

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

Thursday, April 7, 2022  
6:00 p.m.

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/85995538336?pwd=Z3RKcDF4ckRfN3IrN25EeWdOUTh1QT09>

Meeting ID: 859 9553 8336

Meeting Passcode: 925704

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

Meeting Agenda

1. Audience of Citizens

- a. Sarah Patel
- b. Debra Tubbs
- c. Peter Lund
- d. Alex Joslyn, Vic Rosario, CFC and J&S Soccer Camps, LLC

2. Approval of Minutes

March 10, 2022

3. Consent Agenda

- a. Request acceptance of a \$200 donation from Kiwanis of Berlin towards the Parks and Recreation Fishing Derbies that will be held on April 23 and April 30, 2022 at Sage Park Pond from 8:00AM – 10:00AM.
- b. Request by Debra Tubbs of the Rock & Roll Ice Cream Truck for permission to sell ice cream, snacks and beverages from her ice cream truck at Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Pistol Creek, Berlin Community Center, The Friendship Place, Little People's Playground and Sage Park when concessions are not being run for 2022.
- c. Request by Sarah Patel, representing the Berlin Equity Action Team, for approval to hold various meetings in 2022 in the Berlin Community Center and have the fees waived for those meetings which is \$25 per meeting.
- d. Request by Saint Paul School to have field usage fees, not to exceed an amount of \$960 waived for the school soccer team practices at Percival Soccer Field and Willard Soccer Field for the spring 2022 season.
- e. Request by Peter Lund approval of donation of a 6 foot mahogany bench valued at \$250 and a plaque (9" by 3") to be installed on the bench valued at \$70 in honor of Peter's mother.

- f. Request by Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$125 for a youth soccer camp that will take place June 20-23, 2022 at Percival Field from 5:00 – 7:00PM.
  - g. Request by Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$125 for a youth soccer camp that will take place August 15-19, 2022 at Sage Auxiliary Field from 5:00 – 8:00PM.
  - h. Request by CFC North, LLC to charge a registration fee of \$150 for a youth soccer camp that will take place July 11-15, 2022 at Sage Auxiliary Field from 9:00AM -12:00PM.
  - i. Request approval to edit sentence to “all lights at tennis courts and basketball courts will be turned on for the season on April 1<sup>st</sup> to coincide with the opening of playing fields and off for the season on the first Monday in November” in section II, A of the Field/Facility Use Policy.
- 4. Parks & Grounds
  - a. Monthly Report
  - b. Discussion regarding Fields
  - c. Percival Soccer Field Update
  - d. State of CT Grant Update
- 5. Parks and Recreation
  - a. Monthly Report
  - b. Community/Senior Center Update
- 6. Adjournment

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

Thursday, March 10, 2022  
6:00 p.m.

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee - Chairwoman, Tony Butrimas, Andrew Legnani, Joe Pulcini, Greg Starr

**Commissioners Absent:** Don Dellaquila

**Staff Present:**

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

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

**1. Audience of Citizens**

- a. Amanda Haraghey – Ms. Haraghey requests permission to serve alcohol at her wedding reception booked on the back deck of Pistol Creek. If approved, she will serve wine, beer and champagne for less than 100 guests. The proposed alcohol permit is currently being considered by Berlin Police Department.
- b. Jay Margnelli – n/a – Mr. Margnelli withdrew his request (Consent Agenda item d)

**2. Approval of Minutes**

**February 10, 2022**

Commissioner Starr moved to approve the February 10, 2022 meeting minutes.

Seconded by Commissioner Pulcini.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Legnani, Commissioner Pulcini, Commissioner Starr

Vote being: 5-0. (MOTION CARRIED)

**3. Consent Agenda**

- a. Request acceptance of a \$50 donation from Berlin Polish Political Club, Inc., a \$50 donation from Berlin VFW 10732, and a \$100 donation from the

**Mattabasett Rifle & Pistol Club towards the Parks and Recreation Fishing Derbies that will be held on April 23 and April 30, 2022 at Sage Park Pond from 8:00AM – 10:00AM.**

