

EAST LYME PARKS AND RECREATION COMMISSION
POLICIES AND REGULATIONS

SAMUEL M. PERETZ PARK @ BRIDEBROOK
CINI PARK
NIANTIC BAY BOARDWALK
HOLE IN THE WALL BEACH
McCOOK POINT PARK
SMITH-HARRIS PARK
VETERANS MEMORIAL PARK
LIBERTY GREEN
NIANTIC BAY BEACH

THE INFORMATION CONTAINED IN THIS DOCUMENT RELATES TO THE ABOVE LISTED FACILITIES WHICH FALL UNDER THE JURISDICTION OF THE PARKS AND RECREATION COMMISSION

Approved by Parks and Recreation Commission – October 4, 2007

Amended: June 7, 2012

Amended: March 10, 2016

Attachments 1-3 are reviewed annually by the Parks and Recreation Commission and may be approved or amended without full review of the Policies and Regulations.

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SECTION 1

I. GENERAL:

- A. The Parks and Recreation Commission, hereafter referred to as Commission, recognizes that from time to time unusual cases involving hardship may require variance of the strict enforcement of the Park Rules. Application for variance of the rules should be made to the Parks and Recreation Director; hereafter referred to as Director, in writing setting forth the hardship. The Director shall bring such request before the commission for action.
- B. Parks or parts thereof may be closed from time to time for repairs; renovations, inclement weather or when use would endanger the public.
- C. Subject to the final authority of the Commission, the Director is empowered to direct the complete operation of all Parks including the hiring and firing of all personnel and decisions on admissions to said facilities.
- D. Any person aggrieved by any action of the director or his appointees may appear before the Commission to seek redress from such action.

II. HOURS OPEN TO PUBLIC:

- A. Parks and Fields 8A.M. to sunset except for:
 - 1. Approved lighted events in which case play ceases no later than 10 P.M. and lights extinguished by 10:30 P.M.
 - 2. Except when special exemption is granted.
 - 3. When closing times at a facility are adjusted seasonally and posted.
- B. Beaches generally Memorial Day to Labor Day weekend: "summer season" Permits are required.
 - 1. McCook Point Park Beaches will be officially opened and closed for the summer season on dates designated by the commission. Dates will be publicized with the schedule of adopted fees.
- C. Niantic Bay Boardwalk- the Parks and Recreation Commission may close the Boardwalk for repairs and in emergency situations.

III. PARKING:

- A. Parking is permitted in designated areas only.
 - 1. In the case of Smith Harris Park
 - a. Paved access road leading to Lillie B. Haynes School.
 - b. Parking lots at the East Lyme Middle School and Lillie B. Haynes School.
 - c. The small parking area on the easterly side of the East Lyme Middle School between Society Road and the Pee Wee Football field, (Seebeck Field)
 - 2. In the case of McCook Point Park Beaches
 - a. A parking permit will be required on all vehicles entering into, or Parking within the confines of the park on the date designated by the Commission. Parking stickers will be issued subject to requirements as Set forth, in writing, by Commission.
 - b. The required parking and walk-in fees will be set by the Parks and Recreation Commission and will be published annually.

1. Parking stickers and entrance permits will be issued upon payment of the required fees and such other requirements adopted by Commission.
 2. To qualify for the lower East Lyme resident or taxpayer permit fees, suitable proof of eligibility such as vehicle registration and/or a tax bill or property deed will be required.
 3. Reduced or free beach passes are provided to the following:
 - a. Handicap driver – no fee (Must show state issued handicap placard)
 - b. Senior does not drive – no fee
 - c. Active/Retired military – no fee (Must show Military ID)
 - d. Town Employee resident – senior rate
 - e. Town Employee non-resident – resident rate
- B. For events where large or overflow crowds are anticipated the sponsoring Organization will be responsible for providing constable service to control Traffic and parking.

