



# TOWN OF SOUTHBURY

PARKS AND RECREATION  
561 Main Street South  
Southbury, Connecticut 06488  
(203) 262-0633  
Fax: (203) 267-7840



## APPLICATION FOR TENNIS COURT/BASKETBALL COURT PERMIT

**\*\* You may fax or email your documents to begin the process. The original documents must be received either by mail or hand delivered in order to complete the reservation so original signature and insurance documents are on file. \*\***

Applicant: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone to Reach- Day of Event: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ Time: Enter: \_\_\_\_\_ Depart: \_\_\_\_\_

Purpose: \_\_\_\_\_ No. of People Expected: \_\_\_\_\_

State nature of any equipment you plan to bring or have delivered to the park: \_\_\_\_\_

\_\_\_\_\_ (additional insurance may be required)

Tennis Court Usage: [ ] Basketball Court Usage: [ ]

Submittal Check List: [ ] INSURANCE [ ] BY-LAWS [ ] SCHEDULE [ ] ROSTER

I understand that I will be held responsible for any damage to town property and that I must leave the facility in a clean and orderly condition. I also hold harmless the Town of Southbury, its officers, agents, employee from any claim or liability that may arise from use of the tennis courts/basketball courts. I understand that if requested by the Town of Southbury, Parks & Recreation or Public Works Department, I may be required to rent additional equipment/facilities.

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

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### For Office Use Only:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| ( ) Insurance Certificate Received | ( ) Application Approved              |
| ( ) By-Laws                        | ( ) Application Denied                |
| ( ) Schedule                       | ( ) Date Recorded in Reservation Book |
| ( ) Roster                         |                                       |

Name of Applicant: \_\_\_\_\_

( ) Application approved with following restricts: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### **TENNIS & BASKETBALL COURTS USAGE RULES AND REGULATIONS:**

#### **ALL PARKS**

#### ***(Ballantine Park and Community House Park)***

1. Permit Time Is Issued Only For The Facility And Times Listed.
2. Parking Is Permitted In Designated Parking Areas Only.
3. No Alcoholic Beverages Allowed In Parks Or On School Property.
4. Permits May Be Revoked If Courts Are Used When Closed.
5. Parks Close At Dusk. Trash Must Be Removed And Tennis/Basketball Courts Left Clean.
6. Permit Dates/Times Subject To Change If Deemed Necessary By Public Works or Parks & Recreation.
7. If an event/games are expected to have more than 100 attendees, the league may be asked to rent an additional 2 porta-lets (minimum) to cover usage. This includes any fields that have facilities.
8. *Please Carry Out what you Carry In.*

#### ***Ballantine Park***

1. Men's & Ladies Rest Rooms Are Available for Pavilion Reservations **ONLY**.  
Additional Port-O-Lets May Be Required For Your Event.