

CITY of DERBY

Use of J.R Payden Fieldhouse/Payden Park/DeFilippo Field and Its Facilities Policy

Since city properties and grounds are public property, the City of Derby may make them available for community purposes. As such, the City of Derby through the Parks & Recreation Department encourages the use of the J.R. Payden Fieldhouse Great Room, Payden Park Baseball/Softball field, DeFilippo Field/Track and its facilities by responsible community organizations and the public at large.

The Parks & Recreation Department shall grant the use of certain facilities for activities of an educational, cultural, civic and other non-commercial uses consistent with the public interest when such use does not interfere with City of Derby school programs or school sponsored activities as permitted under the law. The use of these facilities for school purposes has precedence over all other uses. Persons on City of Derby property must abide by the rules, policies, regulations, procedures and the City of Derby Charter and City of Derby ordinances as pertain to use of public parks and facilities.

Recognizing, however, that the City of Derby must maintain its properties, it is the policy of the City of Derby to charge for some uses.

Charges, where applicable, will be based on the following:

- The type of organization applying
- The facilities/grounds required
- The length of time facilities are required
- The type of function (whether or not admission is charged)

Such charges cover labor, general maintenance, trash removal, replacement supplies, utility and energy costs. Examples of customary uses and their fee categories are set forth in the administrative regulations accompanying this policy. Fee Schedules will be reviewed annually by the Board of Aldermen/Alderwomen, and the Parks & Recreations Department.

The City of Derby Board of Aldermen/Alderwomen reserves the right to approve any use beyond those described in this policy. The Parks & Recreation Department reserves the right to refuse the use of a facility if an activity is determined to be inappropriate.

The Parks & Recreation Director will be the agent for the City of Derby regarding all requests for use of the facilities. Upon completion of the application to use a facility by an individual or organization, the application is reviewed by the Parks & Recreation Director, and the School's Athletic Director (if applicable) using the following criteria to determine if the proposed activity and organization meet the conditions set forth within. The Parks & Recreation Director's review will specifically determine the following:

- The submission of liability insurance required of the applicant organization;
- The need for police protection and/or traffic control and possible fire watch;
- The need and number of custodians or attendants;
- The fees to be collected for the event or activity;

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Consistent with this policy, the City of Derby Parks & Recreation Director shall approve and schedule the use of facilities by an individual, organization or group, except as outlined in Request for Use Form, Appendix A: Definition of User Groups, Group #5, of these documents, and forward a monthly report to the Board of Aldermen/Alderwomen on the use of any field or facility, which will include the individual or organization or group utilizing the field or facility, date and times of the event, all fees collected from the event or activity, designation of User Group and any other circumstances with the event or activity that should be noted.

The Fee Schedule for the use of facilities will be set by the Board of Aldermen/Alderwomen and amended as necessary. The Parks & Recreation Director, in collaboration with the Board of Aldermen/Alderwomen, shall review the Fee Schedule items and User Groups individually and determine rental category for use as well as fees for service from employees; custodial, maintenance and repair, AV, food service, etc. as it relates to any such use of the facilities.

Each applicant will get a copy of the following documents at the time of request for application to utilize any field/facility:

Conditions for the Use of Facilities

Request for Use of Facilities Form

Appendix A – Definition of Groups

Appendix B – Fee Schedule-Requirements and Fee Schedule-Rental Fees

All fees collected will be deposited into a specific revenue line item identified substantially as “Payden Park/Ryan Complex Rental Fees”.

TYPES OF ACTIVITIES WHICH WILL NOT BE PERMITTED INCLUDE, BUT ARE NOT LIMITED TO:

1. Activities which are unlawful in nature;
2. Any activities which are inconsistent with the health and welfare of the public and/or the policies delineated by the Parks & Recreation Department and the City of Derby;
3. Any activity which promotes violence or violent behavior;
4. Fundraising campaigns, except as permitted by the Parks & Recreation Department and the City of Derby;
5. Any activity which may cause damage to the buildings, grounds, or equipment of the City of Derby;
6. Activities advocating the overthrow of the United States, State of Connecticut, or the local governments and their boards, councils or agencies.

A community group will not sponsor another group or relieve an organization of its fee requirement for use of any of the facilities if that organization would not have been eligible under its own application.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes
PA-97-290 An Act Enhancing Educational Choices and Opportunities
Equal Access Act, 20 U.S.C. ss 4071-4074
Good News Club v. Milford Central School, Sup. Ct., 6-11-01
20 U.S.C. 7095 (Boy Scouts of America Equal Access contained in NCLB Action of 2001)

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Conditions For The Use of Facilities

The primary use for the City of Derby facilities is the regular planned instructional program for our schools. Because these facilities are supported by the residents in the City of Derby, they may also be used as facilities for activities and meeting places for city groups. The Parks & Recreation Commission and/or its director shall be responsible for the scheduled use of these facilities for sports programs other than City of Derby school sponsored sports programs which is under the direct responsibility of the Derby High School Athletic Director.

