



Plainville Recreation Department Policies

ADA/Special Accommodations

Plainville Recreation is committed to meeting the needs of the entire population. Accommodations may be arranged for department programs and activities for individuals with special needs. Please contact Courtney Hewett, Recreation Director to discuss options to help modify or accommodate varying needs. Please contact us a minimum of 3 weeks prior to the start of an activity to ensure ample time for an accommodation to be arranged.

Program Cancellation and Refund Policy

1. Plainville Recreation reserves the right to cancel programs for insufficient enrollment numbers. In the event we cancel a program you will receive a full refund (minus the credit card fee if applicable).
2. Refunds may be issued if you cancel out of a program a minimum of 1 week prior to it beginning (excluding bus trips). A \$5 cancellation fee will be deducted if the program is less than \$50, \$10 will be deducted if the program is \$50-\$199, \$20 will be deducted if the program is more than \$200.
3. If you are canceling out of a program before the start due to a medical condition a full refund (minus the credit card fee) will be given if a doctor's note is provided.
4. Registrations made via credit card may be refunded back to the card, cash or check registrations will be refunded via check. Refunds typically take 2-3 weeks to clear.

Registration Policy

1. Registration is first come first served. You may register online at www.plainvillect.recdesk.com or in person at the Recreation Office Monday-Wednesday 8:00am-4:00pm, Thursday 8:00am-7:00pm, and Friday 8:00am-12:00pm (noon). Cash, credit card, or check are accepted in person. Credit cards are required for online.
2. Credit card purchases will be subjected to a 2.9% convenience fee and \$.30 per transaction.
3. You may not register for a program without submitting payment. Only once payment has been entered are you considered registered for the program.
4. We encourage you to register early. Many programs offer "Early Bird" discounted rates if you register before a specific date. Prices increase after a certain date. By registering early, you can help prevent quality programs from being cancelled and you save money!
5. Late registrations may be permitted in the event there is room in the selected program. Select programs may have "late fees". We do not pro-rate programs.

6. Non-residents may register for select recreation programs, activities, and daily pool passes at a later starting registration date. Non-residents will pay an additional fee and fees will vary.

Facility Usage Policy

1. A person or private entity may not use department property, facilities, or resources (for example open swim, special events, etc.) in order to produce revenue for that person or entity.
2. Non-profits may use department property, facilities, or resources to raise funds or awareness for the Plainville community or the non-profit. The department reserves the right to charge a minimal fee for usage based on the needs of the group, for example if a staff person was needed to open the bathroom for the event the group may be charged to cover those expenses. These organizations will need to produce a certificate of insurance- for more information on these requirements please call the recreation office at 860-747-6022.
3. A business may use property, facilities, or resources to raise funds for the Plainville community or a nonprofit. The department reserves the right to charge a minimal fee for usage based on the needs of the group, for example if a staff person was needed to open the bathroom for the event the group may be charged to cover those expenses. These organizations will need to produce a certificate of insurance- for more information on these requirements please call the recreation office at 860-747-6022. In addition, proof of donation will need to be submitted by the organization after the event.

Memorial Policy

1. All memorial requests must go through the Recreation Advisory Board. A letter of intent must be emailed to the Recreation Director, Courtney Hewett at hewett@plainville-ct.gov for review. The letter of intent must have the applicant's name, the person's name who the memorial will be in honor of, and an explanation of how they contributed to the Plainville Community.
2. All memorials must be in honor of Plainville residents.
3. For a memorial to be considered the individual must have made major contributions and unselfish efforts to the Plainville Community.
4. Due to lack of space the Recreation Department will no longer be accepting letters of intent for memorials at Norton Park as of 2/1/20. Letters of intent for Trumbull and Paderewski Park will be accepted for review.
5. Any memorial without prior authorization will be removed immediately.
6. The Recreation Department reserves the right to remove a memorial for any reason should it be necessary to do so.

Camp Program Age Policy

To attend Plainville Recreation Summer camps with children must be able to meet the minimum age requirement for that particular summer camp by August 1st. This is based on a ratio number set up by the State of Connecticut age groups.

