

Parson's Government Complex
70 West River Street
Milford, CT 06460
p. 203.783.3280
e. recdesk@milfordct.gov

## CITY OF MILFORD RECREATION DEPARTMENT Procedure Outlining the Permit Process for the Use of City Facilities

An "Application for the Use of City Facilities" shall be made in writing to department responsible for the facility (see page 2) at least thirty - (30) days in advance of the event.

- 1. Contact the department responsible for the requested facility to determine if the date(s) are available. (see page 2.)
- 2. Obtain and complete an "Application for the Use of City Facilities" from said department or from the City's website at <a href="www.ci.milford.ct.us">www.ci.milford.ct.us</a> in Document Center under General Documents \_ http://www.ci.milford.ct.us/files
- 3. Contact your insurance agent to obtain a **Certificate of Insurance & Endorsements** (see attached Insurance Requirements and Examples)
- 4. **Obtain all sign offs** on page 2 of the application from the departments listed belowin numbers 5 9. The Department responsible for the facility is the final sign off (see #10)
- 5. Contact the **Public Works Department (783-3265)** to obtain Electricity, Garbage Cans, Safety Fencing, Tables/Chairs (Max of 10 tables & Max of 30 chairs. Groups requiring more will need to rent these items from a third party), Restrooms, and Restrooms Supplies (fee may be charged).
- 6. Contact the **Milford Health Department (783-3285)** for licensing and health guidelines if your event is open to the public and food/beverages will be served.
- 7. Contact the **Fire Marshal's Office of Milford Fire Department (874-6321)** if your event will be setting up auxiliary tents/structures, electricity/generators, carnival type games, etc., or will be sponsoring a bon-fire. (Charcoal grills / Open fires are PROHIBITED)
- 8. Contact the **Patrol Division of the Milford Police Department (878-6551)** for security, crowd control, traffic control (the sponsoring organization shall be responsible for providing police coverage). If your event is a <u>road race/walk</u> see special instructions on page 2.
- 9. Contact the Recreation Department (203-783-3280) for all recreation facilities.
- 10. Have the **Indemnity Agreement** on page 4 of the application notarized, then submit the **application**; along with **appropriate fees (application and other)**; **Certificate of Insurance and Endorsements** to the department responsible for the facility for final approval and permit.

<sup>\*\*</sup>The most efficient route to obtain the departmental signoffs is: Health Department @ 82 New Haven Avenue > Fire Department @ 72 New Haven Avenue > Police Department @ 430 Boston Post Road > Public Works & Building Maintenance @ 83 Ford Street > Recreation Department @ 70 West River Street \*\*



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Facility Responsible Department

City Hall Auditorium Community Development at 203-783-3230

ddiamond@milfordct.gov

Library Program Room Library Business Office at 203-783-3291

thomasd@milfordct.gov

Parsons Complex Conference Rooms Community Development at 203-783-3230

ddiamond@milfordct.gov

Parsons Veteran's Memorial Auditorium Recreation Department at 203-783-3280

recdesk@milfordct.gov

Milford Lisman Landing Milford Lisman Landing at 203-874-1610

jdonegan@milfordct.gov

Milford Senior Center Senior Center at 203-877-5131

imimilfordseniorcenter@yahoo.com

For All Other Locations Recreation Department at 203-783-3280

recdesk@milfordct.gov

#### **ROAD RACE / WALK SPECIAL INSTRUCTIONS**

The organizers of road races/walks shall submit the following information to the Traffic Division of the Milford Police Department. Traffic Division can be reached at (203) 878-5244 or <a href="mailto:Traffic@milfordct.gov">Traffic@milfordct.gov</a> and the required information can be emailed.

Be sure to include the following in your correspondence:

- 1. A copy of the required insurance and a copy of the indemnity agreement
- 2. A letter to the Chief of Police stating the following:
  - a. Name of Race/Walk
  - b. Date/Time/Location
  - c. Map of the route, including where volunteers will be posted, water and aid stations
  - d. Start/Finish time, including the time of race day registration
  - e. Anticipated attendance
  - f. Number of officers requested/needed (minimum of 1 officer)

The organizers of road races / walks that plan to use the <u>Silver Sands Boardwalk</u> within the boundaries of Silver Sands State Park must also contact Mr. Joseph Maler of CT DEEP at 203-735-4311 or joseph.maler@ct.gov.

