

TOWN OF WEST HARTFORD
DEPARTMENT OF HUMAN & LEISURE SERVICES

SHORT TERM FIELD REQUEST

SHORT TERM rentals are defined as those groups utilizing one field five (5) or fewer times during the course of a season. All short term rentals are payable in advance.

NAME OF GROUP: _____

CONTACT PERSON: _____

STREET: _____ TOWN: _____ ZIP: _____

-

PHONE: _____ Ext. _____
Home Business

E-MAIL: _____

WHAT TYPE OF FIELD DO YOU NEED? _____

1. Date _____ Day _____ Time _____

2. Date _____ Day _____ Time _____

3. Date _____ Day _____ Time _____

4. Date _____ Day _____ Time _____

5. Date _____ Day _____ Time _____

REMARKS: _____

NOTE:

- No field will be assigned without a completed roster.
- No field will be assigned prior to April 15.
- All baseball and softball must end prior to August 18.
- No fields assigned after November 30.
- All short term requests must be received at least five working days before the date requested. Payment must be received no later than two working days prior to the date. If payment is not received two working days prior to the date, the fields will be reassigned.
- All short term renters will be required to sign a Liability and Indemnification Agreement.
- General Liability and Player Accident Insurance coverage may be required.
- **REFUNDS OR CREDITS WILL NOT BE ISSUED IN THE EVENT OF RAIN OR CANCELLATION.**

Signature

THS\Word\lona:Forms\short term field request form

Date

**WEST HARTFORD HUMAN & LEISURE SERVICES
RELEASE FORM FOR ATHLETIC FIELD OR GYMNASIUM RENTAL**

GROUP NAME: _____

GROUP REPRESENTATIVE'S NAME: _____

Address: _____

Home Phone: _____ **Work Phone:** _____

FACILITY RENTED: _____ **ACTIVITY:** _____

Dates Rented: _____

Please read each statement below and if you understand and agree with each statement, put your initials on the space next to the paragraph to signify your understanding and agreement.

_____ On behalf of the group listed above, I would like to rent from the Town for West Hartford, the facility listed above on the dates listed above for the stated activity.

_____ Members of our group understand that this activity sometimes involves physical collisions between or among players, or with spectators or referees, or with floors, walls, fences, and/or equipment and may result in physical injury. We understand that physical injuries sometimes occur even without impact or collision. We assume the risks of injury (including death) to ourselves and our property inherent in participating in the activity including, but not limited to, injuries or damages arising from the negligence or carelessness of other participants, referees, spectators, and others on the premises.

_____ We understand that we should not start or participate in any program of physical activity without first consulting with our physicians and/or having a physical check-up. If anyone of us is injured, he should promptly seek appropriate medical attention and follow the doctor's orders regarding medical treatment and future participation. We will promptly report any injury to the Department of Human & Leisure Services at 860-561-7510.

_____ We understand that the Town/Board of Education will make reasonable efforts to provide a safe facility, but that the Town/Board of Education provides no active supervision of the activity, and is not responsible for conditions that are created by our group, or those created by other participants, referees, spectators, and others on the premises.

_____ We are aware that it is our group's responsibility to provide and set up our own equipment, to check the facility or field before and periodically during play and will not create any hazards and will keep the area safe. We will report any problems or safety hazards immediately to the town.

_____ We agree to only use the facility that we have rented and will not interfere with other groups using other adjacent facilities or fields.

_____ We understand that we should wear and properly maintain protective equipment suitable to the sport and to our physical condition.

_____ We hereby agree to release, defend, indemnify, and hold harmless the Town of West Hartford and the West Hartford Board of Education (including its departments, officials, agents, employees, and servants) from any and all suits, claims, cost (including, without limitation, attorneys fees) of any kind for injuries (including death) to person(s) and/or property arising out of any act or omission of my own, or other participants, referees, and spectators or anyone directly or indirectly involved with our group, relating in any way to our participation in this activity.

_____ I hereby certify that I am the authorized representative of this group and that I have conveyed all of this information to the members of this group, and that they understand and agree to the statements above.

NAME: _____ **DATE:** _____

SIGNATURE: _____

Town of West Hartford
Department of Leisure Services
Insurance Requirements for Rental of Facilities and/or Showmobile

Renter/Lessee/User agrees to maintain the required insurance during the rental/lease/use of

_____ (facility) by

_____ (group name).

The cost of such insurance including any and all deductibles shall be paid by the Renter/Lessee/User.

The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. Any and all exceptions shall be reviewed by the Town's Risk Manager.

Certificate of insurance confirming coverage shall be furnished prior to the rental/lease/use of the facility. All policies shall provide for a thirty (30) days written notice of cancellation, ten (10) days notice for non-payment.

The Town reserves the right to cancel or terminate any agreement to rent/lease/use the facility for failure to provide or maintain insurance coverage as required and to name the Town of West Hartford and West Hartford Board of Education as the additional insureds.

Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. It is agreed that the scope of limits such insurance specified are minimum requirements and shall in no way limit or exclude the Town of West Hartford or West Hartford Board of Education from additional limits or coverage provided under the policies of the Renter/Lessee/User.

COMPREHENSIVE GENERAL LIABILITY including bodily injury, property damage, personal injury and contractual liability with minimum limits of \$1,000,000 combined single limit. **The Town of West Hartford and West Hartford Board of Education are to be named as additional insureds.**

PLAYER ACCIDENT INSURANCE (for athletic events) including each player, manager or coach for \$100,000 accidental medical benefits limit per individual/per accident.

WORKERS' COMPENSATION (when applicable) for the statutory limits including Employer's Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.

Renter/Lessee/User
Authorized Representative

Date