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## TOWN OF ENFIELD

Jason Neely, Director  
Katie Werth, Deputy Director

July 1, 2023 – June 30, 2024

Application letter: Enfield Public Libraries 2023-2024

Dear User:

The Enfield Public Library's and Pearl Street Branch Library's Community Rooms can be reserved for educational or community purposes.

**Please see attached Enfield, CT Use of School & Town Facilities requirements, specifically Sections:**

- E. Eligible Organizations and Priority of Use**
- G. Fees and Other Costs**
- H. Insurance & Liability**

It is incumbent upon each group to restore the room to its original condition. Please be aware that at Central Library prior to closing, handicap bathroom facilities are available with baby changing table and diaper pail. After closing, wheelchair users cannot exit the building and there are no bathroom facilities available. The lights must be off if your group leaves after closing. Please alert one member to be responsible for knowing how the automatic doors operate at Central Library, or how to exit the building at the Pearl Street Branch. This is very important to ensure the building's security. Also, there is absolutely no smoking.

Please specify each meeting date and time and indicate any equipment that you will need for your presentation. When conflicts occur, we shall contact the groups involved. **Remember to include a copy of your Certificate of Insurance as specified in the Enfield, CT Use of School & Town Facilities requirements. The Certificate Holder field should read:**

**Town of Enfield/Enfield Public Library  
820 Enfield Street  
Enfield, CT 06082**

Sincerely,

Katie Werth  
Deputy Director

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**Department of Libraries**  
Central Library  
104 Middle Rd.  
Enfield, Connecticut 06082

Telephone (860) 763-7510  
Fax (860) 763-7514  
[www.enfieldpubliclibrary.org](http://www.enfieldpubliclibrary.org)



TOWN OF ENFIELD

FACILITY REQUEST APPLICATION

Date of Application \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Hours Requested \_\_\_\_\_

Facility Requested \_\_\_\_\_

Name of Group or Organization \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Number of persons expected \_\_\_\_\_

Responsible Individual \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

This application will be reviewed and a copy of the decision will be forwarded to the applicant at the above address.

Use of the facilities shall be in accordance with all provisions of the ordinance governing the use of the Town facilities.

It is understood that the use of the facility shall be subject to insurance coverage by the organization using the facilities with regard to any damages or injuries which may be incurred through usage of this facility by this organization. The user assumes all responsibility and liability for any injury to persons, and for damage to and loss of Town or personal property in connection with the use of the building. The user holds the Town of Enfield and Town employees and the Town Council harmless for any such losses or damages.

I have read the above conditions and hereby release the Town of Enfield, its Employees, Servants and Agents of and from any liability for personal injury or property damage in connection with the above use of the requested facility.

Applicant Signature \_\_\_\_\_

.....  
Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

1 ENFIELD TOWN COUNCIL & ENFIELD BOARD OF EDUCATION  
2 ENFIELD, CONNECTICUT

3  
4  
5 USE OF SCHOOL & TOWN FACILITIES

1330

6  
7 A. Policy Statement

8  
9 Subject to section 54-1 et seq. of the Town Code, the Town Council and the Board of Education may permit  
10 the use of any Facility for educational or community purposes.

11  
12 B. Definitions

- 13  
14 1. Administrator for the school means a Principal or his or her designee; for the Town this  
15 means the Director of the Facility, or his or her designee.  
16  
17 2. Associated Costs means, but is not limited to, fees for the services of any custodial  
18 personnel, field monitoring or setup personnel, Audio Visual technician, utilities, supplies,  
19 security personnel or other personnel deemed by the responsible Administrator to be  
20 necessary in connection with the use of Facilities. Such costs shall be at the rates set forth  
21 in the fee schedule.  
22  
23 3. Business Day means normal hours of operation of the Facility.  
24  
25 4. Community purpose means that which may serve or benefit the Town's residents in some  
26 manner.  
27  
28 5. Facility means, but is not limited to, any building, meeting room, conference room, athletic  
29 field, cafeteria, gymnasium, park, playground, recreational area, owned or maintained by  
30 the Town of Enfield or the Enfield Board of Education.  
31  
32 6. Non-profit means (1) an organization recognized as such by the State of Connecticut or  
33 the United States Internal Revenue Code or (2) the Town Committee of a major or minor  
34 political party as defined by Conn. Gen. Stat. §9-372.  
35  
36 7. Political campaign activity means an event, gathering, rally or similar assembly either in  
37 support of or in opposition to a candidate or group of candidates in an upcoming election.  
38  
39 8. Resident means an individual whose domicile is the Town of Enfield and shall include other  
40 legal entities located within the Town.  
41  
42 9. School Year means that period of time beginning on the first day that school is in session  
43 and ending on the last day that school is in session and includes school year vacations.  
44  
45 10. Town means the Town of Enfield, a municipal corporation located in Hartford County, in  
46 the State of Connecticut, and includes the Town Council, Town boards, commissions,  
47 agencies, departments and divisions.