Please read the following conditions for use before completing an application form

1. All events/activities shall terminate by 11:00 p.m. at the facilities/grounds. Users shall only have access to the facilities/grounds during the time authorized on the application form.
2. Applications are to be received in the Parks & Recreation Department calendar year for which the activity is planned at least six (6) weeks before the activity is to be held. A waiver of the six (6) week requirement may be granted upon presentation to the Board of Aldermen/Aldermen of documents supporting that it was not possible to submit the application within the required time frame. Individuals or organizations must complete the application and submit it to the City of Derby Parks & Recreation Director, and signed off by the Board of Education Athletic Director (as applicable), who shall review it. It is the policy of the Parks & Recreation Department that school activities shall have first priority in the use of the building/grounds, and outside groups may have to adjust their schedules accordingly. Scheduling conflicts shall be resolved by the Parks and Recreation Director.
3. The applicant agrees that the individual or organization will indemnify, save and hold harmless the City of Derby, the Derby Board of Education, Derby Parks & Recreation Department, Derby Public Schools or any agents, employees or officials, from any and all claims for personal injury or property damage suffered, incurred or in any way connected to or arising from the applicant's use of the facilities, whether or not such claims are due or alleged to be due to the negligence of the school district, the applicant or any other person or entity or due to any other cause.
4. The applicant, as required by the City of Derby, will be required to furnish evidence of general liability insurance coverage meeting the City's requirement against claims for bodily injury, death or property damage, occurring upon, in or about the demised premises, in the minimum limits of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. In addition, the City of Derby is to be named as "an additional insured" party and a certificate of insurance will be required to be filed with the original request.

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Conditions For The Use of Facilities

5. The applicant organization contracting for use of the building/grounds will agree to indemnify the City of Derby for any damage to the property/grounds or equipment by any person or persons attending the activity. Individuals and organizations not adhering to this policy may be faced with immediate termination of their activity, denial of future use of the facilities, and/or all legal remedies available to the City of Derby.
6. When the City of Derby schools are closed due to inclement weather, all activities are canceled. It is the responsibility of applicant organizations to notify their groups or make announcements over the local radio stations or use social media for cancellations.
7. The Fee Schedule for the use of the facilities is set by the Board of Aldermen/Alderwomen and updated as necessary. A copy of the Fee Schedule-Requirements and Fee Schedule-Rental Fees is included as Appendix B to this document and can be found online with the Request for Use of Facilities application form. All fees must be paid with submission of the Request for Use of Facilities prior to the date of the event or approval may be withdrawn. Any fees not accounted for will be invoiced after the event and must be paid within fourteen (14) days of the invoice date. Approved long-term use will be invoiced. Checks are to be made payable to "City of Derby". A \$25 fee will be charged for any check returned for insufficient funds.
8. All applicants and utilizing groups must observe and obey the rules for the facility or field use that are provided in each facility or field.
9. The facility will be inspected before each event, practice, etc. by the person responsible. Any damage shall be reported to the Parks and Recreation Director and/or the School Principal.
10. All groups are required to have a custodian, attendant or any combination thereof on duty when using any facility/grounds. The group will be charged a per-hour fee consistent with the Fee Schedule. There will be a minimum charge of one hour beyond the end of the event for clean-up of the facility to the condition in which it was found. No keys will be given to any non-staff person. If more time is required, the user will be charged accordingly. The custodian/attendant will be responsible for securing the building.
11. Requests for use of the City of Derby facilities, including buildings, grounds and equipment, may be denied if and when there are any outstanding balances for a prior activity/event or failure to pay all fees and charges to the City of Derby in a timely manner.

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Conditions For The Use of Facilities

12. The custodian/attendant is not the supervisor of children or adults. Each applicant organization is responsible for the conduct of all participants and/or guests. Representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. The number of such representatives will be designated by the Parks and Recreation Director. Names, addresses, and contact information of all designated persons in charge must be submitted with the application and they will be held responsible for the conduct of the participants and any property damage. A responsible adult in attendance will have a cell phone to make or receive an emergency phone call should that need arise.
13. The Parks and Recreation Director, in consultation with the Athletic Director and other City of Derby Departments, reserves the right to postpone activities in the case of inclement weather or excessive stress to the playing fields.
14. Police coverage will be required when, in the opinion of the City of Derby and/or the Parks and Recreation Director and/or the Derby Police Department, the event calls for traffic control, crowd control, or security. The applicant organization must make arrangements for police coverage whenever required and provide documentation/verification, once obtained, to the Parks and Recreation Director. The charge for police coverage will be paid directly by the applicant organization to the City of Derby based upon the rates set forth by the Derby Police Department.
15. The utilizing organization shall be responsible for paying for a fire watch if it is deemed necessary by the Fire Marshal's Office.
16. Use of facility/grounds shall be confined to those areas designated on the Request for Use of Facilities Form.
17. Kitchen warming facilities may be used by organizations for food preparation and serving. For example, when the serving line is used for distribution of bakery or other previously prepared meals, snacks and/or sinks are used for washing coffee pots, there shall be no charge. When kitchen facilities and/or the concession stand are used for cooking, a food service employee must be on duty in a supervisory capacity as a requirement by the City of Derby, and thus a fee shall be charged to the organization.
18. When concession stand facilities are utilized for the cooking and/or service of food other than previously prepared meals or snacks, school organizations will have first right of refusal to operate the concession stand, and appropriate charges as determined by the School Superintendent will be charged. A City of Derby certified supervisor will be hired to oversee the use of all cooking operations at a fee set forth within the Fee Schedule.