IV. PERMITS, POLICIES, AND RESERVATIONS:

A. Fields

1. All organizations, leagues or individuals desiring a facility reservation permit shall apply for permit application on form available at the Parks and Recreation office.
2. Permit holder assumes financial responsibility for any damages to said facility and may be required to provide a “Certificate of Insurance” naming the Town of East Lyme as additional insured/certificate holder.
3. In granting permits, the commission will consider the following factors among others:
 - a. Whether the applicant is a “for profit” organization
 - b. Whether a majority of participants are East Lyme residents
 - c. The ages of the participants
 - d. Anticipated impact on the facility and staff

C. At no time shall an individual or group be given **EXCLUSIVE**

USE of McCook Point Park including the Main Beach, Hole-In-The-Wall Beach, or Cini Park facilities.

4. Reasonable fee for use will be charged when it is deemed appropriate by the Commission in light of the above.

B. Picnic Areas, Shelters, Tents and Pavilions

1. Use will be available on a first-come, first use basis.
 - a. When there is more than one group using the shelter, there will be a sharing of recreational facilities by everyone.
2. Permission for use of the Park by groups that include vehicles without seasonal permits, will not be considered for approval unless proper application is **completely** filled out, **submitted** to the Director for review 14 calendar days before next Commission meeting and if applicable, presented to the Commission at its next scheduled regular meeting.
 - a. In considering applications for group use, the following order of preference may be considered in granting same:
 - i. A resident of East Lyme,
 - ii. A non-resident taxpayer of East Lyme,
 - iii. Owner of a business located in East Lyme,
 - iv. All others.

3. Applicant(s) signing the request form must assume all responsibilities of damages and actions by people attending the event.
4. During the designated "Summer Season" (normally Memorial Day Weekend – Labor Day Weekend):
 - a. Applications will not be accepted for use on Holidays. Applications for weekday use by groups will be accepted and reviewed.
 - b. It is expected that a majority of participants requesting facilities be East Lyme residents, taxpayers or family members.
 - c. Above applications must be approved by the Commission by a majority vote of those present.
 - v. **Exceptions** to any of the **above** regulations may be made by the Commission for occasions or events that are felt to be special or town wide events. These exceptions may be approved only by **three quarters vote** of those present at a quorum.
 - vi. **VIOLATION OF POLICY:**
 - A. The commission reserves the right to revoke the permit of any individual or organization which fails to abide by these Rules and Regulations or whose actions are deemed vandalistic.
 - B. Disorderly conduct of any kind will not be tolerated in the Parks.
 - C. Persons or organizations who fail to abide by the Commission's or the Director's Regulations may be required to appear before the Commission to show why they should not be deprived of the use of said facilities.

vii. VENDORS:

Only private vendors with valid Parks and Recreation permits will be allowed to operate in the parks.

viii. PA SYSTEMS:

The operation of public address systems must take into consideration necessary precautions to insure that while the sound level be reasonable for the facility, the level will not be a nuisance or annoyance to adjacent residencies. The Commission has the final authority in determining audio level setting. No operation of PA Systems past 10:00 P.M.

SECTION 2

I. ATHLETIC FACILITIES:

A. SAMUEL M. PERETZ PARK @ BRIDEBROOK PARK:

- Field A – Lighted Softball Field
- Field B – Baseball Field
- Field C – Firehouse Field
- Field D – Keser Field
- Field E – Berardo Athletic Field
- Basketball Courts

B. SMITH-HARRIS PARK:

- Field 1 – Albert Buecher Field
- Field 2 – George Jones Field
- Field 3 – Presidents’ Field
- Field 4 – John Bath Field
- Field 5 – George J Seebeck Field
- Field 6 – Middle School Soccer Field

C. VETERANS MEMORIAL PARK:

- Field 1 – Baseball Field
- Field 2 – Softball Field

PROHIBITED ACTIVITIES:

The following are prohibited from all areas under the Parks and Recreation Commission jurisdiction except as elsewhere noted here in:

- Alcoholic beverages,
 - Animals other than properly restrained house pets,
 - Littering,
 - Golfing,
 - Skateboarding,
 - Private vendors,
 - Posting of signs,
 - Excessive noise or profanity,
 - Lighting fires except in grills provided in designated areas,
 - Duplication of permits and passes
- * Use of Tobacco Products

TEAMS, LEAGUES AND SCHEDULING:

- A. Conflicts in scheduling or requests for use of the field shall be resolved at the sole discretion of the Parks and Recreation Director with the cooperation and assistance of the leagues involved.
- B. In non-league games, applicants may be required to post a deposit as set by Commission for security, to be refunded if the fields are left in substantially the same condition after the event.
- C. Fields will be made available for use upon request for town recreation programs including schools.
- D. Fields will only be used for their intended purpose.

NIGHT GAMES/UTILITY COSTS:

- A. All electrical costs shall be borne by user. Cost shall be calculated based on Kilowatt consumption as determined by the Director. Said fees may be required to be paid in advance.
- B. Lights may be available for use by other organizations at a fee to be set by the Commission. Said fee to be payable in advance.
- C. Regular curfew time for lights is 10:00 p.m. The Commission may waive this rule in special cases. Any request for a waiver must be stated on the Facilities Request Form.

FIELD HOUSE/REFRESHMENT STANDS:

A. SMITH-HARRIS PARK:

- 1. The building located between Jones and Presidents' Fields is designated as the East Lyme Little League Field House.
- 2. The building located adjacent to the George J. Seebeck Field is designated as the East Lyme Youth Football Building
- 3. The Buildings shall be kept in a neat and orderly fashion by used organizations
- 4. East Lyme Little League and East Lyme Youth Football shall have the option of loaning said buildings to other organizations bearing permits to use the field(s).

B. VETERANS MEMORIAL PARK:

- 1. The East Lyme Babe Ruth League and the East Lyme Little League shall have the exclusive right to purchase and sell refreshments from the refreshment stands located at their respective fields during their seasons.
- 2. The buildings shall be kept in a neat and orderly fashion by both leagues.
- 3. Both Babe Ruth and Little League shall have the option of loaning the refreshment stand or facilities to other organizations holding permits to use the fields.

SECTION 3

BEACH:

- A. McCOOK POINT PARK
- B. HOLE IN THE WALL
- C. NIAN TIC BAY BEACH

II. PARK AND BEACH RULES:

A. LIFEGUARDS:

1. Lifeguards will be on duty in areas approved for swimming from 9:00 a.m/ to 5:00 p.m., each day, as the Director requires.

2. B. PROHIBITED ACTIVITIES:

The following are prohibited from all areas under the Parks and Recreation Commission jurisdiction except as elsewhere noted here in:

***No Tobacco Products**

- Swimming outside of the designated areas.
- No excessive noise or profanity
- No ball playing will be allowed on the beach or in the water.
- No glassware will be allowed on the beach.
- Use of any type of floatation device, unattached to the swimmer's body, including, but not limited to, inner tubes, ring buoys, balls, air mattresses or rafts either inflatable or made of styrene foam-type plastic, arm bands.

•Niantic Bay Beach (AMTRAK BEACH)

- No kite flying – high voltage wires nearby
- No open fires
- No alcoholic beverages

***No Tobacco Products**

C. PERMITTED ACTIVITIES:

- The use of snorkels.

(The use of floatation devices approved by the U.S. Coast Guard, attached to the swimmer's body is permitted. The use of face masks and swim fins is permitted)

- Alcoholic beverages **will not** be permitted on the beaches or in picnic areas.
- House Pets will not be permitted at any beach location (McCook, Hole in Wall and Cini Park) from the first Saturday of Memorial Day weekend through Labor Day. The leash law shall apply at all other times.

State of Connecticut Regulation of the Department of Public Health, Section 1, 19a-36-B61

Domestic animals shall be prohibited in the water and the land immediately adjacent to the water of a public swimming area when the public swimming area is open for use.