48  
49 C. Establishment of Rules and Procedures

50  
51 The use of any Facility for educational or community purposes shall be governed by the following  
52 rules and procedures and shall be subject to such restrictions as the Town Manager or  
53 Superintendent of Schools or their designee(s) consider(s) expedient. This policy is read in  
54 conjunction with section 54-1 et seq. of the Town Code. If there is any conflict between this policy  
55 and the Town Code, the Code provisions will prevail. This policy shall not apply to the use of school  
56 buildings and/or portions therein, during the business day of the school.  
57

58 Consistent with this policy, the Town Manager and Superintendent of Schools shall promulgate  
59 Administrative Regulations and associated forms for the use of buildings and Facilities. Since the  
60 primary purpose of public school facilities is for public educational activities, including athletic  
61 events, such activities will have priority over all other requested uses of school Facilities.  
62

63 D. Application Procedures  
64

65 An application for use of a school Facility shall be submitted to the school Administrator during the  
66 school year. In the absence of the school Administrator, and during summer vacation, the  
67 application shall be submitted to the Town's Facilities Director.  
68

69 An application for use of a Town Facility shall be submitted to the Town Administrator for the Town  
70 Facility. The Town Manager shall determine the appropriate Administrator for Town Facilities.  
71

72 The application shall specify the Facility requested. All school or Town equipment shall not be  
73 used without the express written permission of the Administrator.  
74

75 The school Administrator shall forward to the Town's Facilities Director each application for the use  
76 of school buildings and/or portions therein, with a recommendation, as to approval or denial. The  
77 Town's Facilities Director shall review the applications, determine the amount of fees to be  
78 collected, and forward approved requests to the School Administrator for scheduling. Approval of  
79 the use of the school Facility may be revoked at any time by the Superintendent of Schools or his  
80 or her designee.  
81

82 The school Administrator shall forward to the Town's Facilities Director each application for the use  
83 of school grounds, including athletic fields, with a recommendation, as to approval or denial. The  
84 Town's Facilities Director shall review the application, determine the amount of fees to be collected,  
85 and forward approved requests to the Director of Public Works, or their designee, for final approval  
86 and scheduling. Approval of the use of the school grounds may be revoked at any time by the Town  
87 Manager or his or her designee.  
88

89 The Town Administrator shall forward to the Director of Public Works, or their designee, each  
90 application for the use of town facilities with a recommendation as to approval or denial. The  
91 Director of Public Works or their designee shall make a final determination whether to approve the  
92 application. For those applications approved, the Director of Public Works or their designee shall  
93 determine scheduling and the amount of fees to be collected. Approval of the use of a Town Facility  
94 may be revoked at any time by the Town Manager or his or her designee.  
95

96 Facilities-for athletic and/or sports events shall be assigned to outside organizations based on need  
97 and roster size with non-profit teams comprised of 90% Enfield residents taking priority, followed  
98 by other non-profit groups, for-profit groups, and all other groups. Assignment of facilities for athletic  
99 and/or sports events will be based on the number of Enfield residents on the team. No out-of-town  
100 residents will be counted for assignment purposes. All organizations shall electronically submit  
101 proof of insurance, rosters including names and residence of participants, schedule and location  
102 request to the Director of Public Works, or his designee. All materials shall be submitted by the  
103 following dates for each sports season:

- 104 i. Spring: February 15
  - 105 ii. Summer: April 15
  - 106 iii. Fall: August 15
  - 107 iv. Winter: November 15
- 108

109 Facilities for non-athletic and/or non-sports events will be assigned in order of receipt of the  
110 application AND upon receipt of the required deposit as set forth below.  
111

112 All approved applications must be secured by a deposit of 20% of the Rental Fees set forth in  
113 Schedule B within 15 days of such approval. The balance shall be paid no later than 30 days prior  
114 to the date of the activity or event. Failure to pay the deposit and balance when due shall result in  
115 the cancellation of the approval. The deposit and any additional payments toward the balance of

116 the rental fees will be refundable only if the applicant provides written notice of cancellation to the  
117 Facilities Director, which notice must be received no less than 30 days prior to the date of activity  
118 or event.  
119

120 E. Eligible Organizations and Priority of Use

121  
122 Administrators responsible for reviewing and recommending requests for use of Facilities will use  
123 the following guidelines regarding priority use.  
124

