



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.

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