

TOWN OF ELLINGTON

Policies & Procedures

Use of Arbor Park

1. Individual or groups wishing to use Arbor Park for a private function (i.e. wedding or scout activity) should send a letter to the First Selectman including all details: date, time, type of function, approximate number attending, contact name and telephone number.
2. Any special needs, such as electricity, should be detailed in the letter.
3. First Selectman may ask that individual requesting use of the park to obtain a certificate of insurance (personal liability) in the amount of \$100,000.
4. Clear this event in appointment book.
5. Notify Public Works and Police Department to see if they have any objections or recommendations.
6. When all above items have been completed, notify individual or group of approval or rejection of request with a copy to Public Works and Police Department.