

## Weed Beach Warming Hut Rental Policy

March 15, 2012

The primary purpose of the Warming Hut at Weed Beach is to service the paddle court operations during the winter months and any Parks and Recreation programs and activities. Secondary use is as a base of operations for the Town's Summer Camp operated by the Darien Youth Commission. Following these priorities, the building may be rented by the following groups:

### I. Types of groups in order of priority:

- Resident Paddle Tennis players/users
- Parks and Recreation programs and activities
- Youth Commission Summer Camp
- Darien civic/non-profit groups
- Darien general public

### II. Two seasons of rental permitted

- a. Winter Rentals (Oct – March) Rental for paddle parties only
- b. Summer Rentals (April – Sept)

### III. Hours of rental

- a. ONE RENTAL OF THE FACILITY WILL BE PERMITTED PER DAY
- b. **WINTER:** PADDLE PLAYERS ONLY. Mon-Fri 4-10pm; Sat 8am – 10pm; Sun 8am-6pm. Courts currently close at 8 PM on Saturdays, 6 PM on Sundays. These hours will remain the same but residents that rent the facility can reserve the courts and facility for a PADDLE party on either Friday or Saturday nights between the hours of 6 – 10 PM. An attendant must be on duty during paddle party hours.
- c. **SUMMER:** Mon – Fri 4pm-9pm; Sat 10 am – 9pm; Sun 12pm – 9pm. An attendant must be on duty to open and close. Groups must provide their own supervision and general clean up.

### IV. Rentals will be approved based on the policies and practices of the Parks and Recreation Department. (Darien residents cannot book a rental for a non-Darien agency).

1. The facility will be rented to **PADDLE PARTIES ONLY** between October and March. Those renting must also book courts
2. Facility Rental Permits are available to those 18 years of age or older
3. **Reservations.** Facility Rental Permits are available by advanced reservation only.
  - a. *A minimum of two weeks in advance for approval is required.*
  - b. Set up and clean up time must be included in requests

4. **Fees.** Facility rental fees will apply. (Fees will include utility charges, cleaning, attendant, and security deposits). Rate schedule is set by the Parks and Recreation Commission. PAYMENT IS REQUIRED IN ADVANCE AT THE TIME OF RESERVATION. CANCELLATIONS FEES WILL APPLY.
5. **Insurance.** Renters must submit a certificate of insurance naming the Town as co-insured according to the requirements of the Town. Minimum limits of coverage will apply. Failure to submit will result in cancellation of rental.
  - a. a certificate of public liability coverage for personal injury and for property damage is in force during the time for which the application is made. Liability insurance which names the Town of Darien as an additional insured is required for groups using the park facilities over a given period of time on a periodic basis, or for such events the Director deems necessary.
6. Cancellations, date, or time changes of activity/event must be received Monday – Friday (excluding holidays) and at a minimum of 24 hours in advance of the event. Failure to do so will result in the application of the full fee for rental.
7. **Inclement weather policy:** In the case of *forecasted* inclement weather, the department may make a decision Monday – Friday to close facilities including weekend rentals. The department will then contact the permit holder for Saturdays and Sundays to inform of facility status.
8. **Alcohol.** Current regulations provides for the consumption of alcoholic beverages in designated areas, no glass bottles, and no kegs without proper permit. **NO CHILDREN ARE ALLOWED IN FACILITY WHILE ALCOHOL IS PRESENT.**
9. Winter Paddle Party – extended play hours:
  - All 5 courts can be reserved for a paddle tennis party.
  - Party reservations will be handled through the Parks & Recreation office and must be a minimum of 2 weeks in advance.
  - If all 5 courts are not reserved, other residents may reserve courts. These players will be allowed bathroom access through the front of the building.
  - All court fees for party reservation must be paid a minimum of 2 weeks in advance.
  - No open flames or grilling permitted in or around building
10. **Smoking.** No smoking allowed inside the building or on deck and around paddle courts.
11. **Building. General clean up and break down is the responsibility of the person listed in permit. Everything must be completed by 10pm. All refuse must be deposited in appropriate receptacles. Groups must bag and remove refuse to dumpster in parking lot. The facility will be cleaned daily by a cleaning service.** This will include restrooms, washing of floors, general maintenance cleaning.
12. **Furniture.** The dept. may or may not have furniture for use inside the building. Groups must rent/provide their own if facilities insufficient. Any equipment owned by Town MUST NOT BE REMOVED FROM BUILDING.

**13. Building Structure.** No tape of any kind may be used on the walls or painted surfaces of the building. Use of nails or screws is not permitted.

Use of the Firepit.

- The fire pit will be activated at the discretion of the Attendant.
- Factors affecting this will include but not be limited to:
  - Weather conditions
  - Number of individuals on site

**Fee Schedule: Set annually by the Parks & Recreation Commission**

**NOTE: Only one rental per day will be permitted**