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Conditions For The Use of Facilities

19. The cost associated with the use of equipment or repair due to damage of the equipment, must be paid by the applicant organization. The City of Derby shall have the sole right to determine the extent and value of such damages.
20. Parks & Recreation Department, and/or City of Derby Board of Education equipment or supplies may not be used by the public unless specific permission has been granted by the Parks and Recreation Director and/or the Athletic Director.
21. All equipment used during the activity by the public must be returned to the original location immediately following each activity. All facilities must be left as they were found. Facilities that are in use shall be cleaned immediately upon termination of activity. Failure to do so may result in termination of future use of the facilities at the discretion of the Parks and Recreation Director and/or Board of Aldermen/Alderwomen.
22. The Parks & Recreation Department is not responsible for property left overnight.
23. Organizations that plan to set up decorations or stage scenery must have the approval of the Parks and Recreation Director so as to avoid damages to the facility/grounds. The applicant organization is responsible for removal of all decorations and must return the facility/grounds to its proper condition.
24. Furniture and equipment may not be used or lent to anyone who has not contracted to use the facility/grounds, except to City of Derby agencies, with approval of the Parks and Recreation Director.
25. No facility/grounds may be reserved for a public function during a planned school function, except for activities that do not interrupt regularly scheduled school activities.
26. All requests for use of facilities must be submitted on the “Request for Use of Facilities Form”. This form is available online at www.derbyct.gov.
27. There is no smoking permitted in the buildings or on the grounds.
28. Alcoholic beverages, illegal drugs, and weapons are prohibited in the buildings or on the grounds at all times.
29. Persons attending the activity must confine the participants to the rooms and corridors assigned for their use.

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Conditions For The Use of Facilities

30. Parking on the grass or playing fields will not be permitted without the prior approval of the Parks and Recreation Director. Approved off-road parking is to be coordinated with the Parks and Recreation Director and/or the Derby Police Department.
31. Capacity regulations as set forth by the Parks & Recreation Department and Fire Marshal are strictly enforced.
32. The City of Derby will contract for trash removal. When the amount of trash generated by an event necessitates the rental of a waste bin, the applicant organization will be billed directly by the contractor. For other events, the trash removal will be included in the rental fee, if applicable.
33. No motorized vehicles, or vehicles with wheels including but not limited to bicycles, roller skates, roller blades, or skateboards or footwear that might cause damage are permitted in the buildings, or on tracks, fields or lawns.
34. The City of Derby complies with the Americans with Disabilities Act (ADA) for title II (State and local government services) and title III (public accommodations and commercial facilities) on September 15, 2010, in the Federal Register. These requirements, or rules, contain updated requirements, including the 2010 Standards for Accessible Design (2010 Standards).

No dogs or other pets are allowed in the buildings or on the grounds, this includes emotional support, companion and therapy animals except for guide dogs, signal dogs and service animals that are specifically trained to aid a disabled person.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

35. The sale of items in violation of or inconsistent with Parks & Recreation Department policies will not be permitted.

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36. In addition to complying with these conditions, the applicant must comply with all federal, state and local laws, including ordinances, policies, rules, executive orders and regulations.
37. Qualifying groups may conduct fund-raisers under certain conditions. The following regulations shall apply for all groups:
- a. The applicant organization will make all arrangements through the Parks & Recreation Department. The Board of Aldermen/Alderwomen will determine the appropriateness of the function as defined by this policy.
 - b. When admission is charged to an event using the facilities/grounds, the applicant shall be solely liable for the payment of any taxes resulting from any fees collected while using the property of the City of Derby. The City of Derby does not provide advice on whether any tax results from the applicant's activity on its property and bears no responsibility or liability to the applicant or any taxing authority.
38. The Parks & Recreations Department reserves the right to deny the use of facilities to any group when it is deemed to be in the best interest of the City of Derby to do so.

Under NO circumstances are fields or facilities to be altered or adapted by outside groups without the written approval of the City of Derby Board of Aldermen/Alderwomen. Thank you for adhering to this condition.