125 Order of Priority:

126  
127 1. School Facilities

- 128  
129 a. School events or activities, including educational and athletic  
130  
131 b. School-sponsored events or activities  
132  
133 c. Town events or activities  
134  
135 d. All other organizations  
136

137 2. Town Facilities

- 138  
139 a. Town events or activities  
140  
141 b. School events or activities, including educational and athletic  
142  
143 c. School-sponsored events or activities  
144  
145 d. All other organizations  
146

147 In the event of the cancellation of any Town or School sponsored event or activity as set forth  
148 above, due to weather or any other unforeseen circumstance, the event or activity may be  
149 rescheduled to a convenient date that may require the "bumping" of an outside organization's  
150 reservation. Bumping will occur in order of priority listed above. The outside organization shall be  
151 provided with an alternate date.  
152

153 F. Restrictions on Use of Facilities

154  
155 In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the restrictions below shall  
156 apply to the use of Facilities. Any violation of this Policy or any applicable Administrative Regulations may  
157 result in permanent revocation of the privilege to use Town or school Facilities by the organization and/or  
158 individuals involved.  
159

- 160 1. The organization shall be responsible for any damage to equipment or buildings that occur  
161 during its use of the Facility.  
162  
163 2. Users of Facilities must designate a responsible adult supervisor to: be on site before the first  
164 participant has arrived; remain throughout the event; and not leave until after the last participant  
165 has left the Facility. Supervisors must have cell phones with them during the event.  
166  
167 3. No illegal activities are permitted.  
168  
169 4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is  
170 not permitted in or on school facilities.  
171

- 172 5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances  
 173 are not permitted on Town property. Alcoholic beverages shall not be consumed on Town  
 174 property or brought into a Town building, without proper permits in place.  
 175  
 176 6. Refreshments may not be prepared, served or consumed without the proper approvals. If such  
 177 approval is granted, refreshments may be prepared, served and consumed only in areas  
 178 designated.  
 179  
 180 7. Advertising, decorations or materials must be approved by the Town/School Administrator.  
 181  
 182 8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco  
 183 products, or alcoholic beverages are not permitted.  
 184  
 185 9. Activities that are disruptive of the regular ongoing school or Town business are not permitted.  
 186  
 187 10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.  
 188  
 189 11. Any area deemed "off limits" shall not be used.  
 190  
 191 12. Town/School Administrators must make arrangements to hire uniformed police at all school  
 192 events or combination of events for which traffic and parking problems may be expected.  
 193 Such determination is the prerogative of the Town/School Administrator upon review of the  
 194 rental application. Multiple events requiring uniformed officers shall pro-rate the cost for the  
 195 uniformed officer(s) to the applicant involved on a basis to be determined by the Public Works  
 196 Director for Town sites and the Facility Director for school sites.  
 197  
 198 13. Political campaign activities are not permitted inside town-owned property. This does not  
 199 include bi-partisan or non-partisan public information sessions, constituent services, or  
 200 photographing of candidates in the Joseph E. O'Conner Gazebo.

201 G. Fees and Other Costs

202 Users of Facilities shall be responsible for the fees and costs set out in a fee schedule as  
 203 established jointly by the Town Manager and Superintendent of Schools. Rental fees and/or  
 204 associated costs otherwise applicable may be waived by the Town Manager or Superintendent of  
 205 Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the  
 206 best interest of the Town or the school, respectively. There are no costs for facility rentals during  
 207 regular working hours. The following guidelines shall be incorporated into such fee schedule:  
 208  
 209

Category	Example	Fee Charged	
		Facility Rental	Associated Costs
School-sponsored programs	High School Football, HS Band, etc.	No	No
Activities that Further Educational Objectives of Public Schools	PTO, Booster Clubs, Safe Graduation Committees, etc.	No	No
Town Department or Agency Activity	Council, Social Services, Recreation, etc.	No	No
Non-profits with principal offices located in the Town of Enfield and athletic organizations listed on Schedule A.	Enfield Soccer Club, Ramblers, Enfield Little League Loaves and Fishes, etc.	No*	No

230				
231	Non-profits with principal offices	Enfield Soccer Club, Ramblers,	No*	Yes
232	located in the Town of Enfield and	Enfield Little League		
233	athletic organizations listed on	Loaves and Fishes, etc.		
234	Schedule A using for purposes of			
235	fund raising.			
236				
237	Non-profits operating in Town	American Red Cross	No*	Yes
238				
239	All other entities, including, but not		Yes	Yes
240	limited to, individuals, groups, associations,			
241	organizations and/or businesses.			
242				

243 \* Outdoor athletic facilities are subject to Rental Fees as set forth on the attached Schedule A.

