


**Rental Information**

<b>Center 375</b>	375 Hartford Turnpike
<u>Community Room</u>	<u>Gymnasium</u>
Fee: \$50/hr (2 hr minimum)	Fee: \$50/hr
<b>Amenities:</b> - Holds up to 75 people - Booth seating - four 6' tables, 60 chairs - Pool tables, air hockey, Foosball, arcade games	<b>Amenities:</b> - Full basketball court - Tables and chairs available
<b>Availability:</b> evenings and weekends Can combine with the gym!	<b>Availability:</b> evenings and weekends
	<u>Community Pool (Seasonal)</u>
	Fee: start at \$300/2 hrs (fees based on party size)
	<b>Amenities:</b> - Open for summer season - Lifeguards on duty - Sat/Sun 10am – 12pm
	<b>Availability:</b> Summer season only Sat & Sun, 10am- 12pm & 5pm- 7pm

<b>Henry Park</b>	120 South Street
<u>Hartmann Pavilion</u>	<u>Picnic Grove</u>
Fee: \$75/ 3 hour block, \$40 for each additional hr. (Bathrooms required to parties of over 25 people)	Fee: \$50/ 3 hour block, \$25 for each additional hr (Bathrooms required to parties of over 25 people)
<b>Amenities:</b> - Seating for 100 - Picnic tables - Nearby basketball court, playground, volleyball court, tennis courts	<b>Amenities:</b> - Picnic tables - Nearby basketball court, playground, volleyball court, tennis courts
Add on: Bathrooms & Electricity 75.00 fee	Add on: Bathrooms & Electricity 75.00 fee
<u>Horowitz Pool (seasonal)</u>	<u>Fox Hill Memorial Tower</u>
Fee: start at \$300/2 hrs (fees based on party size)	Fee: Grounds only: \$30/ 3 hour block Tower open and/or bathrooms added for an additional fee of \$75/3 hour block
<b>Amenities:</b> - Open for summer season - Lifeguards on duty - Sat/Sun 10am – 12pm	<b>Amenities:</b> - Historical Tower - Open grass area
<b>Availability:</b> Summer season only Sat & Sun, 10am - 12pm or 5pm – 7pm	



<b>Valley Falls Park</b>	300 Valley Falls Road
<u>Pavilion</u>	
Fee: \$75/ 3 hour block, \$40 for each additional hr Bathrooms required to parties over 25 people Park entrance fee during summer season	
<b>Amenities:</b> - Picnic tables - Nearby trails	
Add on: Bathrooms & Electricity 75.00 fee	
	

**Newhoca Park** 195 Grier Road

Lodge (seasonal)

Fee: \$200/ 3 hour block, \$75 for each additional hr

- Amenities:** - Up to 100 people  
- Eight 8' tables, one 6' table, nine 5' rounds tables  
- Kitchenette, toaster oven, warming oven, microwave, refrigerator  
- 2 bathrooms

**Add on:** Pavilion with picnic tables no additional fee

Swim Permit (seasonal)

Lifeguards on duty for your event outside of normal hours  
Fee: -starts at \$150/ 2 hrs (fee based on party size)



**Athletic Fields**

The Town of Vernon has a variety of Athletic Fields available to rent

**Sports:** -Adult Softball

- Baseball
- Little League Baseball and Softball
- Soccer
- Lacrosse

**Locations vary by sport, but include:**

- 375 Hartford Turnpike
- Henry Park
- Legion Field
- Vernon Public Schools

- A field rental for a practice includes the field and portable restroom
- A field rental for a game includes the field, lined and groomed on the previous business day weather permitting, and a portable restroom.

**Additional services vary by field but may include:**

- Scoreboard and lights
- Additional grooming and lining
- Additional staff

**To reserve a facility or request a price quote, please complete the Rental Application with 1-month notice; return to the Vernon Parks & Recreation Department.**

*Completion of Rental Application does not guarantee an event permit. Applications will be reviewed by the Vernon Parks & Recreation Department and a permit will be issued once approved. Any additional documentation and full payment is due at the time the permit is issued.*

## Rental Policies & Procedures

### Reservation Procedures

- A completed Facility Reservation Form must be returned to the Office with payment and any applicable paperwork with 1-month notice. Reservations are not considered final until full payment and all completed documentation is received.
- Priority for use of Town of Vernon facilities will be granted as follows: Town of Vernon functions, Vernon Public School functions, Vernon Adult and Youth Sports Leagues, locally organized non-profit organizations whose membership is majority residents, other organizations and/or individuals. The Town reserves the right to deny permits if the purpose of facility use is not deemed to be in the best interest of the neighborhood or community.
- Facilities/fields on School property may be reserved outside of school hours, with priority going to Vernon Public School activities.

### Fees and Payments

- Full payment is due at the time of reservation.
- Additional fees may be assessed and added to the invoice for extra services including but not limited to: police services, extra maintenance, extra supplies, etc.
- Additional fees may be assessed after the rental for any damages, additional time used, clean-up etc. Additional fees are due in full within one week of the rental.

### Required Documentation

- A completed Facility Reservation Form must be returned for each permit. The person listed on this form will be the main contact person for the reservation and will receive all communications, invoices, etc.
- Any organization renting a facility or field must provide a current Certificate of Insurance for \$1,000,000 general liability listing the "Town of Vernon" as additional insured. Listing the Town of Vernon as the certificate holder is not adequate, UNLESS the certificate specifies that the holder is additionally insured.
- Any athletic organizations field should include a diagram specifying requested dimensions, lines, etc. for field use.

