



Eric Brendlinger – Parks & Rec Director, Jessi Rochel – Community Center and Recreation Programs Manager
Margaret Donnelly – Rec Coordinator: Aquatics and Wellness, Jamie Wall – Rec Coordinator: Facility & Special
Events Will Tempest – Rec Coordinator: Youth & Adult Athletics, Chris Gleason - Facility Maintenance Lead

CARBONDALE PARKS AND RECREATION
TOWN FIELD, TENNIS OR PICKLEBALL COURT, BIKE & SKATE PARK,
AND ICE RINK RENTAL PERMIT

(For private reservations and rentals of athletic fields, tennis and pickleball courts,
bike park pavilion, skate park pavilion, ice rink, and equipment)

Renter’s Contact Information

Name: _____ Email : _____
Address: _____ City: _____ Zip: _____
Phone (Home): _____ (work): _____ (cell): _____

Athletic Fields and Equipment Requested

Facility Name: _____ # Participants: _____
Dates & Times: _____
Equipment or Other Facilities Needed: _____

Insurance (if required) naming Town of Carbondale as an “Additional Insured” on a Certificate of Insurance

Required _____ Not Required _____
Liability amount: 1,000,000 per occurrence \$2,000,000 annual aggregate & property damage amount: \$50,000
Company: _____ Policy #: _____

Permit is governed by the following conditions:

1. Permit valid for date(s), restricted to facility, and number of participants as indicated on permit.
2. Area and facility must be left clean. Any damage incurred is the responsibility of the permit holder.
3. Town of Carbondale ordinances that pertain to rules and regulations that govern the use of all parks, playgrounds, recreational areas and facilities shall be adhered to. Immediate termination of the event and removal from the premises may occur by an authorized representative of the Town if in violation of these rules and regulations.
4. Obnoxious behavior or excessive noise will not be permitted.
5. Permit holder must retain permit and make available upon request by park or police official.
6. Open containers of alcoholic beverages are prohibited in all parks, unless a permit has been issued which allows for the consumption of alcoholic beverages on the premises for which the permit has been issued. Permits are available from Carbondale Town Hall and must be posted at the facility rental site. Cost is \$ 10.00. Permits may be issued for park premises that include picnic shelters or spectator bleacher areas outside the athletic facility field of play. Open containers of alcoholic beverages are not allowed within the athletic facility field of play, including ball field dugouts, tennis or pickleball courts, bike or skate park or on the ice rinks.
7. Permit holder may be required to obtain and show proof of insurance naming Town of Carbondale as “Additional Insured.”

I have read the Town of Carbondale ordinances that pertain to the use of the Parks and Recreation Facilities and the above special conditions, and agree to abide by them.

PERMITTEE specifically, by executing this Permit, agrees to indemnify the Town of Carbondale for any and all damage to any equipment, facility or public park, whichever is applicable, by any person or persons participating or attending the event or program.

PERMITTEE further agrees to assume any and all liability for damages to any person or persons for injuries, including death. As a further condition of this Permit, PERMITTEE agrees, if required, to provide liability insurance in the amount above and property damage insurance in the amount listed above, said insurance naming the Town of Carbondale as an “Additional Insured.”

COVID WAIVER: I further acknowledge and accept that there are presently additional health risks associated with my participation in this program during the COVID-19 pandemic, and hereby agree to comply with all Town of Carbondale regulations, policies and rules related to the COVID-19 pandemic for so long as the ongoing local COVID-19 health emergency exists as declared by the Town of Carbondale Board of Trustees. With full awareness and appreciation of the risks involved, I also hereby forever release, waive, discharge, and covenant not to sue, the Town of Carbondale, its Parks & Recreation department, officers, employees and agents, with regard to any and all liability, claims, demands, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, I may sustain related to COVID-19 due to my participation in this program, regardless of any negligence by the Town or its officers, employees and/or agents.

SIGNED: _____ APPROVED: _____ DATE: _____
Applicant for Permit Parks & Recreation Director or Recreation Center Manager

**ATHLETIC FIELD, TENNIS OR PICKLEBALL COURT, BIKE OR SKATE PARK,
AND ICE RINK RENTAL FEES**

1. General Rental (Required)	<u>Non-Profit/ Local</u>	<u>Profit/ Non-Local</u>
Athletic Fields, Tennis or Pickleball Courts, Bike Park & Skate Park Pavilions		
Per Hour Fee	\$20	\$25
Per Full Day	\$150	\$175
**Season per head Fee (Club Reg.)	\$5	\$10
Ice Rink (Gus Darien Ice Arena)		
Half Rink Per Hour	\$20	\$25
Full Rink Per Hour	\$40	\$50

2. Additional Fees

Lights per hour	\$10/hr	\$15/hr
Staff Fees (Tents, Tables, traffic cones, etc.)	\$20/ hr	\$25/ hr
Field Prep Fees (Gator Drag and Line)	\$25/hr	\$30/hr
Equipment*:	_____	_____
<i>(*Ice Skates-\$3/pair; Ice Hockey or Broomball Equipment \$2/item)</i>		

**Clubs are to provide Carbondale Parks & Recreation a full schedule of games, practice times and field usage prior to any practice commencing. Any additional games scheduled will result in rental fees.

3. Scheduled Use –Priority use is given to the following organizations:

- | | |
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| <p>1. Town of Carbondale Programs & Activities</p> <p>2. Intergovernmental Agreement or MOU use</p> <p>3. Carbondale Youth Club Sports</p> | <p>4. Carbondale Residents Groups</p> <p>5. Area Youth Sports Groups</p> <p>6. Adult Groups Non-profit</p> |
|---|---|

4. Cancellation Policy – If the event is cancelled seven days (7) or more prior to the event, a full refund will be issued. If the event is cancelled less than seven (7) days prior to the event, 50% of the total rental fees will be charged & will be deducted by the Town to cover the cost of handling and potential revenue loss from another rental. If the event is cancelled less than 24 hours before the event, **all rental fees will be charged.** Rental refunds, if any, will be mailed within twenty (20) days after use.

5. Field and Amenity Closure – The Town of Carbondale reserves the right to close any field or athletic amenity due to poor conditions. Groups, organizations or individuals failing to honor any field or athletic facility closure are subject to a revoking of their Field Permit and removal from the premises. Any closures mandated by the Town will result in a full refund of your rental fee.

It is the responsibility of the field or amenity user(s) to know the status of any given field or facility. For field closure information, please call the CRCC at (970) 510-1290. Fields may be considered open for play unless otherwise indicated by the CRCC.

For Office Use Only (make check payable to Town of Carbondale)

<u>FACILITY/SERVICE REQUESTED</u>	<u>Name/Cost</u>	<u>Total</u>
Facility Rental	_____	_____
Lights	_____ hrs x \$ _____ (rate) = \$ _____	_____
Staff Fees (tents, tables, traffic cones, etc.)	_____ hrs x \$ _____ (rate) = \$ _____	_____
Field Prep Fees	_____ hrs x \$ _____ (rate) = \$ _____	_____
Equipment Rental	_____	_____
Other	_____	_____

Total Amount Due: _____

Paid date & method _____