244

245 H. Insurance and Liability

246 The Facility user assumes all responsibility and liability for any injury to persons, and for damage

247 to and loss of school or Town property in connection with the use of the Facility. The user holds

248 the Town and school employees and the Town Council and Board of Education harmless for any

249 such losses or damages. Responsibility and indemnification are detailed in the rental agreement.

250 Users must provide a certificate of insurance with their application. The minimum limits of liability

251 are as follows:

- |     |                        |                                   |
|-----|------------------------|-----------------------------------|
| 252 | General Liability -    | \$1,000,000 Each Occurrence       |
| 253 |                        | \$2,000,000 Aggregate             |
| 254 |                        |                                   |
| 255 | Automobile Liability - | \$1,000,000 Combined Single Limit |
| 256 |                        |                                   |
| 257 |                        |                                   |

258 Users having either volunteer workers or paid employees must provide Workers Compensation

259 coverage, including Employers Liability Coverage in the amount of \$100,000/500,000/100,000.

260 Individual users are required to provide a copy of their homeowner's or apartment dweller's

261 insurance policy declarations page. Minimum personal liability coverage of \$300,000 is required.

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263

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265

266 I. Appeal of Denial of Facility Use

- 267
- 268 1. Any applicant denied use of a Town facility, including an athletic field or fields, or whose
  - 269 use has been revoked, shall have the right to appeal such denial or revocation to the Public
  - 270 Works subcommittee. All appeals shall be submitted in writing to the Town Manager's
  - 271 Office.
  - 272 2. Any applicant denied use of a school facility, excluding an athletic field or fields and
  - 273 gymnasiums, or whose use has been revoked shall have the right to appeal such denial or
  - 274 revocation in writing to the Superintendent's Office.

275

276 J. Upon review of an application for use of a Facility, including its proposed duration, location and

277 type of use, the application may be referred to and reviewed by the Town Attorney to determine if

278 the proposed use of the facility should be subject to a lease or other agreement which may be

279 subject to approval by the Town Council.

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**SCHEDULE A**

**Rental Fees for Outdoor Athletic Facilities**  
**Includes Pickleball Complex, Baseball, Softball, Football, Field Hockey, Lacrosse, and Soccer**  
**Fields**

Artificial Turf Fields (not subject to Tournament Fees):

\$1000.00 for up to four (4) hours (mandatory minimum fee). Lights Included  
\$250.00 per hour for every hour, or part thereof, after the first four (4) hours. Lights Included

Grass Fields: \$75.00 per game (Tournament Fees listed below).  
\$400.00 per season for practices (maximum of two practices per week)

Spring Season is defined as May through July.  
Fall Season is defined as August through October.

Lights at Grass Fields: \$25.00 per game (Tournament Fees listed below).

Tournaments:

Definition: A series of contests and/or games between 4 or more invited teams held over a one to three-day period.

Tournaments must be approved by the Facilities Manager and/or his/her agent. The Town may require that the sponsoring organization provide at its own expense services including, but not necessarily limited to, police, security, trash removal and additional sanitary facilities as deemed necessary.

Non-Exempt Organizations: \$1000.00 per day per field.  
Exempt Athletic Organizations (listed below): \$500.00 per day per complex.

For an exempt athletic organization's tournament, a complex is one or more outdoor athletic fields located on one property.

Lights for Tournaments: Included in Tournament Fee.

Field House at Shaker Fields: The field house, located at 249-237 CT-220, is available for use by groups renting Shaker Fields during the same hours. Groups using the field house for concessions must secure a permit from the North Central District Health Department and submit a copy to the Department of Public Works.

**Athletic Organizations Exempt from the**  
**Rental Fees Listed Above**

Enfield Little League ————— Enfield Girls' Softball Association ————— Enfield Soccer Club  
Enfield Men's Softball ————— Greater Enfield Men's Softball League ————— Allied Enfield Stars  
Enfield Ramblers Football ————— Enfield Women's Softball League ————— Enfield Men's Over 30 Soccer  
Enfield Soccer Association ————— Enfield Fireballs ————— American Legion Baseball — 15U, 17U and 19U —

An Enfield team can file a written application to the Town Manager's Office Department of Public Works for exemption status for a term of one year, if the team meets the following criteria:

1. 90% of the players on the roster have Enfield residency, and
2. The organization provides proof of not-for-profit status.