**J.R. Payden
Great Room**

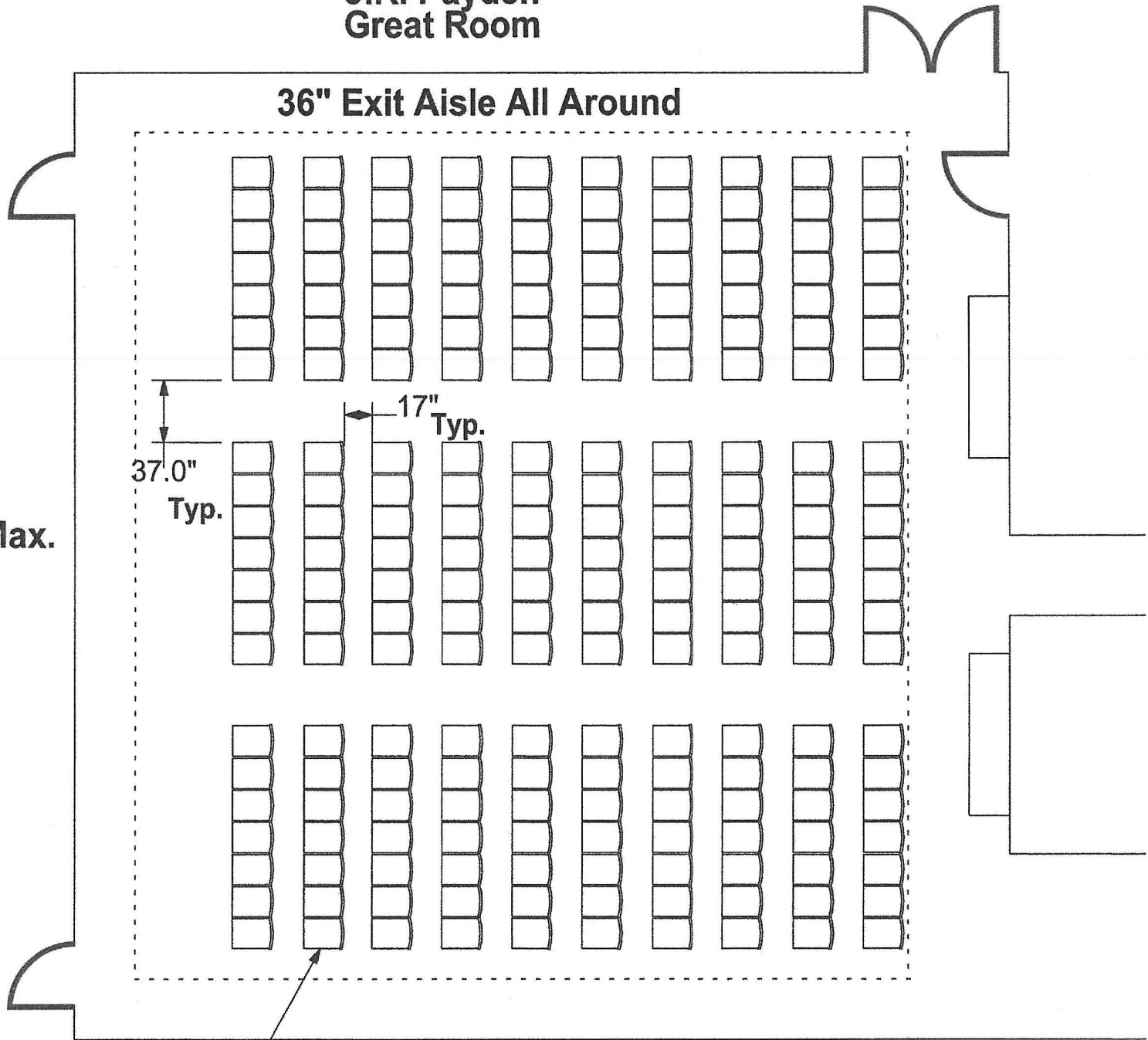
36" Exit Aisle All Around

210 Chairs Max.

37.0"
Typ.

17"
Typ.

Note: Max. (7) seven chairs in a row after seven they must be tied together with wire ties so the row of chairs would move as a unit.



