



USE OF STONINGTON BOROUGH PROPERTY INCLUDING STREETS *Application Process and Requirements*

www.borough.stonington.ct.us

This policy is adopted as a guide to establish minimum standards governing the use of Borough property, including roads and streets, for special events that are **not** sponsored by the Borough. The objective of this policy is to insure the safest possible conditions for event participants and spectators and to protect the Borough against loss incurred as a result of any activities allowed in conjunction with the event.

Mandatory Requirements

An **APPLICATION FOR USE OF BOROUGH PROPERTY** must be submitted to the Warden and Burgesses at least thirty (30) days in advance of the event (860.535.1298) who must approve of the event, date, and location of event to be held. The Warden and Burgesses meet on the 3rd Monday of each month (or 3rd Tuesday if Monday is a holiday). The application is available on the Borough website.

A **CERTIFICATE OF INSURANCE, or proof of Tenant Users Liability Insurance Program (TULIP) coverage**, must be submitted to the Warden and Burgesses together with the Application For Use of Borough Property at least thirty (30) days prior to the event. (TULIP is a low cost insurance policy that protects the "Tenant User" and the local government. This policy can be purchased for individual events; call the Borough Hall for more information on how to purchase this coverage.)

Insurance Requirements: The sponsoring agency/organization will carry the following minimum insurance coverages with an insurance company/ies licensed in the state of Connecticut and approved by the Borough. All policies will provide a thirty (30) day notice of cancellation, as well as a ten (10) day notice of any material change in the policies to the Warden and Burgesses. The following coverages and limits must be provided:

Commercial General Liability:

Limits of Liability:

Bodily Injury	General Aggregate Limit	\$2,000,000
(Other than Products/Completed Operations)		
Products/Completed Operations		\$1,000,000
Personal & Advertising Injury		\$1,000,000
Each Occurrence		\$1,000,000

Coverages

Premises/Independent Contractors/Contractual/Completed Operations/Products

Automobile Liability:

Limits of Liability:

Bodily Injury: Per Person	\$1,000,000
Aggregate	\$1,000,000
Property Damage	\$1,000,000

Coverages:

All owned/non-owned/hired/borrowed

If alcohol is to be served, a Liquor Liability binder is required.

The *Borough* shall be added as an additional named insured to the agency/organization's **Commercial General Liability and Auto policies** and so stated in certificates.

If traffic control necessitates the involvement of the Stonington Police Department, the Town of Stonington shall be added as an additional named insured to the agency/organization's **Commercial General Liability and Auto policies** and so stated in certificates.

Depending on the event, the following criteria may apply:

If traffic control is required or alcohol is served the Stonington Police Department's (860.599.3311) requirements must be met.

If this approval is necessary please secure it in advance of application submission.

If there are fire safety issues, e.g., bonfires, fireworks, flares, propane/grills, the Borough Fire Marshall's (860.535.0329) requirements must be met.

If this approval is necessary please secure it in advance of application submission.

If alcohol or food is served for public consumption, enforcement of the State of Connecticut Public Health Codes is done by a sanitarian prior to the event.

If this approval is necessary please secure it in advance of application submission.



**APPLICATION FOR USE OF
STONINGTON BOROUGH PROPERTY
INCLUDING STREETS**

Borough property to be used: _____

Description of the event to be held: _____

Date of the event:

Time of the event:
From: _____ To: _____

Contact person:

Name

Phone Number(s)

In consideration for the use of Stonington Borough property listed above (agency/organization) _____ agrees that it will indemnify and hold harmless the *Borough* and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgments and liability whatsoever kind or nature howsoever the same maybe caused resulting directly or indirectly by any act or omission of the agency/organization, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury or damage to property directly or indirectly, including the loss of use resulting there from as permitted by law unless and to the extent caused by the Borough's wilful acts.

Signature of Responsible Party

Date

Printed Name of Responsible Party

Certificate of Insurance must be attached.

All requirements must be met prior to approval by the Warden and Burgesses.

Approved by the Borough of Stonington:

Name

Date