Updated January 2021



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#### MILFORD POLICE DEPARTMENT

430 Boston Post Road - Milford, CT 06460-2570 Telephone (203) 878-6551 Keith L. Mello Chief of Police



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  - f. Number of officers requested/needed (minimum of 1 officer)

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#### **APPLICATION FOR USE OF CITY FACILITIES**

APPLICANT:					
CONTACT (1):(Name)		(F.M. 1)			
(Name)	(Address)	(E-Mail)			
(Home Pho	ne) (Bus. Phone)	(Cell)			
CONTACT (2):					
CONTACT (2): (Name)	(Address)	(E-Mail)			
(Home Pho	ne) (Bus. Phone)	(Cell)			
PURPOSE OF EVENT:					
IS THIS AN OVERNIGHT EVENT: If Yes, please described:	Yes No				
DATE(S) REQUESTED:	TIME(S):				
FACILITY REQUESTED (Check Appropri	ate Box Below): Contact the Recreation Departm	nent for all facilities, except where noted.  EISENHOWER PARK			
□ Margaret Egan Center	TRUBEE DOOLITTLE	□ Lower North Street Area			
□ McCann Natatorium	□ Beach	□ North Street Pavilion			
<ul> <li>Milford Library, Program Rm. Library</li> </ul>	□ Field	☐ West River Street			
<ul> <li>Milford Lisman Landing Lisman Landing</li> <li>Milford Senior Center</li> </ul>	□ Playground	□ Tennis Courts			
	WALNUT BEACH*	FOWLER PARK			
PARSONS GOVERNMENT CENTER	□ Beach	□ Ballfields			
□ Veterans Mem. Auditorium	Casey Pavilion	Basketball Courts			
☐ Gymnasium	□ Rotary Pavilion	Rotary Pavilion			
☐ Conference Room Comm. Dev	*Issuance of a permit for Walnut	□ Tennis Courts			
CITY GREEN	Beach or Gulf Beach does not				
□ Center Green	waive the parking fee.	OTHER:			
☐ Green's End	warre the parting ree.				
□ Lower Green					
□ North Street					
ESTIMATED # OF ATTENDEES:	WILL ADMISSION/EXHIBITOR FEE BE CHARGED?	**For use of Library program room,			
	□ Yes	commercial transactions (selling), charging fees and soliciting (including			
	□ No	asking attendees personal			
**If for security measures, the City	If yes, explain fee(s) to be charged:	information or to sign attendance lists)			
of Milford its agents and/or	y = 0, = 1	are prohibited.			
representatives determines it is necessary for traffic and/or crowd					
control, the applicant shall be					
required to provided police					
coverage at its sole cost and					
expense.		Application for use of City Facilities - Rev 01/2021			
		Page 1			

WILL FOOD/BEVERAGES BE SOLD/SE		Sold	Served	Allowed	None		
THERE BE FOOD/BEVERAGE VENDOI		Yes	No	_			
WILL ALCOHOL BE SOLD/SERVED/AL	LOWED?	Sold	Served	Allowed	None		
WILL THERE BE LP-GAS COOKING?		Yes	No				
IF YES TO ANY OF THE ABOVE PLEAS	SEEXPLAIN:						
**All food/beverage vendors must meet to Department. Serving and/or allowing alc Recreation Department.							
WILL THERE BE AMPLIFIED SOUND? Amplified sound is allowed Sunday-Thu surrounding neighborhoods should not may respond to determine the reasonal police have the right to terminate the performance of the p	rsday from 9a to 8p and on Fr be disturbed by the amplified soleness of the level of sound. I ermit.	riday & Saturday sound from this	from 8a to 10pevent. In the ca	o. The peace an ases of complair	its, the police		
ARE YOU REQUESTING ANY OF THE additional fees may apply)	FOLLOWING ITEMS FROM	THE CITY? (Not	t all items are a	vailable at all lo	cations and		
□ Electricity		EXPLANAT	ION FOR REQ	UEST:			
☐ Garbage Cans							
Safety Fencing  Tables (Chairs May 10 table \$ 30 Ch	oiro						
<ul><li>□ Tables/Chairs Max 10 table &amp; 30 Ch</li><li>□ Restrooms</li></ul>	airs						
Other							
DEPARTMENT SIGN OFF'S:  Fire Marshal	Date	Public Works [	Director		Date		
Police Department	Date	Recreation Dir	ector		Date		
Building Maintenance	Date	Health Departi	ment		Date		
Special Instruction:							
All fees payable by cash, money order be paid by separate money order or babusiness days prior to the event the A availability of any special items that ha one (1) business day prior to the event deposit is required.  Rules and regulations governing the unhas read and will adhere to all applicate the appropriate City Department(s). Ar permits of the Applicant. The City reservandequate insurance coverage as determined to the aforesaid Applicant agrees to promise the appropriate City Department (s). As permits of the Applicant agrees to promise the aforesaid Applicant agrees to promise the aforesaid Applicant agrees to promise the appropriate City Department (s).	ank check. Police and Fire to pplicant shall contact the Puave been requested. Restroct and must be returned on the second to the requested facility able rules and regulations. Acry violation(s) of these rules erves the right to deny an appearmined by the City in its so	be paid direct ublic Works De om keys may be ne first busines are attached. The dditional rules a and regulation plication for an ole discretion.	ly to those de partment at (2 e obtained from s day following the Applicant hand regulation as shall be causty reason, incl	partments. At I 03) 783-3265 to m the Recreation of the event. A mereby acknown as may apply. F use to revoke the uding but not I	east two (2) confirm the con Department \$20.00 key  ledges that it Please consult his and/all other imited to  ory to the City of		
	(1.00)	/A1=	Drofit E04-0 N				
(Date)		(Non-	-Profit 501c3 N	umber)			



