

Facility Use Request Rules and Regulations

General policy:

- A. The Joe Trapasso Community House, parks and other facilities of the Department of Parks & Recreation are established for public recreation purposes. The public recreation programs consist primarily of activities planned and directed by the Department of Parks & Recreation, and secondarily, of social or recreational activities of community groups when such activities are conducted in the facility with express permission and under the control of the Department of Parks & Recreation.
- B. The use of these facilities shall be limited to Branford organizations for meetings, social or recreational purposes only, and shall also be limited to such times as not to interfere with scheduled activities of the Parks & Recreation Department and the Canoe Brook Senior Center.
- C. Building usage will be available to:
 1. Groups under immediate jurisdiction or co-sponsored by the Parks & Recreation Department or the Canoe Brook Senior Center.
 2. Public schools and their officially organized groups, Girls and Boys Scouts, Cub Scouts, Town Departments and other non-profit groups representing the town.
 3. Condo monthly board meetings.
 4. Branford service organizations, non-profit clubs.
 5. Meetings are limited to no more than two meetings per month based on availability.
 6. Meeting rooms are not available on major holidays.
 7. These facilities may not be used by any groups for commercial or business purposes unless the Director of Parks & Recreation grants permission.
 8. Use of the Joe Trapasso Community House will be restricted to the hours during which the center is open. Saturdays and Sunday use may occur only if a staff member of the Department of Parks & Recreation or the Canoe Brook Senior Center is present and the Director of Parks & Recreation has approved the usage.

General Rules & Regulations for the Joe Trapasso Community House:

- A. The hours of operation at the Branford Community House will be 8:00 A.M. until 10:00 P.M. weekly. Weekend hours may fluctuate. The building is closed on all major holidays. All meetings and activities shall exit the building by 10:00 P.M. unless prior arrangements have been made and approved.
- B. These facilities shall not be used by any group or individual under the influence of, or in possession of, intoxicating beverages and/or drugs.
- C. All groups must conform to such additional regulations as the Town of Branford may see fit to establish.
- D. Use of the Joe Trapasso Community House will be restricted to the hours during which the center is normally open. Saturday and Sunday use may occur only if a staff member of the Department of Parks & Recreation or the Canoe Brook Senior Center is present and the Director of Parks & Recreation has approved the usage.
- E. The Joe Trapasso Community House may not be used without a supervisor on duty who will be responsible for the facility, or facilities being used. A supervisor shall be on duty at all times. In the event that a supervisor is not regularly on duty at the time of said activity/meeting, the groups will be responsible for supervision /maintenance fees.
- F. All persons/groups wanting use of the Joe Trapasso Community House shall fill out a Facility Use Request Form and comply with all associated fees.
- G. All persons/groups using the Joe Trapasso Community House shall provide a valid Certificate of Insurance with each request, naming the Town of Branford as an additional insurer.

- H. All property, equipment, and furnishings must be kept clean and undamaged. Any person or group causing damage will be required to pay for the damages. (Based on current cost of equipment).
- I. All persons decorating the room must remove all decorations at the end of said event.
- J. Fighting, the use of profanity, loud, boisterous talking or indecent conduct will not be permitted or tolerated at the Joe Trapasso Community House, Parks or other facilities.
- K. All waste must be deposited in receptacles provided for that purpose.
- L. Areas must be cleaned upon leaving. All facilities and equipment should be left in the same condition as found. If facilities are not left in a clean condition, the personal organization/ or person requesting the facility will be responsible for janitorial fees.
- M. Smoking of any kind is prohibited at all properties under the control of the Branford Parks & Recreation Dept. at all times, including but not limited to buildings, grounds, entrances, sidewalks, parking lots and beaches. Smoking is defined as the use of: cigarettes, pipes, cigars, and other devices that produce smoke including electronic cigarettes and water pipes.
- N. There shall be no loitering or trespassing at the Joe Trapasso Community House, Parks or facilities.
- O. All posted rules and regulations at the Joe Trapasso Community House, parks and facilities are to be adhered to and will be enforced.
- P. No dogs, pets or animals are allowed in the Joe Trapasso Community House, parks or facilities without explicit permission from the Department of Recreation. Service animals are permitted.
- Q. No drug trafficking.

Procedure for Joe Trapasso Community House Facility Usage Request:

- A. An application is required from all groups and individuals using the facilities and if applicable, fees paid at this time.
- B. All applicants, MUST submit a valid Certificate of Insurance with their application.
- C. All requests for the use of the Joe Trapasso Community House facilities must be made on the application form. The application must be signed by the person reserving the facility. The person/organization will be held responsible for any clean-ups/damages to or loss of property arising from such use.
- D. Arrangements for the use of the Joe Trapasso Community House must be completed at least one week prior to the date of use.
- E. The Board of Recreation, or the Director of Parks & Recreation, reserves the right to decline the use of its facilities or to cancel any use of its facilities where and when it appears to be in the best interest of the Town of Branford.
- F. Special permission for the use of the kitchen may be granted to groups and or individuals with a refundable deposit required and when available.
- G. The kitchen will not be opened for any group unless specific use is granted.
- H. All utensils, etc., shall be returned to their proper place and the kitchen left clean and neat.