If a parent is looking for a younger sibling to attend the same camp as an older sibling (ex: a 6 year old attending Day Camp, which is for ages 7 to 12), then that shall be allowed as it is a one to one ration. This shall be allowed, if the younger sibling is 6 years old by the start of the desired session of camp.

If a child has a younger sibling in mini camp and the parent or guardian wishes a 7 year old to attend mini camp, that shall be allowed unless there is no space in the camp.

Pavilion Usage Policy

1. No temporary structures within any of the parks of the Town of Plainville. Temporary structures shall mean tents, bounce house, or any other type of non-permanent structure.
2. The site must be left in the same condition as it was found in. If excess trash, confetti, etc. is left at the site when a group leaves, they may be banned from renting a pavilion or picnic site in the future.
3. Alcoholic beverages and smoking/vaping of nicotine or marijuana are not allowed within any Town of Plainville parks.
4. There is to be no live entertainment, excessive noise, or ticket sales of any kind allowed. In consideration of the granting of this reservation, the applicant agrees to be responsible for the supervision of the conduct of the members of his/her group, the protection of public property, the placing of all rubbish in the receptacles provided, and the return of any property provided.
5. There will be no refunds if your outing is cancelled due to inclement weather. Every effort will be made to reschedule your outing within the calendar year. If a rescheduled date does not work within the calendar year a note will be made a rescheduled date can be picked for the following year.
6. Failure to follow any rules set forth, failure to return the Paderewski key, or the disrespect of town property will result in not being able to reserve any facilities in the future.
7. Non-profits may reserve a pavilion rental on the weekend for a reduced fee of \$35 at Norton and \$50 for Paderewski. Plainville Recreation must receive a copy of the organization's 501c3 at the time that the reservation is made.
8. Non-profits may reserve a pavilion for free during the week (Monday-Friday) if there is not already another reservation or program scheduled for that pavilion.
9. For large scale fundraising events such as PARC's Walk-a-Thon, Relay for Life, etc. an exemption of the reservation fee can be granted. In order to receive an exemption, the organization must write a letter to the Plainville Recreation Advisory Board requesting the exemption at least 3 months in advance of the desired date.
10. Paderewski Park- Parking will not be allowed beyond the gate near the tennis/basketball courts. The gate may be opened temporarily for drop off and pick up but cannot remain open throughout the event.
11. Renters must bring the permit supplied by the Plainville Recreation Department to their event in the case of reservation disputes that may arise.

Second Floor Conference Room Rental Policy

1. Use of the Second Floor Conference Room is limited to:
 - Community groups based in Plainville
 - Registered non-profit organizations
 - Civic, educational, or community-based organizations serving Plainville residentsProof of non-profit status or local affiliation may be required at the time of application.
2. Reservation Limits
 - Eligible organizations may reserve the room **once per month** for regular meetings.
 - Meetings may not exceed **three (3) hours** in duration.
 - Each organization may request up to **three (3) additional special meetings per calendar year**, subject to availability.
 - No more than 30 people in conference room.
3. Scheduling and Approval
 - All reservation requests must be submitted through the Recreation Department.
 - Reservations are not confirmed until approved by the Recreation Department.
 - The Recreation Department reserves the right to deny or revoke reservations if policies are not followed or if the space is needed for municipal purposes.
 - Reservations are granted on a first-come, first-served basis.

4. Use of Facility

Groups are responsible for:

- Leaving the room clean and in the condition in which it was found
- Removing all materials and trash at the conclusion of the meeting
- Ensuring meetings conclude on time

Failure to comply with facility rules may result in suspension of future rental privileges.

5. Fees (If Applicable)

Any applicable fees, deposits, or insurance requirements will be determined and published by the Recreation Department.

Policy Review

Any policies may be reviewed and amended by the Recreation Department and Recreation Advisory Board as needed to ensure continued fairness and effective use of the facility.

Updated 2/17/26