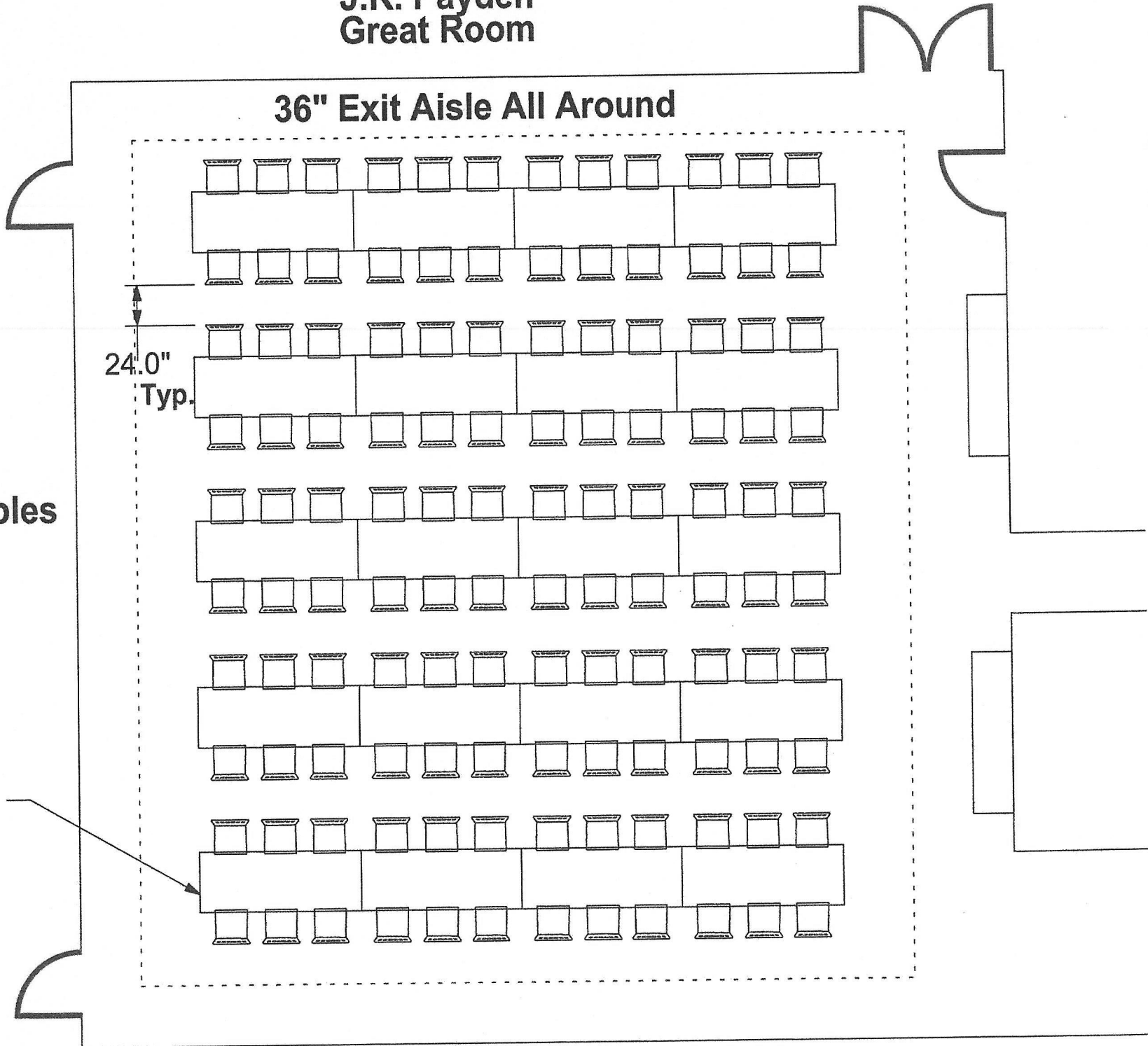
J.R. Payden Great Room

36" Exit Aisle All Around

24.0"
Typ.

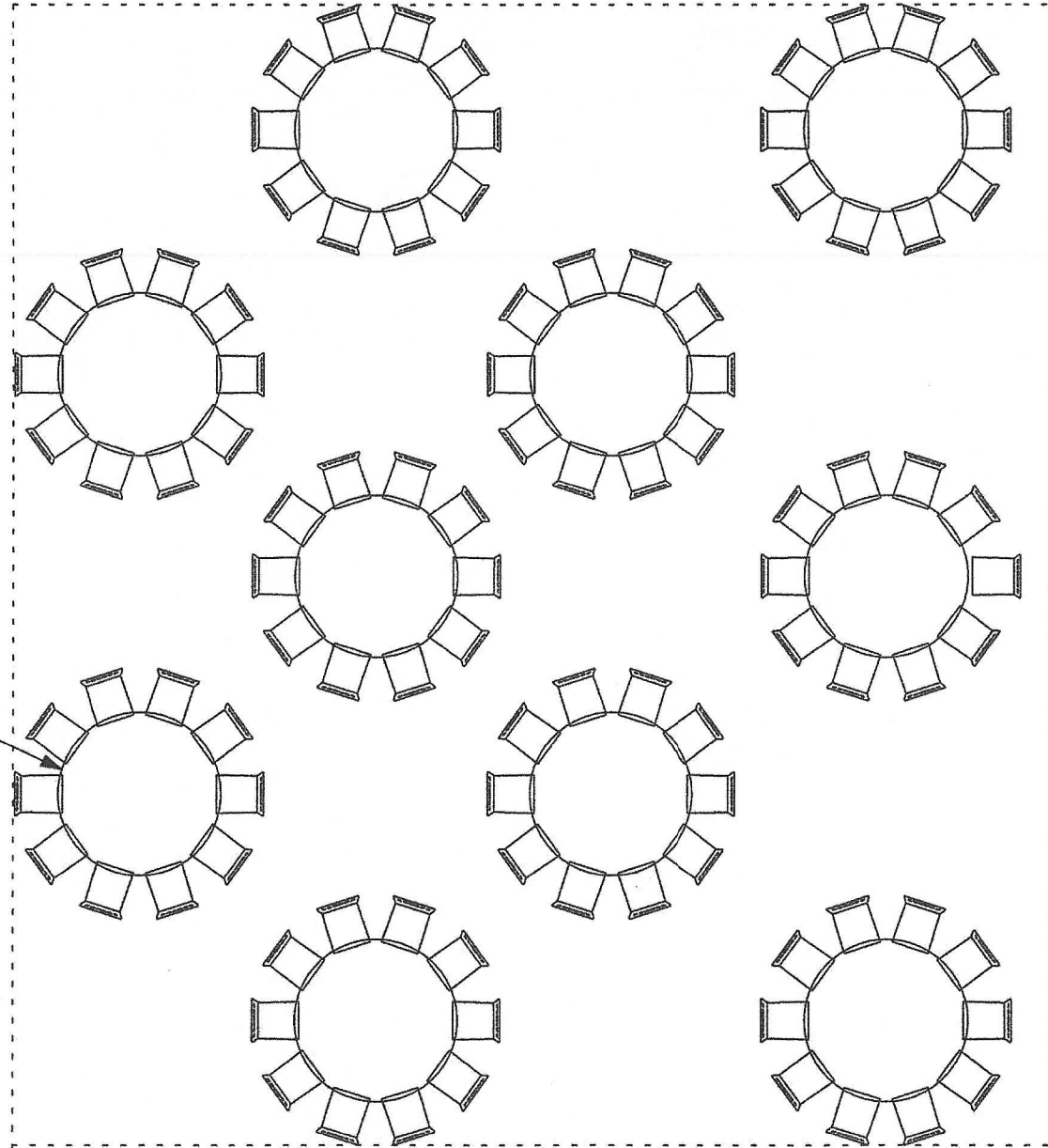
120 Chairs & Tables

3ft x 8ft tables



J.R. Payden Great Room

36" Exit Aisle All Around



100 Chairs & Tables

6ft Round Tables



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REQUEST FOR USE OF FACILITIES FORM