D.GENERAL:

1. Horseshoes and volleyball equipment is available to individual groups upon request of applicant. Arrangements for pick-up/return of equipment must be made at the office with sufficient time for processing. The applicant assumes responsibility for the bag of equipment. In the event of loss or damage to said equipment; they will pay the exact cost of replacement of those articles as determined by the Parks and Recreation Department.
2. It is the responsibility of the applicant to see that the assigned areas are left in a clean and orderly condition and that all garbage, trash, refuse and paper shall be placed in the containers provided for this use. Any damage shall be reported to the Parks and Recreation office as soon as possible.

SECTION 4

I. NIAN TIC BAY BOARDWALK:

II. BOARDWALK RULES:

A. ATTENDANTS:

1. Attendants are on duty Memorial Day through Labor Day;
7 A.M – 11 A.M. and 4 P.M. – Sunset

B. PROHIBITED ACTIVITIES:

The following are prohibited from all areas under the Parks and Recreation Commission jurisdiction except as elsewhere noted here in:

- Fishing is not permitted from boardwalk.
- No littering – Please place all liter in provided garbage cans.
- Authorized vehicles only.
- No climbing on or over the boardwalk railings.
- Bikes, skateboards, rollerblades and scooters are not permitted.
- No alcohol.

***No Tobacco Use**

*** No Dogs permitted at any time on the Niantic Bay Boardwalk**

*** The placing of memorabilia, trinkets, and pad locks, etc. is prohibited on railings, chain link fencing or benches. Items will be removed from the Boardwalk on a regular basis.**

*** Events with participation of over 100 people must receive Parks and Recreation Commission approval.**

SECTION 5

I. LIBERTY GREEN

A. Sign/Banner Display Policy for the Liberty Green

1. No signs/banners shall be erected or displayed at the Liberty Green without a permit issued by the Parks and Recreation Department or Commission.
2. Dimensions:
 - a. Signs shall be of sandwich board/free standing style with a maximum size of 3' X 5'.
 - b. Banners shall be hung from the two poles on site and larger than 3" X 20'.
3. Applications will be accepted on a first come/first serve basis. The maximum number of banners is (3) three and signs (4) four to be displayed at one time.
4. Time frame signs/banners will be allowed to be displayed is 14 days unless permission is granted by the commission for an extension. Signs/Banners must be removed 48 hours after the permit has expired.
5. Prohibited Signs:
 - a. Signs that advertise goods or services for the profit of the advertiser.
 - b. Signs promoting any political party or the election of public office or any individual.
6. The authority to issue any permit is delegated to the Director or designee subject to the following:
 - a. Upon request of applicant the Director shall refer the request if denied to the Commission for its consideration at its next regularly scheduled meeting.
 - b. The Director may refer any application to the Commission for its consideration at its next regularly scheduled meeting.
7. Permit procedure:
 - a. All applications must be on a form approved by the Commission and shall: (1) state the proposed location, dates of display and be accompanied by a drawing representing its dimensions, all wording and its material composition. (2) Be submitted to the Parks and Recreation Office at least (5) five working days prior to its initial proposed display.
 - b. The permit will state the time period that the sign may be displayed and will clearly state that any sign that is placed on display contrary to the limitations of the permit will be removed by the Department without liability for its damage.
8. Any sign displayed in violation of this policy may be removed by the Department without liability for its damage in the process.
9. At no time will a sign allowed to be posted in front of the Veterans Memorial. Please see the application for the appropriate location of signs.

Adopted: December 1993

Amended: September 2005

SECTION 6

I. SPECIAL REVENUE FUND

July 1, 2010 Special Revenue Fund created for all program expenses and revenues of the Parks and Recreation Department.

The Special Revenue Fund will be a revolving account.

\$10,000.00 annually will be transferred from the Special Revenue Account into the Town of East Lyme's General Operating Budget.

Periodic reports on the status of the Special Revenue Fund will be made to the Board of Selectman and the Board of Finance on a yearly basis.

