

## Fields & Facilities Reservation Policies



www.waterburyvt.com

Town of Waterbury Recreation Department

28 North Main Street

Waterbury VT 05676

Telephone (802)244-7174

Fax (802) 244-1014

Email: Recreation@waterburyvt.com

Adults and children of all ages are welcome to enjoy our variety of different athletic fields and facilities. Among our offerings are: Soccer, baseball, softball, basketball, horseshoes, gazebos, illuminated outdoor ice skating, tennis, swimming pool, bandstand, pavilion, playgrounds, bike/skating park, disc golf course and picnic areas.

We offer two ways to book facilities; Leagues, programs and large events can request an **Advance Reservation** to receive a discounted rate and confirm the availability of their fields with plenty of time to plan their seasons. Residents who just want a space for a spontaneous event, family reunion or athletic practice may easily also book the use of our recreational facilities as an **Occasional Reservation**.

---

**Advanced Reservations:** These reservations are for schools, leagues, clinics, programs, tournaments, etc. that need to book use of playing fields or facilities on a recurring basis. These reservations require a minimum of 3 days usage (concurrent or not) and must be booked at least 1 month in advance.

**Occasional Reservations:** These reservations are for events that require use of playing fields or facilities on a single weekend, weekday or weeknight. These would include small picnics, birthday parties or use of the meeting space inside the Recreation Building. (These may additionally require Special Event Reservations; see below) Occasional Reservations must also be booked for athletic tournaments, jamborees, etc. that are conducted by organizations with preexisting Advanced Reservations. These reservations are available up to 1 week in advance of your event.

**Special Events:** Any event including any of the following is considered a special event and may require special permitting/fees as decided by the Town Select Board or Village Trustees.

- Amplified sound. (May not exceed 85 decibels within Rusty Parker Park.)
- Selling food, alcohol or merchandise
- Selling of tickets/cost for entry (required or by suggested donation)
- Advertising that the event is open to the public
- Requiring special set ups of stages, tents or other items
- An attendance of more than 20 people.

### **Field, Facilities & Special Event Reservation Terms & Conditions**

**Non-Reserved Use:** *All parks, facilities and fields are always freely available to the citizens of Waterbury during posted hours, under posted usage policies.* However, users conducting business of any kind require a reservation and permit. Further, groups of more than 20 people also require reservations and permitting. Groups with reservations have priority over regular users.

**Transfers of Permits:** You may not transfer or assign your reservation to any other group or organization or use it for any other purpose. Violation of this provision will result in termination of the permittee and any affiliated organizations from the right to make/receive reservations.

**Publicizing of Events Using Our Facilities:** No individual or organization may publicize, advertise or accept registrations for a program, league, event or other activity using Waterbury Recreation and Parks Department facilities without an active reservation or permit.

**Fees:** (Please see the attached fee schedule for rates and prices of each field or facility.) All payments must be made at time of booking/approval. No reservation will be honored without full payment. In the event of multiple requests for simultaneous use of fields or facilities, the requesting party that first completes full booking will be issued the reservation. (First come, first serve.)

**Facility Purposes:** Facilities serving a specific function, such as baseball diamonds, soccer fields and tennis courts cannot be used for any event that

would conflict with what is intended as the primary function of that facility. These locations are reserved for athletic and sports events and may be used otherwise only with explicit permissions from Waterbury Parks and Recreation.

**Cancellations:** For Occasional Reservations, there will be no cancellation/refund unless inclement weather or other uncontrollable circumstance prohibits, (as determined by the Waterbury Recreation and Parks Department) in which case, all reasonable steps will be taken to facilitate a rescheduling. For Advance Reservations and Special Event Reservations, cancellations must be made at least 2 weeks prior to the start date to receive full refund. Cancelling within this period, or violating any above policies will result in full forfeiture of fees.

**Amplified Sound:** Any event involving amplified sound and some non-amplified musical instruments must also receive special permission from the Town Select Board or Village Trustees. (May not exceed 85 decibels within Rusty Parker Park.)

**ADA Compliance:** Any event with 1000 or more attendees must complete an ADA Public Event checklist, available from Waterbury Recreation Department.