- b. Request by Berlin Volunteer Fire Department to sell food, beverages and merchandise and to be able to charge an entrance fee for their annual Auto Rama & Touch A Truck event at Sage Park on Saturday, May 28<sup>th</sup> from 8:00AM – 4:00PM. The rain date is Sunday, May 29<sup>th</sup>. All proceeds will be donated to local veterans.**
- c. Request by Amanda Haraghey for permission to consume and serve alcoholic beverages (open bar) at Pistol Creek on Saturday, September 24, 2022 from 8:00AM – 7:00PM. TULIP insurance will be obtained if alcohol permit is granted.**
- d. Request by Jay Margnelli for permission to consume and serve alcoholic beverages (open bar) at Pistol Creek on Sunday, April 24, 2022 from 12:00PM – 4:00PM for a family birthday party. TULIP insurance will be obtained if alcohol permit is granted. (withdrawn)**

Commissioner Legnani moved to approve items a and b of the Consent Agenda.

Seconded by Commissioner Starr.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Legnani, Commissioner Pulcini, Commissioner Starr

Vote being: 5-0. (MOTION CARRIED)

Commissioner Butrimas moved to approve Consent Agenda item c pending approval of the Berlin Police Department.

Seconded by Commissioner Starr.

Superintendent Dennis noted that a rental fee of \$25/hour is charged to reserve the outdoor area (which includes access to indoor refrigerator / freezer for food storage) along with \$50/hour for a staff custodian throughout the event.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Legnani, Commissioner Pulcini, Commissioner Starr

Vote being: 5-0. (MOTION CARRIED)

#### **4. Parks & Grounds**

- a. Monthly Report – (See attached) The Connecticut Forest and Park Association maintains the trail that runs near Timberlin Park pavilion. It plans to relocate part of the trail and rental of the pavilion will be paused during that period of time (approximately one week). The work will improve to the trail that Berlin residents use and enjoy.**



- b. **Discussion regarding Facilities** – Superintendent Wood updated the group regarding the refrigerator unavailability / failure at Scalise concession in summer 2021. According to Facilities, late on a Friday afternoon the Health Inspector noted the refrigerator’s operating temperature of 43-degrees which was above the desired level of 35-degrees. Facilities was not notified until the following Monday which was after several groups were scheduled to use the concession area that weekend. User groups are typically directed to inform Berlin Police Department of any problems at any field or facility, and BPD has a list of which personnel to notify for problems. The Police weren’t notified of the issue so Facilities staff was unaware until the following Monday. Facilities Director Solek will work with custodial staff to institute procedures that every time restrooms are cleaned, the refrigerator and freezer will also be checked and status reported back. The Commission noted that equipment should be inspected before any scheduled use and also discussed whether a document with a detailed call/duty-list should be distributed to users or whether instruction to call the Berlin Police Department is sufficient.
- c. **Discussion regarding Sage 1 Softball and Zipadelli** – Superintendent Wood reported that significant damage has been caused in the past few weeks on Zipadelli, Sage 1 and Baretta fields due to people climbing over the locked fence and misusing the fields without permission. (For example, someone took an L-screen that was left on Baretta Field, transported it to Sage 1 Softball field, lifted it over the fence, climbed the fence, damaged the field and left the screen on Sage 1. Photos attached.) The fields have received expensive renovations and the damage cannot be repaired prior to the start of the spring season due to weather. Additionally, the repairs will be very expensive, costing taxpayers more money on top of the very recent costly renovations. Parks and Recreation Commission asks all user groups to use proper equipment in the proper places to preserve the condition of the fields. User groups should also remind their members to treat the fields with care and respect, stay off fields that are closed / locked and notify members that unauthorized use / misuse of the fields will be reported to the Berlin Police Department. The Commission discussed installing cameras to monitor the fields and alert staff to misuse in real-time. Director Ochoa and Superintendent Wood will discuss the matter further with Town Manager Jayawickrema and the Berlin Police Department.
- d. **Percival Soccer Field Update** – RFP is out - for design services and possibility feasibility study.
- e. **State of CT Grant Update** – The grant is at the Attorney General’s office for final signature. Synthetic turf manufacturers and installers are already getting booked up for summer 2023 – Director Ochoa and Superintendent Wood will work to secure geo-tech and design services ASAP once the grant is signed. The Commission discussed the possibility of adding security cameras as the scoreboard is being updated – the grant cannot be modified, but perhaps the security cameras might be added to the Town’s portion of the project scope.