~~The written applications will then be reviewed by the Public Works Subcommittee. Recommendations will~~



344 ~~be brought before the Town Council for final decision.~~ Thereafter, on an annual basis, the list of exempt  
345 teams will be reviewed by the Director of Public Works, or their designee. The list will be maintained by  
346 the Department of Public Works.  
347

348 Teams that are approved for exemption status will be eligible for a refund of field rental fees or a reduction  
349 of tournament fees, provided that the above-referenced application for exemption is filed with the Town  
350 Manager's Office no later than 30 (thirty) calendar days after the payment of such fees.  
351

352 **SCHEDULE B**

353 **Rental Fees for Indoor Facilities**

354 **ENFIELD HIGH SCHOOL AND JFK MIDDLE SCHOOL**

355 **AUDITORIUM**

356 \$500.00 For Up to Four Hours for Entities with principal offices in the Town of Enfield

357 \$125.00 Per Hour for Each Additional Hour for Entities with principal offices in the Town of Enfield

358 \$1000.00 For Up to Four Hours for out-of-town organizations

359 \$250 Per Hour for Each Additional Hour for out-of-town organizations

360 Additional Cost:

361 \$200.00 for Board of Education or Town of Enfield Audio Visual (AV) Technician for up to Four  
362 Hours

363 \$50.00 Per Hour for Each Additional Hour  
364

365 **GYMNASIUM:**

366 \$500.00 For Up to Four Hours

367 \$125.00 Per Hour for Each Additional Hour  
368

369 **BAND ROOM OR CHORUS ROOM:**

370 \$275.00 For Up to Four Hours

371 \$69.00 Per Hour for Each Additional Hour  
372

373 **CLASSROOM:**

374 \$225.00 For Up to Four Hours

375 \$57.00 Per Hour for Each Additional Hour  
376

377 **ENFIELD ANNEX**

378 **AUDITORIUM**

379 \$500.00 For Up to Four Hours

380 \$125.00 Per Hour for Each Additional Hour  
381

382 **GYMNASIUM:**

383 \$450.00 For Up to Four Hours

384 \$113.00 Per Hour for Each Additional Hour  
385

386 **BAND ROOM OR CHORUS ROOM:**

387 \$275.00 For Up to Four Hours

388 \$69.00 Per Hour for Each Additional Hour  
389

390 **CLASSROOM:**

391 \$225.00 For Up to Four Hours

392 \$57.00 Per Hour for Each Additional Hour  
393

394 **ELEMENTARY SCHOOLS**

395  
396  
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402 CAFETERIA OR GYMNASIUM:  
403 \$250.00 For Up to Four Hours  
404 \$63.00 Per Hour for Each Additional Hour  
405

406 CLASSROOM:  
407 \$225.00 For Up to Four Hours  
408 \$57.00 Per Hour for Each Additional Hour  
409

410 **ASSOCIATED COSTS**  
411 Audio Visual Technician \$50.00 Per Hour  
412 Buildings and Grounds Staff Member \$51.01 Per Hour  
413 Uniformed Police Officer \$62.12 Per Hour  
414 Custodian \$42.08 Per Hour  
415

416 Fees are computed on a daily rate basis. For example, the fee for a Friday and Saturday event running  
417 under four hours each day in the Enfield Annex is \$1000.00 (\$500 per day). The fee for a Friday and  
418 Saturday event running six hours each day in the Enfield Annex is \$1500.00 (\$750.00 per day for the six  
419 hours each day) plus any associated costs levied.  
420

421 **ENFIELD PUBLIC LIBRARY (CENTRAL – 104 MIDDLE ROAD)**  
422

423 Large Community Room  
424 \$275.00 For Up to Two Hours  
425 \$69.00 Per Hour for Each Additional Hour  
426

427 **SENIOR CENTER**  
428

429 Large Community Room  
430 \$275.00 For Up to Two Hours  
431 \$69.00 Per Hour for Each Additional Hour  
432

433 **TOWN HALL – Rates and availability subject to review by the Director of Public Works.**  
434

435 COUNCIL CHAMBERS  
436 \$275.00 For Up to Four Hours  
437 \$69.00 Per Hour for Each Additional Hour  
438

439 ENFIELD ROOM  
440 \$200.00 For Up to Four Hours  
441 \$50.00 Per Hour for Each Additional Hour  
442

443 THOMPSONVILLE ROOM  
444 \$150.00 For Up to Four Hours  
445 \$38.00 Per Hour for Each Additional Hour  
446

447  
448 **Adopted by Town Council:** July 7, 2008  
449 **Revised:** May 16, 2011  
450 **Adopted by Board of Education:** July 8, 2008  
451 **Revised:** March 18, 2019  
452 **Revised:** August 5, 2019  
453 **Revised:** September 17, 2019  
454 **Adopted by Town Council** August 2, 2021  
455 **Revised:** April 28, 2022