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## COMPLETE FOR USE OF VETERANS MEMORIAL AUDITORIUM ONLY: SHOW TIME(S):

EHEARSAL, SET UP OR OTHER	<b>EVENT, PERFORMANCE OR SHOW:</b>
EPARATION:	Determined to proper of a life.
tes you wish to reserve facility:	Dates you wish to reserve facility:
to	to
	Times you wish to reserve facility:
mes you wish to reserve facility: to	to
	What time do you want doors opened?
hat time do you want doors opened?	Mile at Green de view porte et te le viero
hat time do you expect to leave?	What time do you expect to leave?
hich rooms do you expect to use?	Which rooms do you expect to use?
	State any equipment needed (tables, podium, chairs
ate any equipment needed (tables, podium, chairs, crophones, etc.)	microphones, etc.)
	·
er Notes:	



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#### **INDEMNITY AGREEMENT**

EVENT:	ile oi A	ppiloant / (	Organization / Event Holder)
DATE(S) OF EVENT:			
aforesaid date(s) the above-named <b>INDEM</b> and all claims for damages or injury to pers required by the City of Milford which may at "as is" condition.  Indemnification shall include the duty to expense premises liability, it is understood a which are caused by the negligence or other event, and does not extend to any location	ons or rise out one agreement agreement und agreement und ities of the control of	does here property to tof the INC easonable eed that in onduct of 0 der the corthe INDEN	event within the territorial limits of the City of Milford on the eby indemnify and hold harmless the CITY OF MILFORD for the extent of the INDEMNITOR'S insurance coverage as DEMNITOR'S use of the public places, which are accepted in attorney's fees for the defense of any such claim. Except as indemnification does not extend to claims for injuries or dama City officials or employees on the day(s) of the above-description of the INDEMNITOR and does not extend to circumstant MNITOR. The INDEMNITOR shall provide the City of Milford to the City.
named INDEMNITOR to be held on the afo	resaid	date(s), ar	old harmless agreements previously executed for the above- nd has been approved by the Milford City Attorney's Office a above-described event between the CITY OF MILFORD and
Dated thisday of		, 2021	1.
In the Presence of:			INDEMNITOR:  (Name of Applicant / Organization / Event In By:  (Name of Applicant / Organization / Event In By:  (Name of Applicant / Organization / Event In By:
			(Printed Name of Person Signing)  Its, duly authorized  (Title)
STATE OF CONNECTICUT	)		
	)	SS.	
COUNTY OF NEW HAVEN	)	33.	
COUNTY OF NEW HAVEN  Personally appeared	)	33.	
Personally appeared	•	ne of Appli	si icant / Organization / Event Holder)
	•	ne of Appli	sicant / Organization / Event Holder)
Personally appeared		ne of Appli	si icant / Organization / Event Holder)
Personally appeared and sealer of the foregoing instrument, by		ne of Appli	icant / Organization / Event Holder)  its duly  (Name of Person Signing)  free act and deed, before me.



