



CITY OF HARTFORD DILLON STADIUM USE POLICY

Dillon Stadium located within the City of Hartford's Colt Park, seats approximately 5,500 spectators and is equipped with a turf field, restrooms, locker rooms, press box, ticket booth, field lights, sound system and score board.

Dillon Stadium is available for use by the community, both resident and non-resident, for athletic and non-athletic events. The stadium proudly serves as the home field for the USL soccer franchise, Hartford Athletic, established in 2018. Home games for Hartford Athletic, whose regular season runs from March through October, are reserved prior to the City accepting reservations.

The following requirements and procedures are established for the use of Dillon Stadium.

I. APPLICATION SUBMISSION

a. Community Athletic Events (Under 500 attendees)

Groups that wish to use Dillon Stadium for community athletic events must submit a reservation application through the City of Hartford Parks and Recreation online facility reservation system. All requests are processed in the order in which they are received and is not a reservation until approved. Once approved by the City, applicants will receive confirmation of the reservation via email.

The online reservation system ("My-Rec") can be found at the following web address:
<http://hartfordct.myrec.com>

New users will need to create an account to log in and make a reservation.

To reserve a date, an application must be submitted for approval a minimum of **fifteen (15) business days** prior to the proposed reservation date. Submitting an application fewer than **fifteen (15) business days** prior to the reservation date may result in the rejection of the application.

The individual completing a request for team play will be required to submit a roster with the name and address of each participant at the time of registration. The failure to submit a team roster may result in the rejection of a reservation request.

There is a Hartford resident fee rate for teams with at least 80% Hartford Resident Participation. To qualify for this rate one of the following forms of identification must be submitted for each participant on the team along with the completed roster:

- a. CT Driver's License;
- b. CT Non-Driver photo identification card; or
- c. Other form of photo identification which contains the name and address of the participant.

This requirement shall not apply to Hartford Public Schools and Hartford Youth Leagues.

A City representative from the Department of Public Works has the discretion to conduct a periodic roster verification during league play to, among other things, verify that members are as listed on the submitted team roster. Teams that are found to be in violation of the residency requirement will be assessed the non-resident fee rate for all league game reservations made that calendar year. The failure to pay any amounts owed resulting from such violation prior to the next scheduled league game will render the team's registration invalid and preclude the team from playing at the stadium until all sums are paid.

b. Community Use /Community Special Events

Community Use and Community Special Events (Collectively, "Special Events") include athletic events with over 500 attendees and all non-athletic events. Groups that wish to use Dillon Stadium for Special Events must submit an Event Permit Application to the Special Events Coordinator at the Department of Development Services.

The **Special Events Permit Application** can be found at the following web address:

<http://www.hartford.gov/dds-events>

To see which dates are available for reservation, please visit the City's facilities reservation Calendar at <http://hartfordct.myrec.com/info/calendar/default.aspx> and select Dillon Stadium as your location.

Applications may also be obtained in hard copy by visiting the Department of Development Services at 250 Constitution Plaza, 4th Floor, Hartford, CT.

All applications are processed by the Special Events Coordinator in the order in which they are received. Applications presenting no scheduling conflict will be tentatively placed on the Dillon Stadium reservation calendar pending final approval (see above link to the Dillon Stadium reservation calendar).

Applications will be circulated and reviewed by the City's interdepartmental Special Events Approval Committee (the "Committee"). Once the application is approved and signed by the Committee, a formal permit, that is signed by either the Director of Development Services or Director of Community and Small Business Development, will be issued by Development Services to the applicant, provided the requisite permit fee has been paid.

Applications completed or received less than 30 days prior to the proposed Special Event may not be accepted. The application will be deemed complete by the City when all of the required items are provided by the Event Organizer.

Additional information related to Special Events permitting, including contact information for the Special Events Coordinator, can be found in the Events Permit Application.

II. INSURANCE AND INDEMNIFICATION

All applicants are required to provide a hold harmless agreement and shall agree to maintain in force at all times during the term of use the following minimum insurance coverage and shall name the

City of Hartford as an Additional Insured on a primary and non-contributory basis and also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut with a minimum AM Best’s rating of “A-“VIII. In addition, all Carriers are subject to approval by the City of Hartford.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000

An original, completed Certificate of Insurance must be presented to the City of Hartford prior to the use of the facilities or event.