**Portable Restrooms:** Events with attendance of 100 persons or greater must provide portable restrooms at the ratio of one (1) restroom for each 150 persons in attendance, 10% of which must meet ADA specifications. Portable restroom locations within the facilities must be determined by the Waterbury Recreation and Parks Department. Some parks provide complimentary sanitary facilities seasonally.

**Alcohol:** Alcohol is not permitted within any Town or Village premises without explicit, advanced written permission from the Town Select Board or Village Trustees.

**Open Fires:** All open fires, on open ground or within containers, are strictly prohibited without permission from Waterbury Recreation & Parks Department. Ancillary fees may be applicable for such permitting.

**Food Vending, catering:** Requires prior approval by Waterbury Parks & Recreation Department and may be subject to Concessions Fees. Waterbury Recreation reserves the right to serve concessions at events at town facilities.

**Temporary Recreational Features:** Jump houses, rock climbing walls, inflatable slides, etc. are permitted only with prior approval by Waterbury Parks & Recreation Department. Ancillary electricity fees may apply.

**Arrival & Departure:** Permittee should bring their confirmation with them for each reservation to resolve any conflicts regarding usage/scheduling. The permittee must vacate the reserved field or facility by sunset or stated departure time.

**Clean up:** All sites must be left clean of all refuse. Permittee shall be responsible for all clean up after the event that exceeds the capacity of on-site receptacles. Do not leave trash bags at the side of trash receptacles. If trash cans are full, all litter and debris must be bagged and removed out of the park. This includes recycling, trash, food, etc.

**Vehicles:** Vehicles are restricted to the main roads and parking lots for all loading/unloading and are not permitted on any grassy areas without prior approval of Waterbury Parks & Recreation.

**Work Days:** Some organizations offer to assist in the voluntary maintenance of our fields or facilities, performing various tasks such as raking, edging, painting, etc. These efforts are much appreciated and welcome. Waterbury Parks & Recreation Department requests to be informed in advance of these volunteer work days.

**Parks & Facilities Rules:** All posted rules & policies must be adhered to at all times, unless explicitly permitted.

**Rusty Parker Memorial Park** is the property of the Village of Waterbury. The grounds and facilities are maintained by the Village Water Department, Town Highway Department and the Rotary Club of Waterbury. In 1982-3 the park gazebo, walkways, light poles, 10 park benches, and granite sign were constructed by the Rotary utilizing private funds raised from within our community and the central Vermont area. The facilities were dedicated on May 23, 1983. In 1999, the Village pump house was converted into a bandstand, handicap accessible restrooms and dry storage. At that time additional lighting, 6 benches and a kiosk were added and, in 2001, Railroad Street lighting was installed. These recent facilities were funded by the Rotary Club utilizing private funds raised locally and by contributions from the Village Water Dept., Railroad Station Restoration Project and the Ann Case Fund. Street curbing and paved parking were installed by the Town & Village. Over all these years, the Rotary Club, through community service, has maintained the facilities while the Village has maintained the grounds for you and your organization to enjoy without charge.

When you receive a key and permission to use the Rusty Parker Park for

an event, you, representing your organization, are responsible for leaving the park in the same condition as you found it. You assume the responsibility for cleaning the restrooms and any other facilities used including picking up debris left on the grounds. Trash cans are provided in the park for you and your organization to use. The Village will dispose of the trash. You are to report any damages found before or after use for your event and may be held responsible for the cost of damage repairs. Make sure you and your organization are aware of and abide by the Park Rules posted along Park Row and Railroad St. The park lighting goes on automatically at dusk.

A key for the facilities if needed, can be picked up at the Municipal Office,  
Monday – Friday 8:00am – 4:30pm .

It is our hope that you enjoy the use of these community owned and maintained facilities.

Report any damages or problems to:

Waterbury Municipal Office, 28 N. Main St. (802) 244-7033

Disturbances/Emergency – DIAL 911 (For Local or State Police)

**Please Note:**

-The Waterbury Recreation and Parks Department does not guarantee that all facilities will be available on the date of your reservation due to unforeseeable and/or uncontrollable circumstances.

-All above Terms & Conditions are subject to change at any time without notice.