Surpluses in the Special Revenue Fund will be used for the propose of:

- Future program development
- Special Events
- Park Improvement projects

Park improvements with an expense in excess of \$5,000.00 from the Special Revenue Fund must receive Parks and Recreation Commission, Board of Selectman and Board of Finance approvals.

The Special Revenue Fund will be broken down into the following sub categories:

- Youth Activities
- Adult Activities
- Special Events
- Playground
- Donations
- Celebrate East Lyme
- Youth Services Programs
- Senior Trips
- Passports

SECTION 7

PARKS AND RECREATION TOWN ORDINANCES

ORDINANCE CONCERNING PARKS AND RECREATION COMMISSION

The responsibility for the management, control and development of all recreational and park facilities and program of the Town, except those under the exclusive control of the Board of Education, and for expenditures made in connection therewith, is hereby vested in the Parks and Recreation Commission.

The Parks and Recreation Commission is authorized to enter into agreements with the Board of Education for the use of facilities under the exclusive control of the Board of Education.

The Parks and Recreation Commission is authorized to set reasonable fees for the use of such facilities and participation in such programs.

The Parks and Recreation Commission is authorized to hire such employees as shall be necessary for the performance of its duties.

All ordinances relating to the McCook Point Park Commission, also known as the Town Park Commission and the Veterans Memorial Committee are hereby rescinded.

June 2, 1966

TM Volume 9, page 226

ORDINANCE CONCERNING AREAS UNDER JURISDICTION OF PARKS AND RECREATION COMMISSION

This ordinance shall apply to McCook Point Park & Beach, Veterans Memorial Park, Boardwalk, Cini Park, Samuel Peretz Park areas and all other areas within the Town of East Lyme designated as under the control of the Park Recreation Commission by vote of the Board of Selectman.

No person shall enter any area which is closed to the public as plainly designated by signs.

No person shall kindle, build, maintain or use a fire except either in fireplaces provided for that purpose, or in portable fireplaces in areas plainly designated.

No person shall possess or have under his control any alcoholic beverages in areas where it is prohibited as plainly designated by signs.

No person shall park any motor vehicle except in areas plainly designated by sign or other marking as parking areas.

No person shall discard or abandon any refuse, rubbish or garbage except in containers provided for that purpose.

No person shall possess or have under his control any glass bottle or crockery in areas where it is prohibited as plainly designated by sign.

Any person who shall violate any provision of this ordinance shall be fined not more than fifty dollars (\$50.00).

This ordinance shall take effect on June 19, 1971

TM Volume 10, page 369

Amended December 21, 2005

ATTACHMENT #1

**East Lyme Parks and Recreation
Athletic Field Usage Fees**

1. Fees for the following Athletic Facilities will be assessed:

a. Samuel Peretz Park @ Bridebrook

Berardo Athletic Field
Keser Soccer Field (lighted)
Firehouse Utility Field
Baseball Field
Softball Field (lighted)
Basketball Courts

b. Veterans Memorial Park

Softball Field (lighted)
Baseball Field

c. Smith-Harris Park

Little League Baseball Fields 1-4
PeeWee Football Field (lighted)
Middle School Soccer Field

2. Daily Use of Athletic Fields for **Practice** are based per field/per day no field preparation required:
Upto 2 hours - \$55.00
2 to 6 hours - \$110.00
6+ hours - \$165.00
3. Daily Use of Athletic Fields for **Games** are based per field/per day with field preparation required:
Upto 2 hours single game contest - \$110.00
2 to 6 hours more than one game - \$200.00
6 + hours multiple games - \$300.00
4. **Lights** – If lights are needed an additional fee of \$35.00/hour will charged to all user groups.
5. **Exempt from fees:** The following Town Youth Sport Leagues are exempt from Field usage fees; East Lyme Public Schools, East Lyme Little League, East Lyme Babe Ruth, East Lyme Soccer Club, Niantic American Legion Baseball, East Lyme Youth Lacrosse, East Lyme Youth Football, and Town of East Lyme Agencies. Fees maybe waived or reduced by the Parks and Recreation Commission and/or the Director for special events benefiting the Town. Lighting fees are not exempt.
6. **Fees will be charged:** AAU Teams and tournaments, private businesses, groups and organizations, Adult Sport Leagues not sponsored by the Parks and Recreation Department.