## 5. Parks and Recreation

- a. **Monthly Report** – (See attached) Superintendent Dennis raised the topic of a recent request to host a Friday-night stag party at Pistol Creek or Timberlin pavilion. Due to the required Commission, Police and Town Council approvals for an alcohol permit, the timing would be too tight and the request was not formalized. Staff and the Commissioners noted that birthday parties, bridal showers, family reunions and

wedding events have been held but no stag parties as of yet. The group discussed the possibility of adding a requirement of hiring a Police Officer for gatherings over a certain number and will continue discussion at future meetings. Superintendent Dennis also announced that a part-time program coordinator has been hired and will increase hours over the busy summer season.

- b. Community/Senior Center Update** – Chairwoman Bovee reported that the Advisory Committee met with the YMCA at Town Council chambers. Berlin/New Britain/Meriden YMCA Director John Benigni proposed a facility similar to the Meriden YMCA in size (~33,000 square feet) and offerings. The Advisory Committee provided Director Benigni with many detailed questions, most of which were answered with “to be determined.” Director Benigni did state that the YMCA option would not provide the same facility / services as the proposed Town-sponsored option (which is ~ 70,000 square feet with an integrated Senior Center, Parks & Recreation offices, program rooms, competition pool, etc.) and would be funded via memberships, child-care and endowment(s). Towns with YMCAs typically also have their own separate senior centers. The Advisory Committee will report to Town Council and the public on the two options (Town-funded community/senior integrated approach; and the YMCA which is not Town-funded and offers different services) sometime in April 2022. Director Ochoa is working on an estimated operating budget for the Town-funded combined community / senior center so the public can consider the ongoing cost to operate. It was also noted that Berlin has been / will continue to use the former Main Street YMCA child-care facility as a Transition Academy for special-needs high school students gaining day-to-day skills and experience. In return, the YMCA will pay to renovate a couple of classrooms at Hubbard Elementary and McGee Middle School to run full-time child-care from those locations.

## **6. Adjournment**

Commissioner Starr moved to adjourn at 7:16 p.m.

Seconded by Commissioner Legnani.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Legnani, Commissioner Pulcini, Commissioner Starr

Vote being: 5-0. (MOTION CARRIED)

Submitted by,

Dana Borges

Received on 3/15/2022  
at 4:15:39 PM by Town Clerk  
Kathryn J Wall













**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](mailto:swood@berlinct.gov)

Steven T. Wood  
Superintendent Parks and Grounds

Parks and Grounds February report

News:

- o Rebuilt catch basins inside the shop
- o Snow Storms
- o Removed concrete pillars Cashman Place Cemetery
- o Built new water tank

Daily

- o Ice check of ponds and Town buildings

Weekly

- o Garbage

Miscellaneous

- o Continued to build tables and benches
- o Started cleanup on town properties





*Debra S. Dennis, CPRP*  
*Superintendent of Recreation*

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](mailto:ddennis@berlinct.gov)

### March monthly report

1. I am holding off on interviews for Summer Fun Supervisor positions until we get some applications for the Site Director position. I received one application for the Assistant Director position. I have received one application for a Head Guard and will be interviewing them in late March. I have not received any applications for Aquatics Director and one for WSI/Lifeguard. I will continue to advertise for positions to see if we get anyone.
2. The Easter Candy Hunt is scheduled for Saturday, April 9 starting at 1 p.m. Weather and field conditions will determine if the event will be held at Sage Park auxiliary field or inside the A gym at BHS. In case of a snowstorm, it will be held on Saturday, April 16. We will have the Easter Bunny set up in a side location for pictures, that should speed up the actual hunt and give people a nice opportunity for pictures.
3. Fishing Derbies will be held April 23 and 30 at Sage Park Pond from 8-10 a.m. each Saturday.
4. We have started registration for Skyhawks, and have received several registrations already. People can only register on-line until May, when we open it up in person with the rest of our programs, through our WebTrac program.
5. We are working on getting information for field trips for the summer, I have received approximate prices from the bus company. Looks like we will need to increase fees in addition to increase set by Council. Combined with Town increases, anticipated fees will be \$115 per week, \$105 for any four-day weeks.
6. Spring program registration will begin in March. Dates will be staggered depending on the program. All information goes on Facebook, the Town website, the Berlin Public Schools website and local papers.

