



**CITY OF WATERBURY
DEPARTMENT OF PUBLIC WORKS
BUREAU OF RECREATION**

FACILITY REQUEST PROCEDURE

1. The person/persons and or organization requesting the use of a facility must create an account online at www.waterburyparksrec.com. Once your account has been approved, that said person/persons and or organization will have the ability to request any recreational facility based on its availability.
2. An approval or decline electronic message will be sent to your email through the myrec.com system reflecting your request.
3. If the facility being requested is approved by the management side of the myrec.com system, the said person/persons and or organization making the request will be charged via email. The charges for recreational facilities are as follows: \$70.00 for the first hour of use and \$40.00 for every hour after.
4. To make the electronic payment issued, the said person/persons and or organization must log back on using their user name and password.
5. Person/Persons and or organization must upload a certificate of liability insurance to your myrec.com account:
 - Log in to your account, go to account overview and click on your member name.
 - Scroll to the bottom of your member overview and select the link to upload next to their Certificate of Insurance under the Required Documents heading.
 - Name the document and click "Choose File" and then submit.The Certificate of Insurance must list the City of Waterbury as additional insured on a primary and non-contributory basis on all policies except Workers Compensation. All policies shall include a waiver of Subrogation and meet the coverages listed:

General Liability: \$1,000,000 each occurrence
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
Auto Liability: \$1,000,000 Combined Single Limit each Accident
Any Auto, All Owned and Hired Autos
Workers Compensation: WC Statutory Limits
Employer Liability (EL)
\$500,000 EL each Accident
\$500,000 EL Disease each Employee
\$500,000 EL Disease Policy Limit

6. The City of Waterbury holds the right to change and or cancel any facility request based on organizational needs, all facility requests are subject to change.
7. Cancellations: any person/persons and or organizations making voluntary cancellations need to do so at a minimum of two days prior to the event. Furthermore, all cancellations fall under the inclement weather restrictions based on the decision of the City of Waterbury.
8. Refunds: In order to be refunded the customer must provide a completed W-9 form, before refund can be processed. All refund participants will be cross referenced with the City of Waterbury tax office for outstanding balances. Before a customer receives a refund, any outstanding balances will be held against the refund portion after the cancellation fee is applied. Refunds will only be processed in check form after the tax office cross reference is satisfied. We cannot refund to your credit card/debit card. Refund payments can take up to 4-6 weeks to process.