We, the undersigned, agree to pay:

1	The designated rental fee of:	\$ _____
2	Custodial fees of:	\$ _____
3	Attendant fees of:	\$ _____
4	Food Service Personnel:	\$ _____
5	Tables/Chairs fees of:	\$ _____
6	Other fees:	\$ _____
7	Amount Due City of Derby:	\$ _____
8	Deposit due with Application:	\$ _____

Emergency situations may result in additional costs. Fees associated with police and fire personnel required while using said facilities are to be paid directly to those organizations. Event leader must sign in at time of arrival and sign out at time of departure.

A Certificate of Insurance providing for general liability insurance against claims for bodily injury, death or property damage, occurring upon, in or about the demised premises, in the minimum limits of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate must be provided to the Parks & Recreation Director, OR Superintendent of Schools, 48 hours prior to the event naming the City of Derby (and the Board of Education when applicable) and its agents and employees as insured parties; otherwise, access to the facility will be denied. A deposit of \$_____ shall be required with this application (50% of Item 7 above). Balance Due must be paid 48 hours prior to the event date.

Cancellation requires a 48 hour written notice to the Parks & Receptions Director, or Superintendent of Schools (or designee). If you have more than one (1) date, we must know which date is being cancelled, There is a minimum of four (4) hours cost for custodian(s)/attendant(s) if not properly notified within the time frame designated. If the event is cancelled by the City of Derby, a full refund of total fees paid to date, will be refunded.

Building usage can be terminated if terms of contract are violated.

I, the undersigned, acknowledge that I have read this document in full including the Use of J.R Payden Fieldhouse/Payden Park/DeFilippo Field and Its Facilities Policy, Conditions For The Use of Facilities, Appendix A: Definition of Groups, and Appendix B: Fee Schedule – Requirements and Fee Schedule – Rental Fees, and will abide by all rules, regulations, and fees as set forth in these documents. All Fees will be submitted to the City of Derby Parks & Recreation Director and made payable to the City of Derby.

(Signature of Renter/Date)

***** Please Use the Fees Worksheet in conjunction with Appendix B of this Agreement to calculate fees**

*** Approved: 08/13/2020

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REQUEST FOR USE OF FACILITIES FORM

OFFICE USE ONLY

For events that have 200 or more attendees:

- | | |
|--|--|
| () Fire personnel are required at cost of renter
Required _____ | () Police personnel are required at cost of renter
Required _____ |
| () Fire personnel are not required | () Police personnel are not required |

Fire Marshal's Signature

Police Official Signature

For ALL Events:

- Recommendation: Billable to Renter Billable to BOE Billable to Athletics
 Not Billable

Derby Parks and Recreation Director approval:

(Signature/Date)

Superintendent of Schools, Derby Public Schools (or Designee):

(Signature/Date)

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Fee Worksheet (Pricing in Appendix B)
OFFICE USE ONLY

Organization/Individual Name: _____

Group # Assigned: _____

	Hours Regular	Hours Sunday
Number of Hours Requested	_____	_____

Area to Rent	Cost	Total
JR Payden Great Room (with Kitchen add \$100.00)	\$ _____	\$ _____
Baseball/Softball Field (with Kitchen add \$100.00)	\$ _____	\$ _____
Football Field (with Kitchen add \$100.00)	\$ _____	\$ _____

Equipment to Rent	Qty.	Cost	Qty.	Cost	Total
Tables (10 round available @ \$10.00 ea.)	_____	\$ _____	_____	\$ _____	\$ _____
Tables (6 rectangular available @ \$10.00ea.)	_____	\$ _____	_____	\$ _____	\$ _____
Chairs (100 folding chairs available @ \$5.00ea.)	_____	\$ _____	_____	\$ _____	\$ _____

Personnel Needed	Qty.	Cost	Qty.	Cost	Total
Custodian (@ \$45.00/hr. @ \$60.00/hr. -Sundays)	_____	\$ _____	_____	\$ _____	\$ _____
Attendant (@ \$45.00/hr. @ \$60.00/hr. -Sundays)	_____	\$ _____	_____	\$ _____	\$ _____
Kitchen Staff (@ \$45.00/hr. @ \$60.00/hr. - Sundays)	_____	\$ _____	_____	\$ _____	\$ _____

Total Due City of Derby \$ _____

Deposit with Application \$ _____
(50% of Total Due above). Balance Due must be paid 48 hours prior to the event date.

Approved: 08/13/2020

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REQUEST FOR USE OF FACILITIES FORM

APPENDIX A
DEFINITION OF GROUPS

Priority use of the City of Derby facilities, including the buildings, grounds or equipment will be given to those Group 1 organizations that primarily benefit City of Derby youth. The classification of user groups and priority use order shall be as follows:

Group 1

Derby Public Schools/District Activities and School-Related Organizations:
(Priority Users I)

This group of users includes Derby Public Schools' student groups, Derby Public School student-athlete groups, Derby Public Schools' staff, school-related parent groups and school-related fundraising activities of Parent Teacher Organizations (PTOs), and other school related parent and student associations.

