**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](http://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. It is important to keep your email address up to date.
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: $75.00 per hour.
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

1. 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.
2. Any person/persons and/or organization that will be serving food during their request will be required to obtain a Temporary Food Service Permit from the Waterbury Health Department. You must contact the Waterbury Health Department to obtain this certificate. A copy must be uploaded to your myrec.com account and the certificate must be visible at all times during your facility rental.
3. Cancellations: any person/persons and/or organizations making voluntary cancelations need to do so at a minimum of two days prior to the event. Furthermore, all cancelations fall under the inclement weather restrictions based on the decision of the City of Waterbury.
4. Refunds: In order to be refunded the customer must provide a completed W-9 form, before a 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.