee.

The Department must be notified immediately if a reserved field(s) is no longer needed or if there is a change in the organization's playing schedule.

SECTION IV – INSURANCE REQUIREMENTS

The Town of Berlin shall not be responsible for accidents, bodily injuries or loss/damage to property of individuals/groups using public fields and facilities. The applicant, as a condition precedent to use of Town facilities, expressly agrees to be responsible for all actions, conduct, activities, injuries and damages caused by his/her participants/guests/attendees. The Town reserves and does not waive its immunity to any claims by the applicants or any third parties. All applicants requesting use of athletic fields shall provide the Town with a certificate of insurance providing proof of the following coverage:

- Public Liability and property damage insurance in an amount no less than \$1,000,000 per occurrence and 2 million general aggregate.
- The Town of Berlin must be named as Certificate Holder and additionally insured. Town of Berlin, 240 Kensington Road, Berlin, CT 06037.
- The coverage shall not be cancelled or reduced without a minimum of 30 day written notice to the Town of Berlin.
- The certificate must be submitted a minimum of 10 days prior to the event to: The Parks and Recreation Department.

SECTION IV – INCLEMENT WEATHER POLICY AND PROCEDURE

- The Town reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to fields. Permits may also be cancelled when the health and safety of participants is threatened due to impending conditions, including but not limited to, heavy rains, or high winds.

- B. During inclement weather, the Town's Public Grounds staff, will assess the playability of all Town-owned fields to determine if use will occur. The Superintendent of Public Grounds or designated representative has the authority to close any/all fields within the Town. In the event of field closures, the organization's authorized representative will have the responsibility to communicate with all coaches and parents.
- C. In the event Department staff is not available to answer questions regarding field closures, it is the responsibility of each field user/league to demonstrate good judgment in communicating with teams within their programs. Each user/league will be held responsible for any decision communicated.
- D. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Berlin Police Department at 860-828-7080.

SECTION V – CONCESSIONS

- A. Any organization wishing to operate temporary concessions at park locations or other locations within the park system, must obtain prior approval from the Parks and Recreation Commission and the Town Council. Renter is required to contact the Central Connecticut Health District 860-785-8380 at least a month in advance of rental and complete Health Department paperwork and pay applicable fees for approval of food to be sold.
- B. Any organization wishing to sell or allow a vendor to sell T-shirts, equipment etc. must notify and obtain permission from the Parks and Recreation Department, Parks and Recreation Commission and the Town Council. A vendor permit is required and forms will be provided by the Parks and Recreation Department after approval. Vendor fees may apply unless waived by Town Council. A copy of the vendor permit must be provided to the Parks and Recreation Department.
- C. Any tournament organization wishing to sell other food items during its tournament, where concessions are available must obtain permission from the Town.
- D. If an organization that contracts with any outside company, that company must provide the Town with and Insurance Certificate naming the Town as an additional insured.

SECTION VI – ADDITIONAL SUPERVISION

The Town may require a field user to provide security or police protection when deemed necessary. Additional park personnel will be assigned if required by the Town. Any resulting expenses or costs as a result will be billed to the field user.

SECTION VII – VIOLATIONS

Violations of this policy may, at the Department's discretion, result in the immediate loss of existing field allocations, the revocation of existing permits, the refusal of future allocation requests, charges for the cost of any modification or repair to a field or facility related to the violation, and other actions as warranted. The Department will provide notice of the violation and the action it will be taking because of the violation.

Town of Berlin
Community, Recreation & Parks Department
230 Kensington Rd.
Berlin Connecticut, 06037
860-828-7009
www.berlinct.gov