Rental fees for this group are waived for activities scheduled during a time when the facility is normally open and staffed for normal custodial and/or attendant services and discounted when activities are scheduled during a time when the school facility is not open and staffed such as on a weekend or non-school day.

Group 2

City of Derby Departments and City Government:
(Priority Users II)

This group of users includes the before and after-school childcare programs managed by the City of Derby, sports activities and camps sponsored by the City of Derby Recreation Department, and such City of Derby activities intended for participants under the age of 18 (or where the participants are eligible for exception to age 21) such as Derby Little League and Derby Pop Warner. Additionally, this user group includes City of Derby government activities, e.g., Board of Aldermen/Alderswomen meetings, BOE meetings, etc.

Rental fees for this group are waived for activities scheduled during a time when the facility is normally open and staffed for normal custodial and/or attendant services and discounted when activities are scheduled during a time when the school facility is not open and staffed such as on a weekend or non-school day.

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Group 3

Non-profit Community Organizations and Use for Charitable Purposes:
(Priority Users III)

This group of users includes all Derby based recognized local youth groups such as Boy Scouts and Girl Scouts whose activities are intended for participants under the age of 18 (or where the participants are eligible for exception to age 21). Also included in this group are Derby community service clubs / organizations, senior citizens groups, and Derby church organizations.

Rental fees for this group are waived for activities scheduled during a time when the facility is normally open and staffed for normal custodial and/or attendant services and discounted when activities are scheduled during a time when the facility is not open and staffed, such as on a weekend or non-school day.

Group 4

Commercial, For-Profit Organizations; Non-City of Derby sponsored activities; non-City of Derby non-profit Community Organizations:
(Priority Users IV)

This group of users includes commercial groups organized for the purpose of providing an event or activity to make a profit or non-City of Derby sponsored activities or non-City of Derby non-profit Community Organizations. These users do not have charitable organization status and may charge an admission fee to an event. Such groups include, but are not limited to, for-profit sports camps and athletic event groups, local businesses or entrepreneurs, public concerts, non-City of Derby sponsored sports and athletic groups and similar activities. This user group includes the Connecticut Interscholastic Athletic Conference (CIAC). Also included are the non-City of Derby non-profit Organization events.

Rental fees for this group are always charged regardless of the time of day or year the event is scheduled.

Group 5

All Other Group Requests and Special Requests:
(Priority Users V)

This group of users includes any non-conforming group as defined in Groups 1 through 4 above-referenced, or any special event or request not addressed or designated within said "Request for Use of Facilities Form, Appendix A Designation of Groups" i.e. alcohol use on premises. Any application for use under Group 5 must be approved by the Board of Aldermen/Alderwomen after all other criteria for rental have been met. The Board of

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REQUEST FOR USE OF FACILITIES FORM

Aldermen/Alderwomen will address any application presented to said board at the regularly scheduled meeting next after the application's completion date.

The Board of Aldermen/Alderwomen reserves the right to approve or deny any application before said board. The Board of Aldermen/Alderwomen also reserves the right to modify any part of the rental agreement and Request for Use of Facilities Form as it deems necessary relating to requirements for insurance, fees and personnel including police or fire.

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APPENDIX B
FEE SCHEDULE - REQUIREMENTS

- A. All deposits must be paid with the submission of the “Request for Use of Facilities Form” as indicated on said application, and any balance due will be paid forty-eight (48) hours prior to the scheduled event for which application is made. All fees will be submitted to the Derby Parks & Recreation Director and made payable to the City of Derby.
- B. Any additional fees and charges or balance due after the scheduled event is held must be paid within fourteen (14) days of the invoice billing date. Checks will be made payable to the “City of Derby” and mailed directly to:

City of Derby
1 Elizabeth Street
Derby, CT 06418
Attn: Payden Fieldhouse/Ryan Complex Account

- C. Except for those in user Groups 1, 2 and 3, a deposit of 50% will be required with the application. Unless cancellation is received forty-eight (48) hours before the scheduled event, the deposit will be forfeited.
- D. Special conditions: Regardless of the user’s category, the Parks and Recreation Director in consultation with the Board of Aldermen/Alderwomen may impose special conditions, an adjusted Fee Schedule, or may deny permission when it is judged that the requested use may not be beneficial to the community or produce undue wear and tear on the facilities, would cause disruptions to the regular school programs, be detrimental to the public image of the City of Derby, impact negatively on the scheduled maintenance or cleaning of the facilities/grounds or otherwise not be in the *best* interest of the City of Derby.
- E. Rental fees are charged to cover a portion of the cost of maintenance/repair, trash removal, replacement supplies, energy costs and other items of continuing use of operating our facilities during community use of buildings/grounds. Annual increases in rental fees will *also* be based on the percentage increase in labor charges.
- F. Fees associated with the locker rooms, athletic fields, and other core areas listed in the “Appendix B, Fee Schedule – Rental Fees” are for a four (4) hour period use of the facility. Beyond the four (4) hour period, a fee of \$50 per hour for user Groups 4 and 5 will be imposed.
- G. The Parks and Recreation Director in consultation with the Board of Aldermen/Board of Alderwomen may impose special conditions, and/or an adjusted Fee Schedule for daily users.