### Cancellations/Refunds

- Cancellations made with a minimum of 30 days written notice will receive a refund minus a 25% cancellation fee. Cancellations made within 29 days of reservation will not receive a refund.
- Vernon Parks & Recreation reserves the right to cancel a reservation based on weather, unsafe facility conditions, or other circumstances deemed appropriate by the Director of Parks & Recreation. VPR will provide a minimum of 24 hours' notice whenever possible, but shorter notice may be required due to changing weather forecasts. If a reservation is cancelled by Vernon Parks and Rec, an alternative date will be offered. VPR is not liable for any expenses incurred from a cancelled event.
- Transfer of dates is not permitted. This would be considered a cancellation and a new reservation.
- Any renter found to be in violation of the facility policies, Vernon Ordinances, or laws will have their permit immediately revoked, and no refunds will be issued. Renter will be ineligible for future rentals.

## Responsibilities of Renter

- Responsible renter must be a minimum of 21 years of age.
- The responsible renter agrees to assume the facility or field in as-is condition.
  - Athletic fields will be lined and groomed as weather permits during normal weekday operating hours.
- The renter is responsible for determining facility condition and identifying safety hazards at the time of use. Any injuries occurring due to poor playing conditions, misuse, etc. is the responsibility of the renter.
- Renters are responsible for any damage to property that occurs during their reservation time
- Rental time must include set up and clean up time
- Renters must leave their area clean after the event, with trash placed in appropriate disposal barrels
- Decorations may be hung on walls using painter's tape.
- Renters agree to abide by all applicable Park rules, Town of Vernon Ordinances, and state or federal laws
- Adequate access to restroom facilities is required for any rental.
  - Rental of facilities such as the pavilion and picnic grove have bathrooms available for an additional fee. Bathrooms are required to be added for parties of 25 people or more
  - Rental of athletic fields includes use of the portable restroom on site. Applicable fees will be added to each permit.

## General Park Policies

- Parks that are open to the public are available to members of the public on a first come, first serve basis unless there is a permit issued for the area.
- Parks are open sunrise to sunset unless otherwise specified. School grounds are available for public use with an issued permit after school hours until sunset, unless there are scheduled school activities
- All federal, state, and local laws apply
- Pets must be on a leash at all times and owners are responsible for cleaning up after them. No pets are allowed in the pools, lakes, playing fields, or playgrounds. No pets are allowed inside buildings.
- All trash must be placed in appropriate receptacles
- The use of park facilities by any organization charging fees or requesting donations or payment must be approved by the Director of Parks & Recreation
- No parking or driving on the grass or overnight parking
- When a reservation includes use of the park bathrooms, the general public is also allowed access to the bathrooms during the reservation time
- Grills may be used in the park under the following conditions:
  - Propane and fires must be kept a minimum of 10 feet from any structure
  - Charcoal fires must be completely extinguished before leaving the grill unattended, and cooled coals/ash must be properly disposed of
- Prohibited items/activities include but are not limited to:
  - Alcoholic beverages
  - Smoking in areas other than the parking lots
  - Metal detectors
  - Bounce houses, inflatables, petting zoos, or pony rides
  - Fireworks
  - Flying of drones or model airplanes; archery or dart practice
  - Food trucks or other vendors
  - Driving golf balls or playing golf
  - Sale of food, beverages, or goods without prior approval from the Director of Vernon Parks & Recreation

**\*THE POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS PROHIBITED IN PARKS AND RECREATION AREAS, AS PER TOWN OF VERNON ORDINANCE #295\***

Vernon Parks and Recreation Department  
120 South Street - Vernon, CT 06066  
(860) 870-3520 - parksandrec@vernon-ct.gov

### Rental Application



PLEASE PRINT

Name of Responsible Renter: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
(must be 21 or older)

Rental is for:  Individual/private event     Organization/community event (certificate of insurance required)

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

TYPE OF EVENT/ SPORT: \_\_\_\_\_ Estimated Number of People Expected: \_\_\_\_\_

Adults: \_\_\_\_\_ Youth: \_\_\_\_\_

RENTAL DATE (s): \_\_\_\_\_

TIME: \_\_\_\_\_  
Set up and Breakdown is included in rental time

FACILITY/FIELD: \_\_\_\_\_

ADDITIONAL SERVICES or NOTES: \_\_\_\_\_  
(Bathrooms, swim permit, Field lights/scoreboard, additional maintenance, etc.)

\_\_\_\_\_  
\_\_\_\_\_

By signing this I certify that I have read and understand the Town of Vernon rental policies and procedures and agree to make sure all users from the group are aware of the rules and regulations and abide by them. I understand that someone over the age of 21 must be in charge at the venue for the duration of the event and that as the rental group we are solely responsible for any and all supervision during the event. It is fully understood and agreed that I and anyone attending my rental event will guarantee to defend, indemnify, and hold harmless the Town of Vernon and the Vernon School Districts, its officers, employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs, and expenses arising indirectly or directly in connection with, or as a result of this agreement. It is also understood that Renting Organizations will provide and maintain insurance coverage as outlined in the rental policies and procedures. I acknowledge that I have read and understand the cancellation and refund policies, which include fees for cancellations. Photos of participants may be used for publicity purposes by the Town of Vernon.

Printed Name of Responsible Renter \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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