

**Town of Canterbury
Recreation Commission
Recreation Program Application and Approval Policy**

Recreational Programs are established for sponsors or organizations that wish to be covered under the Town's liability insurance or that want to conduct programs at the elementary or middle schools.

Program Approval

- 1) Any resident interested in establishing a recreational program needs to complete a Recreational Program Application Form, and submit it to the Recreation Commission. The form is available at the Town Hall, or can be downloaded from the Rec. Programs page on the Canterbury Athletic Association website (canterburyathleticassociation.com) or the Rec. Commission page on the Town website (canterbury-ct.org). No activities can commence until approval is granted.
- 2) Each program sponsor must be a resident or employee of the Town of Canterbury.
- 3) Program sponsor may be asked to attend a Recreation Commission meeting to provide information regarding the program, including proof of insurance.
- 4) The Recreation Commission will vote on approval or denial of the program.
- 5) The program sponsor will be provided with a list of Emergency Contacts.

Responsibility of Program Sponsor after approval

- 1) Use of Facilities Request - Sponsor should complete a Use of Facility form to reserve space at any of the town owned facilities. This form is available at the Town Hall, or can be downloaded from the Canterbury Athletic Association or Town websites (see above).
 - a) Canterbury Elementary School or Baldwin Middle School – The school's use of facility form needs to be completed and approved at the school. Approved Rec. Program Application form should be submitted directly to the Superintendent of Schools or their designee (Principal's office). Request will not be considered until the program has been approved by the Recreation Commission.
 - b) Other town locations (Manship Park, Frink Park, Campbell Field, Baldwin Tennis Courts) - Form should be submitted to the Recreation Commission.
 - c) Forms should be completed for each season; the reserving of space will not automatically be renewed.
 - d) The reserving of space on a regular basis (i.e. weekly, monthly, etc) can only be done for approved Recreation Programs.

- 2) Equipment needs – Any requests for equipment needs should be made by the program sponsor.
- 3) Issues regarding site
 - a) Sponsor is responsible for maintaining the site in good condition, which includes putting away all equipment used.
 - b) If activities take place at Baldwin Middle School, the Canterbury Recreation Commission chairman or his/her designee shall be responsible for unlocking and locking the facilities.
 - c) The sponsor is also responsible for reporting any issues or problems to the Recreation Commission Chairman that occurred during the program. If the issue took place at either school, the Recreation Chairman or his/her designee will notify the Superintendent of Schools within 24 hours of the incident, or sooner depending on the severity.
- 4) Roster of Attendees – Sponsors should keep a list of all attendees to include date(s), name and town of residence at a minimum. Sponsors can create their own forms, or use a form available from the Recreation Commission.
 - a) Forms should be submitted to the recreation commission on a monthly basis.
- 5) Fees Collected – Any fees collected for approved recreation programs must be paid to the Town of Canterbury and deposited with the town treasurer.

Facility Schedule

The Recreation Commission will maintain a schedule of facility usage. This schedule is posted at the Town Hall as well as on the Canterbury Athletic Association and Town websites (see above)

Contact Information:

Recreation Commission Chairman – Jim Glennon, 860-546-9397 (home)

CAA President/Baldwin Middle School Athletic Director – Jim Molkenthin 860-731-6726 (work), or 860-546-6191 (home)