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#### INSURANCE REQUIREMENTS FOR USE OF CITY FACILITIES

The City's insurance requirements for the use of City Facilities have changed effective January 1, 2016. The City now requires limits in the amount of:

General Liability: \$1,000,000.00 peroccurrence

General Aggregate: \$2,000,000.00 Excess: \$2,000,000.00

Please provide your insurance agent with a copy of this notice prior to submitting your Certificate of Insurance to the City. Certificates of Insurance are required to be submitted to the City of Milford, together with your application for use of the facility, at least one (1) week prior to the date of use and **must**:

- 1) Identify the City of Milford as a certificate holder.
- 2) Name the City of Milford and Milford Board Education, its Governing Board, Official, Agents and Employees as additional insureds.
- Include the language "on a primary, non-contributory basis" and "waiver of subrogation applies in favor of the City of Milford and Milford Board of Education and all other required parties". Copies of the endorsements for the additional insured and primary non-contributory, waiver of subrogation language must be provided.
- 4) Events where alcoholic beverages will be served / sold must include Liquor Liability coverage with limits \$1,000,000 per occurrence and \$2,000,000 aggregate
- 5) Sports Leagues / Camps / Clinics must include Sexual Abuse and Molestation coverage with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate

The City of Milford reserves the right in its sole discretion to require additional insurance.



#### CERTIFICATE OF LIABILITY INSURANCE

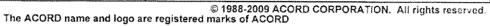
DATE (MM/DD/YYYY) Date of Policy

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to

1	the terms and conditions of the policy certificate holder in lieu of such endor	,		licies may require an e	ndorse	ment. A sta	itement on t	his certificate does not	confer	rights to the	
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Insurance Agent Name & Address				PHONE							
Company					E-MAIL			(A/C, No)	factoria de la constantina della constantina del		
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INSURED			INSURER(S) AFFORDING COVERAGE NAIC #					PARC B			
insured				INSURER A: Insurance Company Issuing Coverage							
A	pplicant's Name & Address				INSURE	CONTRACTOR CONTRACTOR CONTRACTOR		nelsonikalilikus kinesike mananan manas kalender kinesim kalender k			
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	AUTOMOBILE LIABILITY			AR				COMBINED SINGLE LIMIT	5		
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	WORKERS COMPENSATION		-					WC STATU- OTH-	\$		
	AND EMPLOYERS' MABILITY Y/N		widelenmona		a. Proceedings						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A	Anthonoghes		- Portage			E.L. EACH ACCIDENT	\$	onementorementarion, s. et z	
	(Mandatory in NH) If yes, describe under	on the state of th	a) - Indied a black (		MARINE CO.			E L DISEASE - EA EMPLOYEE	\$	Acceptance Maryla Maderman And Transport State Towns and State	
	DESCRIPTION OF OPERATIONS below			AP (AMA)				E L DISEASE - POLICY LIMIT	\$		
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050	Sexual Assault & Molestation (if a Spo								1,000,0	000 / 2,000,00	
ADI	CRIPTION OF OPERATIONS / LOCATIONS / VEHICL DITIONAL INSURED: THE CITY OF	ES (A MIL	reach au Ford - 1	OHD 191, AGGIOGIAI REMARKS : AND MILFORD BOARD (	onedule,	if more space is ICATTON TT	s required) S. GOVERNIN	IG BOARD OFFICEAT.	BOSNT	e ann	
EMG	Ployees 110 River Street	MILF	ORD, C	CT. 06460 INSURAN	E IS	PRIMARY A	ND NON-CON	TRIBUTORY WAIVER	OF SU	BROGATION	
API	PLIES IN FAVOR OF THE CITY OF	MILF	ORD AL	ND MILFORD BOARD OF	F EDUC	ATION AN	D ALL OTHE	R REQUIRED PARTIES			
CE	RTIFICATE HOLDER			·	CANC	ELLATION					
Circ of Milford					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						
										City of Milford	
	110 River Street				AUTHOR	IZEO REPRESE	NTATIVE				
	Milford, CT 06460			1						- Leconomies	
										Paralele company of the company of t	

ACORD 25 (2009/09) INS025 (200909)





#### THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

Policy Number: Insured:

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

City of Milford 110 River Street Milford, CT 06460

Information required to complete this Schedule, if not shown above will be shown in the Declarations.

Section II - MHO IS IN ASURI D is am noted to include as an interest to erson(s) to ganitation shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions of the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

named he sin are liable for occurrences arising out of the name the sin are liable for occurrences arising out of the name that the sin are liable for occurrences arising out of the name that the sin are liable for occurrences arising out of the name that the sin acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.



POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY CG 24 04 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

#### WAIVER OF TRANSFER OF RIGHTS OF RECOVERY **AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

#### SCHEDULE

#### Name Of Person Or Organization:

CITY OF MILFORD, MILFORD BOARD OF EDUCATION, ITS GOVERNING BOARD, OFFICIALS, AGENTS AND EMPLOYEES

## SAMPL

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us of Section IV - Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



CG 24 04 05 09



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TO: League & Organizations Presidents and Event Coordinators

FROM: Bill Garfield,

Director of Recreation

B.G.

SUBJECT: Smoke & Tobacco Free Policy

DATE: Original Date: April 21, 2015 Updated: January 14, 2021

Please be advised that the Milford Park, Beach and Recreation Commission approved a Smoke and Tobacco Free Policy for all Recreation Facilities under its jurisdiction at its April 2015 meeting. A copy of the policy is enclosed.

The policy provides, in relevant part, that, "[it] shall apply equally to all organizations and persons using Recreation facilities, and their use of the facilities is contingent upon compliance with policy."

Thus, the policy applies to your organization's use of City's Recreation facilities.

The City will post signs, in the form attached, at all recreation facilities. In addition, the City will publicize the adoption of this policy to inform and educate the public in an effort to ensure cooperation and adherence with same.

Thank you for your cooperation and support of this policy. If you have any questions or concerns, please do not hesitate to contact me.

#### **Enclosures**

Cc: Benjamin G. Blake, Mayor

Jonathan Berchem, City Attorney
Dan Worroll, Chairman – Parks, Beach and Recreation Commission

WHEREAS, the Milford Park, Beach and Recreation Commission is committed to maintaining and improving the health and well-being of the community; and

**WHEREAS**, the Milford Park, Beach and Recreation Commission recognizes that medical research has proven that smoking and the use of tobacco products poses a significant risk to the health of the smoker and the non-smoker, and the Commission accepts the belief that adults should be positive role models and should exhibit healthy and positive behaviors; and

**WHEREAS**, cigarettes, often discarded on the ground when consumed in public places, diminish the beauty of the City's recreational facilities and poses a risk to children; and

**WHEREAS** the Milford Park, Beach and Recreation Commission determined that the prohibition of tobacco product use at the City's recreational facilities serves to protect the health, safety, and welfare of the citizens of our City.

**NOW, THEREFORE BE IT RESOLVED** by the Milford Park, Beach and Recreation Commission that all City recreational facilities shall be smoke and tobacco free zones.

#### Section 1

No person shall use any form of tobacco at or on any City-owned or operated outdoor recreational facilities, including the restrooms, spectator and concession areas. These facilities include, but are not limited to, athletic fields, beaches, parks, playgrounds, recreation/community centers, skate park, tennis / basketball courts, and walking/hiking trails.

The use of tobacco products is permitted in designated parking areas.

This smoke and tobacco free policy shall apply equally to all organizations and persons using Recreation facilities, and their use of the facilities is contingent upon compliance with policy.

#### Section 2

Appropriate signs shall be posted at all areas that prohibit the use of tobacco products. The community, especially facility users and staff, will be notified about this policy. Staff will make periodic observations of recreational facilities to monitor compliance. Any person found violating this policy shall be subject to immediate ejection from the recreation facility and may further be denied access to such facility in the future.

#### **Definitions**

As used herein, the terms "smoke " or "smoking" shall mean the use of any tobacco products including, but not limited to, the lighting or carrying of a lit cigarette, cigar, pipe or similar device; or the use of smokeless tobacco products e.g. electronic cigarettes or chewing tobacco.

As used herein, the term "recreation facilities" shall mean any outdoor area owned or operated by the City of Milford and open to the general public for primary recreational purposes, regardless of any fee or age requirement including but not limited to beaches, picnic areas, playgrounds, sports or athletic fields, bleachers, walking paths, gardens, hiking trails, bike paths and dog parks.





Parson's Government Complex
70 West River Street
Milford, CT 06460
p. 203.783.3280
e. recdesk@milfordct.gov

# THIS RECREATION FACILITY IS SMOKE & TOBACCO FREE



We Appreciate Your Cooperation

Per Policy of the Park, Beach and Recreation Commission (Adopted April 2015)