III. PAYMENT

a. Athletic Events

Accepted forms of payment include bank or certified check and credit cards (online payment through My Rec System). The permit fee for athletic events is attached to this Use Policy (see **Attachment A**).

Once a reservation request is made and a confirmation notification sent to the applicant, the City will issue an invoice for the permit fee to the applicant. No permit for the use of the Stadium will be issued until the permit fee is paid. An applicant will have **ten (10) calendar days** from the date the City issues its invoice to submit payment to the City. Unpaid invoices will result in reserved date(s) being released from reservation.

b. Special Events

Accepted form of payment includes bank or certified check and credit cards (online payment through My Rec System). The Special Event Permit fees for the use of Dillon Stadium are attached (see **Attachment B**).

Once a reservation request is approved by the Special Events Committee, the City will issue an invoice for the permit fee to the applicant. No permit for the use of the Stadium will be issued until the permit fee is paid. An applicant will have **ten (10) calendar days** from the date the City issues its invoice to submit its payment to the City. Unpaid invoices will result in reserved date(s) being released from reservation.

Special Event applicants will be responsible to pay the cost of any City services that are in excess of the Event Permit Fee in full within **sixty (60) calendar days** after the event has taken place. City services may include, but shall not be limited to, services provided by the Department of Public Works, Licenses & Inspections, Fire Department, Police Department, and other City departments, as well as contractors and others doing work by and on behalf of the City to staff, inspect, clean up, provide emergency services and otherwise.

IV. CANCELLATION POLICY

Cancellations made by applicants thirty (30) days or more in advance of an event date will receive a 100% refund. Cancellations made by applicants fifteen (15) days or more in advance of an event will incur a 50% cancellation fee. There shall be no refunds for cancellations made by applicants that are less than fifteen (15) days in advance of an event.

The City reserves the right to cancel reservations due to Team conflicts or other unforeseen events. In the event of a cancellation, the City will make every effort to reschedule an event with an applicant at a mutually agreeable date and time or refund the applicant's permit fee.

V. RESERVATIONS

Groups may begin reserving dates for the calendar year based on the priority booking order below. The City will post the dates that each group may begin making reservations on the My-Rec system web page.

First Priority Group:	Hartford Public Schools and Youth Teams with 80% Hartford resident participation
Second Priority Group:	Adult Teams with 80% Hartford resident participation (non professional or semi-professional)
Third Priority Group:	Other Community and promoted events
Fourth Priority Group:	Youth, High School, and Adult Teams (non professional or semi-professional) with less than 80% Hartford resident participation

For the 2019 calendar year, reservations can be made for dates that fall within July 1st through December 31st. Please note that reservations in the 2019 calendar year are dependent upon the completion of the Stadium, and therefore, summer reservations may need to be rescheduled or cancelled. For subsequent calendar years, reservations can be made for dates commencing as of March 1st through December 31st.

For the 2019 calendar year Hartford Athletic (the "Team" or "Club") will set the dates for their home games and events by April 1st. Every year thereafter, the Team will set the dates for their home games and events on or before January 31st of each year.

From February 1st through December 31st, the City has the exclusive right to accept and make reservations ("Community Priority Period") from the community for dates not already reserved by the Team for their home games/events. For the 2019 calendar year the Community Priority Period shall begin on April 2nd and end on December 31, 2019.

The Team may select dates that were already reserved during the City's Community Priority Period for additional games required to be played by the United Soccer League (USL) or US Soccer Federation (i.e. USL playoff games and US Open Cup Games), and home games that were required to be rescheduled. Reasonable efforts will be made to reduce the potential rescheduling of events that have already been booked through the City.

Notwithstanding the foregoing, at any time after May 30th of each calendar year, the Team may reserve up to eight (8) Club Additional Events during the remainder of the calendar year on any dates not already reserved for a Community Event or Community use prior to May 30th of such calendar year. In addition, the Team may schedule more Club Events after May 30th if the Stadium has not been reserved for a Community Event or Community Use as of fifteen (15) days prior to the date of such Club Event.

Reservations for collegiate and professional soccer, rugby, lacrosse or other Club Event are made through the Team.