Debbie





Consent C

**TOWN OF BERLIN**  
**Request for Fee Waiver**

<b>Requesting Organization:</b> BEAT	<b>Date:</b> 3/25/2022
<b>Contact Name:</b> Sarah Patel	
<b>Phone Number:</b> 860 805 6805	
<b>Event:</b> Meetings	<b>Date of Event:</b> Wednesdays 6:30-8:30
<b>Location of the Event:</b> Community Center	
<b>What fee do you want waived:</b> \$25.00 meeting room fee	
<b>Identify the hardship incurred:</b> Grassroots group, concerned citizens Working on 5013C status.	
<b>Identify how your organization benefits the Town of Berlin as outlined in the below criteria.</b> <b>Please be specific:</b> We are working to create acceptance and understanding through community events. We are working to address equity for all persons in our town.	

**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.



Consent C

**TOWN OF BERLIN**  
**Request for Fee Waiver**

Name of Non-Profit or Political Organization: Berlin Equity Action Team

Comments:

David P. Patel  
Signature

3/25/2022  
Date

\_\_\_\_\_  
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.

1. 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.

Consent e

Dear Parks and Recreation Commission members,

Our family has lived in Berlin for several generations. We have been active members in the community though out those years. Our mother would come to the pond to seek peace and watch the wild life from those benches until her illness forced her to watch from the car. It would be a great honor for us to have a remembrance so that others may enjoy the peace she found at that location.

We are looking to donate a bench valued at \$250 for placement at Paper Goods Pond, as well as a plaque valued at \$70 to be installed on the bench in honor of our mother.

Thank you

Peter, David, Liz and Carl Lund





**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](mailto:swood@berlinct.gov)

Steven T. Wood  
Superintendent Parks and Grounds

Parks and Grounds March report

**News:**

- McGee Soccer Field
- Signage at fields
- Windscreens BHS tennis courts
- Lined and painted athletic fields for the season including track & field
- 4300 annual flowers transplanted in greenhouse

**Daily**

- Ballfield maintenance
- Daily ice check on buildings

**Weekly**

- Painting athletic fields
- Garbage

**Miscellaneous**

- Weeds removed from all baseball & softball fields
- Drained and cleaned both pools
- Finished servicing remote equipment
- Continued to build benches and tables
- Winterize and put all snow equipment away for the year
- Playground inspection
- Put up batting cage nets, windscreens & tennis nets
-



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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***

April monthly report

1. Interviews for summer positions have been completed and we still are not sure if we will have one or two sites for the Summer Fun program. Still have not received any applications for Summer Fun Site Director or Aquatics Director.

We did not receive any applications for Lifeguard with WSI but possibly have one current lifeguard who will complete the certification. It still leaves us with a reduced number of instructors so we will again have a reduced offering of lessons.

2. The Easter Candy Hunt is scheduled for Saturday, April 9 at Sage Auxiliary for 1 p.m. If field/weather conditions are not suitable for the event to be held outdoors, it will be moved to Berlin High School.

We are currently registering for the fishing derbies, with a decent amount registered so far. The first derby, for 3-7 year olds will be April 23 and the second for 8-15 year olds will be April 30. Both derbies will be from 8-10 a.m.

3. Registration continues to be going very well for summer Skyhawks camps. We are starting registration for the summer Modeling & Fashion camp this week.
4. We are registering for the following classes this spring – dance, yoga for Middle School and High School, and Personal Euphoria classes. Both dog obedience classes are full.
5. Final decisions on the summer programs and pools will be made by the end of April/beginning of May. I anticipate offering swim team again this summer but should note that due to the low number of supervisory staff, this will impact the hours that the pools are open and could cause only one pool to be open on weekends. A lot depends on how the schedules play out and how much time off staff will request.

Debbie





## **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 or not 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 (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.
- 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](mailto: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 1<sup>st</sup> – June 30<sup>th</sup> and July 1<sup>st</sup> – August 22<sup>nd</sup>  
**Deadline for requests is March 1<sup>st</sup> for both seasons**
- ii. Fall Sports Season: August 15<sup>th</sup> – first Monday in November  
**Deadline for requests is July 1<sup>st</sup>**

\*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 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.**
- 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.**

**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

- a. Please refer to the Town of Berlin website, under Finance Department for the updated fee schedule for the Town.
- b. A 10% Cancellation Fee will be charged on all permits processed and then cancelled.
- c. Fee Waiver Policy
  - i. 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.
- d. 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 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**

- A. 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 as a result of the violation.

**Town of Berlin  
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