

TOWN OF ENFIELD

REGULATIONS FOR USE OF TOWN GREEN AND GAZEBO

RULES FOR USE OF TOWN GREEN AND GAZEBO

Those desiring to use the Town Green and Gazebo must first contact the Town Manager's Office to check the availability of the date, and to receive an application form which must be approved by the Town Manager's Office.

The following rules and regulations for the use of the Town Green and Gazebo must be adhered to:

1. No nailing, tacking, or otherwise affixing materials of any kind to the Gazebo.
2. Any maintenance service must be paid for by the individual or organization.
3. Any equipment required must be acquired and moved by the individual or organization. The Town will not be responsible for providing chairs, tables, portable bathrooms, etc.
4. Any police needed for the event must be paid for by the individual or organization.
5. All grounds and the gazebo must be cleaned of any debris and left in the condition it was found prior to its use.
6. Parking is allowed only in Town Hall parking areas. No parking is allowed on the Town Green at any time. Unloading should be done from the parking area.
7. Due to the installation of a sprinkler system on the Town Green, there will be no stakes or other posts driven into the ground without the consent of the Public Works Department. Any damages done to the sprinkler system due to unauthorized placement of stakes, posts, or heavy vehicles being driven over the area, will be borne by the organization or individuals responsible for signing the application.

8. There will be no vending allowed on the Town Green unless special permission is granted by the Town Manager's Office.
9. The cooking and serving of food will be allowed on the Town Green provided that the cooking does not damage the Town Green, Gazebo or other Town facilities. Cooking arrangements must be reviewed and approved at the Town Manager or his designated agent prior to the scheduled event. Proper permits must be obtained from the Health Department.
10. Electrical Power:
 - a. Lights are on a timer. They will come on automatically at preset times.
 - b. The outlets are all ground fault protected. If an ungrounded two-prong plug is used, it will result in the ground fault breaker tripping and loss of power. A three-prong plug must be used on all equipment.
 - c. There are electrical outlet boxes located around the perimeter of the gazebo. The electrical load should be split among the various outlets to prevent overloading of the circuits and subsequent loss of power.
 - d. Should loss of power occur, please notify a Parks Maintenance Worker or the Police Dispatcher, who will contact the Building Maintenance Division. The electrical service box is locked and tampering could result in injury to the tamperer.
11. The planted, mulched areas of the Town Green are off limits and we ask that the organizers pay particular attention to keeping people out of these planted areas, including the plantings around the base of the Gazebo.

RESPONSIBILITY OF ORGANIZATION/INDIVIDUAL USING TOWN GREEN/GAZEBO

Insurance - Outside-Sponsored Programs - The sponsor of such programs shall provide the Town with a Certificate of Liability Insurance, with the Town of Enfield named as an insured and in a format approved by the town, in the amount of \$1,000,000; provided, however, that the amount of insurance coverage required may be increased at the discretion of the town manager if in his/her opinion the activity, event and/or display has potential liability risk in excess of \$1,000,000. Also, in situations where articles are on exhibit, the sponsoring group should carry its own insurance for property losses.

Town-Sponsored Programs - No need for additional insurance, except in situations where articles, not owned by the Town, are on exhibit, the owner of said articles should carry their own insurance for property losses.

Applications must be submitted to the town manager or his agent not less than ten (10) days before the initial date of the proposed activity.

Any proposed use of town facilities for an event or display that is religious in nature shall be decided on a case by case basis and shall be reviewed by the office of the town attorney to ensure compliance with constitutional standards and governing case law. Application must be submitted to the town manager or his agent not less than sixty (60) days before the initial date of the proposed event and/or display.

In any activity, event or display in which personal property of the applicant will be placed on town property, the applicant shall provide proof of insurance coverage for loss or damage to the said property.

In the event that a display on town property is not properly maintained and kept in good repair, the town manager or the director of public works may, at his/her sole discretion, order that the display be immediately removed by town employees.

Any event, activity, or display on the town green and/or the Joseph E. O'Connor Gazebo shall be for a period not to exceed two consecutive weeks.

The town manager may promulgate additional regulations governing the use of the town green and the Joseph E. O'Connor Gazebo.

The Town Manager or his agent shall grant and issue such permit for use of Town Green and/or Gazebo if:

- a. The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
- b. The facilities desired have not been reserved for other use at the day and hour required in the application;
- c. The conduct of such activity will not substantially interrupt the safe and orderly movement of traffic;
- d. The conduct of such activity will not require the diversion of so great a number of police officers of the town to properly police such activity and the areas contiguous thereto, as to prevent normal police protection of the town;
- e. The conduct of such activity is not reasonably likely to cause injury to persons or property, incite violence, crime or disorderly conduct;
- f. Such activity is not to be held for the purpose of advertising any product, goods, or event, and is not designed to be held for private profit; and

g. The activity, event, and/or display is not in violation of any law.

We thank you for your attention to these rules and regulations. With everyone's cooperation, the Town Green and Gazebo will continue to be a focal attraction that we can all be proud of.

Revised: August 6, 2002