VI. SCHEDULING PROHIBITIONS

1. No event may be scheduled on the same day as a Team Event.
2. No event may be scheduled or continue to occur during the twenty-four (24) hour period prior to a Team Event.
3. No event shall be scheduled which will impact the lines on the field until the Team playing season concludes. (Football lines will be added to the field after the soccer playing season).
4. No event shall be scheduled which is likely to impact the safety and integrity of the field.
5. The stadium and adjacent grounds shall not be leased for more than two consecutive days.
6. No event shall be conducted after 12:00 midnight.

VII. STADIUM PROHIBITIONS

The following are prohibited within the stadium premises:

1. Animals, other than assistance dogs, conditional upon presentation of the dog's veterinary record indicating that all vaccinations are up to date and official documentation stating that the dog is an assistance dog.
2. Scooters and other powered devices that are not intended for transportation of disabled persons or persons with limited mobility.
3. Any weapon, including but not limited to self-defense, ammunition, or component parts of guns, piercing or bladed items, knives, cold steel weapons and any other objects that may be used as a weapon. The foregoing in this Section 3 is not applicable to City of Hartford Police Officers in good standing and authorized security personnel.
4. Compressed and liquefied gases, flammable and pyrotechnical substances and items regardless of their type, including but not limited to fireworks, signal flares, missiles, crackers, gas bottles and items that may be used to make pyrotechnical devices or smoke; and any other materials, articles, and/or objects that can be used to generate smoke, explosions and/or flames.
5. Aerosol cans or pressurized containers.
6. Unlawful narcotic, psychotropic and/or toxic substances.
7. Umbrellas (fans should bring raincoats/ponchos for inclement weather).
8. Moving and gliding aircraft or their models (gliders, drones, kites, etc.), and any missile or projectile like object.
9. Strollers or baby seats may not be taken into the stands or left in section entrances.
10. Bikes, skateboards, roller blades, roller skates, shoes with wheels.
11. Backpacks and large bags over 14x14x6 inches (subject to search).
12. Laser pointers or flashlights

13. Selfie sticks and/or monopods.
14. Masks (worn in your seat only, must be removed when leaving your section).
15. Smoking or tobacco products.
16. Frisbees or inflated balls of any kind.
17. Outside food or beverages (see Section VII below).
18. Metal or glass containers of any kind
19. Un-approved pamphlets, handouts, advertisements, etc.
20. Insulting any other persons (which includes by use of banners, signs and other means of visual propaganda) and carrying out any other activities that humiliate and/or insult people, their human dignity or business reputation.
21. Acting, chanting or using language in any way that is discriminatory or extremist, aimed against a country, person or group based on race, color of skin, ethnic, national or social background and wealth, birth or any other status, gender, disability, age, language, religion, political or other opinion, sexual orientation or on any other grounds.

VIII. TURF FIELD PROHIBITIONS

The following are prohibited from being on the field:

1. Animals
2. Food, chewing gum, sunflower seeds or peanut shells
3. Tobacco products
4. Metal spikes/cleats or high-heeled shoes
5. Fireworks and/or pyrotechnics

Violation of the turf field use policies may result in the loss of privileges to use the field and/or a fine up to \$250 per violation at the sole discretion of the City.

IX. CONCESSIONS

An independent concessionaire will operate the concessions at the Stadium where food or drinks will be offered for sale. Event organizers must advise the City in its application that it would like to have outside concession operations for an event. Please note that the independent concessionaire may have minimum threshold requirements (i.e. attendance, sales, etc.) for the provision of concessions at an event.

Alternatively, organizers may serve and/or sell retail purchased pre-packaged foods and cans or bottles of non-alcoholic beverages at the stadium from a table located at a designated location on the stadium premises in compliance with local and state health regulations. Organizers must indicate on their application their intent to have food and/or beverages offered for sale at their event.

X. PRESS BOX / BROADCASTING EVENTS

There is a press box located in the stadium with electrical service, lighting, heating and air conditioning with a camera platform adjacent to the press box for broadcasting events. The camera platform is accessible through the press box.

XI. BOX OFFICE

The Stadium is equipped with a box office at the main entrance to the stadium that is available to be used solely for Special Events during the scheduled stadium reservation period.