

## **Candlewood Shores Tax District** **Beach and Ballfield Policy**

As an additional public service to the residents of Candlewood Shores Tax District (CSTD), the Tax District makes available its Community Beach and Ballfield for social, cultural, educational, civic service, and governmental meetings by residents and by local clubs, organizations and boards, provided a CSTD resident is a member.

CSTD residents are invited to use the Community Beach / Ballfield to host an event subject to the following conditions:

1. The hours of use of the Beach / Ballfield will not extend past the beach closing time on the date of the event (a lifeguard must be present at all times during the event).
2. Maximum number of guests is twenty (20) persons. An extra beach pass button must be obtained from the office prior to your event and returned immediately following along with the Closing Procedures Checklist (see page 3).
3. Smoking is prohibited on the premises.
4. Alcoholic beverages, controlled substances, and glass containers are not allowed on the premises.
5. Cooking or barbequing is not allowed on premises.
6. All applications for Beach / Ballfield use for an event are subject to the approval of the CSTD Management. Written application for use of the facilities should be filed with the office as far as possible in advance of the requested date. Should more than one resident request the same date, scheduling of the facilities will be handled in the order in which the applications were received. The programs and activities of CSTD take precedence over any resident's request for use of the Beach / Ballfield.

***Note: The Board reserves the right to approve or reject any application for use of the Beach / Ballfield.***

7. Beginning 07/01/17 there shall be a charge of one hundred fifty dollars (\$150.00 – payable by check) for using the Beach / Ballfield to help defray expenses. This fee is non-refundable.
8. In addition, a security deposit of one hundred dollars (\$100.00 – payable by check) will be required for use of the Beach / Ballfield. All deposits must be paid when application form is submitted. Receipt of the form along with the deposit check and use fee check will constitute a firm reservation of the requested date (subject to Board approval, if necessary). The deposit will be refunded after the checklist (see page 3) and extra beach button (if applicable) have been returned to the office and after the Beach / Ballfield has been inspected for cleanliness and damage.
9. It is understood that the Sponsor (a Candlewood Shores resident in good standing who is over the age of 21) will be present at all times during the function. **A resident in good standing is current on all taxes and fees.** If the event is sponsored on behalf of a group of minors, the Sponsor must be a parent of one of the minors.
10. If children are in attendance, they must be supervised at all times by an adult attendee of the event and are the responsibility of their parents or guardians.
11. **PARKING:** Parking is limited to four spaces at the beach / ballfield. All cars are to be parked so that the normal flow of traffic is not impeded. Guest parking passes may be obtained at the office prior to the event and must be displayed on the vehicle's dashboard to avoid parking fines.
12. Groups will be expected to exercise care in the use of the facilities and equipment. It is understood that the Sponsor assumes full financial liability for any damage or loss to the equipment or grounds.

13. Any special items needed, such as chairs and tables, are the sole responsibility of the Sponsor.  
  
Please note that it is the responsibility of each group using the Beach / Ballfield to take out, set up, take down, and clean (as necessary), any equipment required for its own event.
14. The Sponsor shall review with CSTD Management any planned decorations and their method of application.
15. The Tax District is not responsible for equipment, materials, supplies, etc. owned by a group or individual and used at the Beach / Ballfield. Groups are requested to remove from the premises any items specially brought in for their event before leaving on the day of the event.
16. No person shall litter the grounds or waters of the beach and ballfield areas. The cleaning of the beach / ballfield area is the responsibility of the Sponsor. All trash is to be collected and put in bags and placed in the dumpster behind the office building. Should this not be done, the Sponsor will forfeit their deposit. CSTD Management shall inspect the premises and determine if cleaning services are required; if so, the Sponsor will be billed for these services.
17. Noise is to be kept at a minimum. If a verified police report is received due to excessive noise, the Sponsor shall forfeit their \$100.00 deposit.
18. The Sponsor shall refer to and abide by any and all rules and regulations for the beach and ballfield outlined in CSTD Ordinance 1988-1 Governing Use of the CSTD Recreation Areas. (available at [www.candlewoodshores.com](http://www.candlewoodshores.com))
19. The Sponsor will be required to complete and sign a "Beach / Ballfield Closing Procedures Checklist" (copy attached as Page 3) following each use of the beach / ballfield. The completion of this checklist is required of all groups, including those meeting during office hours. Residents found to be in violation of this checklist will be subject to possible cancellation of future beach / ballfield event privileges and loss of their deposit. The Sponsor should return the completed and signed Closing Procedures Checklist to the CSTD office.

The CSTD Board and/or Management reserve the right to suspend or cancel beach / ballfield privileges for any resident failing to comply with the above conditions.

It is understood clearly that granting permission for a resident to use the beach / ballfield and related facilities for an event does not in any way constitute an endorsement by CSTD of that group's beliefs or policies.

# **Candlewood Shores Tax District** **Beach / Ballfield Checklist Policy**

## **BEACH / BALLFIELD CLOSING PROCEDURES CHECKLIST**

In an effort to reduce overhead expenses and to provide neat, clean facilities for every resident, the Candlewood Shores Tax District requires that the Sponsor complete and sign this Closing Procedures Checklist following his or her use of the Beach / Ballfield. The completion of this checklist is required of all groups, including those which meet during office hours. Residents found to be in violation of this checklist will be subject to forfeiture of their deposit and/or cancellation of future Beach / Ballfield rental privileges.

Check each procedure as completed:

1. \_\_\_\_ Beach and Ballfield grounds inspected for trash and all trash has been collected and bagged.
2. \_\_\_\_ Any decorations set up for the function have been removed and properly disposed.
3. \_\_\_\_ Any tables, chairs, or other equipment belonging to the sponsor and/or event attendees has been removed from the beach / ballfield area.
4. \_\_\_\_ Trash has been bagged and placed in the dumpster behind the office building.

\*\* Once completed, drop this checklist and the extra button through mail slot on front office door the day of Beach / Ballfield use. If no violations are found the deposit check will be returned to the Sponsor.

Date Used: \_\_\_\_\_

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

Sponsor's Signature: \_\_\_\_\_

Sponsor's Phone No.: \_\_\_\_\_

Additional Comments:

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**Candlewood Shores Tax District**  
**Beach / Ballfield Event**

**Application Form**

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

Sponsor's Name: \_\_\_\_\_

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

Phone Number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

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

Nature of Activity: \_\_\_\_\_

Certificate of Insurance (if applicable) \_\_\_\_\_

Date Requested: \_\_\_\_\_ Hours of use: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

I have read and understand the rules and regulations which are made a part of this application form and agree to abide by them. I assume full responsibility for any fees incurred or damages sustained.

By signing below I hereby agree to indemnify and hold harmless the Candlewood Shores Tax District, its employees, Officers and Directors, against any and all liabilities, claims, costs, damages and expenses, including reasonable attorney's fees, resulting from, attributable to, or arising out of the activity under my supervision and/or the activity of any guests or invitees on property owned by the Candlewood Shores Tax District.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSTD Personnel

\_\_\_\_\_  
Date

\$150.00 Rental Fee received by: \_\_\_\_\_ Date: \_\_\_\_\_

\$100.00 Security Deposit Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Security Deposit Refunded: \_\_\_\_\_

Notes: \_\_\_\_\_