General Rules & Regulations of Parks & Outside facilities:

- A. Alcoholic beverages or consumption of these beverages are not permitted on playing fields, parking lots, or anywhere else within the parks or beaches.
- B. Smoking of any kind is prohibited at all properties under the control of the Branford Parks & Recreation Dept. at all times, including but not limited to buildings, grounds, entrances, sidewalks, parking lots and beaches. Smoking is defined as the use of: cigarettes, pipes, cigars, and other devices that produce smoke including electronic cigarettes and water pipes.
- C. No drugs, weapons, fireworks, or other illegal paraphernalia.
- D. No dogs are allowed, excepted at the posted designated area at Young's Pond. Service animals will be permitted.
- E. No bikes, skateboards, motorcycles, ATV's, snow mobiles, etc are permitted in the park or on fields. Bikes must be put in designated areas or on the bike rack.

- F. The use of profanity, loud, boisterous talking or indecent conduct will not be permitted or tolerated.
- G. Please do not throw trash of any kind on the grounds or on playing fields, dug outs, etc. Please make sure that all trash is properly placed in trash receptacles.
- H. During scheduled recreational activities there is to be no loitering.
- I. All organizations/persons granted permission to use the fields are responsible for picking up areas after team practices and immediately following team games. Failure to do so will incur a clean-up fee to the responsible person/organization.
- J. All organizations must be compliant with the current Field Usage Policy.
- K. All outside facilities close at dusk, unless prior permission has been granted.
- L. All Parks & Recreation Department activities take precedence.
- M. No trespassing or loitering will be tolerated
- N. No drug trafficking.

General Rules & Regulations of the Joe Trapasso Gymnasium:

- A. Only sneakers are allowed on the gym floor.
- B. NO shooting from side areas with street shoes.
- C. All persons using the gym are responsible for their own valuables.
- D. All clothing must be kept in the locker rooms.
- E. The use of profanity, loud, boisterous talking or indecent conduct will not be permitted or tolerated.
- F. NO full court play during free play basketball unless granted permission from gym supervisor.
- G. No hanging on the baskets or stuffing.
- H. All Parks & Recreation Department activities take precedence.
- I. Profanity will not be tolerated.
- J. Please turn the water off after showering.
- K. No horseplay, yelling, pushing or shoving in the locker rooms.
- L. All spectators must be seated in the bleachers.
- M. No food or drink in allowed in the gym.
- N. Please be respectful to all officials during game.
- O. Gym schedule is subject to change.

General Rules & Regulations of the Branford Point Beach:

- A. No dogs are allowed on the beach or in the park area.
- B. No alcoholic beverages are permitted on the beach or in the park.
- C. Smoking of any kind is prohibited at all properties under the control of the Branford Parks & Recreation Dept. at all times, including but not limited to buildings, grounds, entrances, sidewalks, parking lots and beaches. Smoking is defined as the use of: cigarettes, pipes, cigars, and other devices that produce smoke including electronic cigarettes and water pipes.
- D. No flotation devices are allowed.
- E. No swimming in street clothes.
- F. Boats, canoes, kayaks, etc. are not permitted on the beach.
- G. No climbing on the rocks.
- H. No fishing in the swimming areas. Please use designated areas.
- I. Swimming is permitted in designated areas only.
- J. Obey the lifeguard.
- K. Please clean up after yourselves.
- L. Patrons must present a valid parking pass to the guards at the park. Parking pass may be obtained by Branford residents ONLY at Town Hall-Tax Collectors office.

General Rules & Regulations of the Walsh Intermediate School Pool:

- A. The pool is available for Branford residents only.
- B. No alcoholic beverages are permitted on the Walsh Intermediate School grounds.
- C. Smoking of any kind is prohibited at all properties under the control of the Branford Parks & Recreation Dept. at all times, including but not limited to buildings, grounds, entrances,

sidewalks, parking lots and beaches. Smoking is defined as the use of: cigarettes, pipes, cigars, and other devices that produce smoke including electronic cigarettes and water pipes.

- D. No flotation devices are allowed.
- E. No swimming in street clothes.
- F. No horseplay, yelling, pushing or shoving in the pool, pool deck or locker rooms.
- G. All persons using the pool and locker room are responsible for their own valuables. Please bring a lock to secure your items.
- H. The use of profanity, loud, boisterous talking or indecent conduct will not be permitted or tolerated.
- I. Please turn off the water when you are done showering.
- J. All Parks & Recreational activities take precedence.
- K. Obey the lifeguard.
- L. Please clean up after yourselves.
- M. Those under the influence of alcoholic or illegal drugs of will not be permitted to swim or be in the facility.
- N. Please use designated doors to enter and exit the pool and locker room areas.
- O. Please be respectful of the building.
- P. Please abide by all posted rules and regulations associated with the Walsh Intermediate School Pool.
- Q. Pool schedule is subject to change.

Revised: Jan. 2020