7. **Applications:** Facility request forms must be submitted at least 14 business days prior to the event to the Parks and Recreation Office. Applications requiring Parks and Recreation Commission approval will be heard at their regular meeting held the first Thursday of each month.

Approved by Parks and Recreation Commission – May 1, 2008

**ATTACHMENT #2
PAVILIONS/TENT RENTAL FEES**

McCook Point Park Pavilion
Seebeck Pavilion at Town Hall
Peretz Park

PAVILIONS (McCook Point Park, Seebeck Pavilion Town Hall, Peretz Park):

Maybe rented in ½ day or full day increments:
½ day (9:00 a.m. to 1:00 p.m.) or (1:00 p.m. to 6:00 p.m.)
Full day (9:00 a.m. to 6:00 p.m.)

Resident ½ Day	\$35.00
Resident ½ Day with 10 Parking Passes	\$85.00
Resident Full Day	\$65.00
Resident Full Day with 10 Parking Passes	\$115.00
Non-Resident ½ Day	\$65.00
Non-Resident Full Day	\$125.00
Business Resident ½ Day	\$50.00
Business Resident ½ Day with 10 Parking Passes	\$100.00
Business Resident Full Day	\$95.00
Business Resident Full Day with 10 Parking Passes	\$145.00
Non-Resident Business ½ Day	\$90.00
Non-Resident Full Day	\$175.00

TENT (McCook Point Park) Band Shell (McCook Point Park)

Maybe rented in ½ day or full day increments:
½ day (9:00 a.m. to 1:00 p.m.) or (1:00 p.m. to 6:00 p.m.)
Full day (9:00 a.m. to 6:00 p.m.)

Resident ½ Day	\$50.00
Resident ½ Day with 10 Parking Passes	\$100.00
Resident Full Day	\$80.00
Resident Full Day with 10 Parking Passes	\$130.00
Non-Resident ½ Day	\$80.00
Non-Resident Full Day	\$140.00
Business Resident ½ Day	\$65.00
Business Resident ½ Day with 10 Parking Passes	\$115.00
Business Resident Full Day	\$110.00
Business Resident Full Day with 10 Parking Passes	\$160.00
Non-Resident Business ½ Day	\$105.00
Non-Resident Full Day	\$190.00

Attachment #3

Beach Parking Fees for 2017

Season Passes:

Resident Season Pass	\$35.00
Resident each additional vehicle	\$25.00
Resident Senior	\$15.00
Non-Resident Season Pass	\$100.00
Dealer Plate	\$35.00
Commercial	\$45.00
Resident Full-time Town of East Lyme employee	\$15.00
Non-Resident Full-time Town of East Lyme employee	\$35.00
Active and Retired Military	Free

Day Passes:

Resident Day Pass Parking	\$10.00
Non-Resident Day Pass Parking Mon.-Fri.	\$25.00
Non-Resident Day Pass Parking Sat., Sun., Holidays	\$30.00
Active and Retired Military	Free

Walk in Passes:

Resident	Free (must show ID)
Non-Resident Daily	\$10.00/day
Non-Resident Season	\$50.00

**PARKS AND RECREATION COMMISSION MEMBERS
2017**

Chairman – J. Robert Pfanner
Vice Chairman – Roger Nadeau
Treasurer – Milan Keser
Charles Fenick
Jackie Curry
Patrick Larkin
Thomas Beebe
William Willetts, Jr – Emeritus
Kevin Seery – Board of Selectman Ex-Officio

Parks and Recreation Commission meet's on the second Thursday of each Month at the East Lyme Library/Community Center in the Olive Chendali meeting room. Commission meetings are open to the public and begin at 7:00 p.m.