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APPENDIX B
FEE SCHEDULE - RENTAL FEES
(4 CONSECUTIVE HOURS OR PART THEREOF)

Appendix B – Pricing	Group 1	Group 2	Group 3	Group 4
During Normal Hours Monday - Saturday (8:00am - 4:00pm)				
Area to Rent				
JR Payden Great Room (with Warming Area)	\$0.00	\$0.00	\$0.00	\$500.00
JR Payden Great Room with Kitchen	\$0.00	\$0.00	\$0.00	\$600.00
Baseball/Softball Field (with Bathrooms)	\$0.00	\$0.00	\$0.00	\$900.00
Baseball/Softball Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$0.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$0.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$0.00	\$1,100.00
Football Field (with Bathrooms)	\$0.00	\$0.00	\$0.00	\$1,400.00
Football Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$0.00	\$1,500.00
Football Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$0.00	\$1,500.00
Football Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$0.00	\$1,600.00
Equipment to Rent				
Tables (10 round available @ \$10.00 ea.)	\$0.00	\$0.00	\$0.00	\$10.00
Tables (6 rectangular available @ \$10.00ea.)	\$0.00	\$0.00	\$0.00	\$10.00
Chairs (100 folding chairs available @ \$5.00ea.)	\$0.00	\$0.00	\$0.00	\$5.00
Personnel Needed				
Custodian (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$0.00	\$0.00	\$0.00	\$45.00
Attendant (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$0.00	\$0.00	\$0.00	\$45.00
Kitchen Staff (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$0.00	\$0.00	\$0.00	\$45.00
After Normal Hours Monday - Saturday (4:00pm - 11:00pm)				
Area to Rent				
JR Payden Great Room (with Warming Area)	\$0.00	\$0.00	\$100.00	\$500.00
JR Payden Great Room with Kitchen	\$0.00	\$0.00	\$150.00	\$600.00
Baseball/Softball Field (with Bathrooms)	\$0.00	\$0.00	\$250.00	\$900.00
Baseball/Softball Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$300.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$300.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$350.00	\$1,100.00
Football Field (with Bathrooms)	\$0.00	\$0.00	\$400.00	\$1,400.00
Football Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$450.00	\$1,500.00
Football Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$450.00	\$1,500.00
Football Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$500.00	\$1,600.00
Equipment to Rent				

CITY of DERBY
REQUEST FOR USE OF FACILITIES FORM

Tables (10 round available @ \$10.00 ea.)	\$0.00	\$0.00	\$5.00	\$10.00
Tables (6 rectangular available @ \$10.00ea.)	\$0.00	\$0.00	\$5.00	\$10.00
Chairs (100 folding chairs available @ \$5.00ea.)	\$0.00	\$0.00	\$0.00	\$5.00

Personnel Needed

Custodian (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$45.00
Attendant (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$45.00
Kitchen Staff (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$45.00

Sundays All Hours (8:00am - 11:00pm)

Area to Rent

JR Payden Great Room (with Warming Area)	\$0.00	\$0.00	\$100.00	\$500.00
JR Payden Great Room with Kitchen	\$0.00	\$0.00	\$150.00	\$600.00
Baseball/Softball Field (with Bathrooms)	\$0.00	\$0.00	\$250.00	\$900.00
Baseball/Softball Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$300.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$300.00	\$1,000.00
Baseball/Softball Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$350.00	\$1,100.00
Football Field (with Bathrooms)	\$0.00	\$0.00	\$400.00	\$1,400.00
Football Field (with Bathrooms/Concessions)	\$0.00	\$0.00	\$450.00	\$1,500.00
Football Field (with Bathrooms/Locker Rooms)	\$0.00	\$0.00	\$450.00	\$1,500.00
Football Field (with Bathrooms/Concessions/Locker Rooms)	\$0.00	\$0.00	\$500.00	\$1,600.00

Equipment to Rent

Tables (10 round available @ \$10.00 ea.)	\$0.00	\$0.00	\$5.00	\$10.00
Tables (6 rectangular available @ \$10.00ea.)	\$0.00	\$0.00	\$5.00	\$10.00
Chairs (100 folding chairs available @ \$5.00ea.)	\$0.00	\$0.00	\$0.00	\$5.00

Personnel Needed

Custodian (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$60.00
Attendant (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$60.00
Kitchen Staff (@ \$45.00/hr. -regular @ \$60.00/hr. -Sundays)	\$15.00	\$15.00	\$15.00	\$60.00

***All Groups, there will be a charge for custodial and/or attendant fees as well as the labor charges when it is required that a food services employee be present at the discretion of the Parks & Recreation Director or the Superintendent of Schools.**

***All Groups, there will be an additional 1 hour charge for custodial fees added to all events requiring a custodian.**

***Group 2 and 3, upon discretion of the Parks & Recreation Director or the Superintendent of Schools, there will be a charge for custodial and/or attendant fees as well as the labor charges when it is required that a food services employee be present.**

***Group 4, there will be a charge for custodial and/or attendant fees for use of any part of the facility.**

CITY of DERBY
REQUEST FOR USE OF FACILITIES FORM

***Group 4, restrooms will be included in the base price for use of either field, but a fee will be charged for the use of Locker Rooms and/or Concession area.**

***Group 5, all fees will be determined upon each application presented to and approved by the Board of Aldermen\Alderwomen.**