



2019 Facility Reservation Procedure

In order to check indoor and outdoor availability, follow these steps:

1. Visit www.colchesterct.gov/rec
2. Click "How do I reserve the Pavilion or Fields?"
3. Click "View Facilities"
4. Search for the space that you are looking for and click the month you're interested in
5. Once you are looking at the calendar, you can click "details" next to any week. This will show you what that facility already has booked.

Complete endorsement applications are required annually. Incomplete applications may delay the scheduling and securing of your requested facilities. Facility requests should include indoor and outdoor space for practices, games, and meetings. Complete and accurate information may prevent conflicts later in the season.

Date TBD- Send all endorsement paperwork and facility request application to:

Mcicchese@colchesterct.gov

Send a copy of your insurance as well as your BOE indemnification to:

MMorgan@colchesterct.org

Date TBD- Recreation Department will submit all requests through ActiveNet.

**Note: Requests are subject to approval by the Recreation Director and School Supervisors*

Date TBD- After requests have been entered into ActiveNet, League Presidents will be notified of a meeting date only if a scheduling conflict needs to be addressed. At this meeting, those League Presidents affected by the scheduling conflict will discuss and come to a mutually agreed upon resolution. Based on the established

After Approval Date- If a sport league would like to add a date to their original requests:

If school indoor/outdoor space, contact the coordinator at the school relating to the change:

BA – Susan McKiernan

SMckiernan@colchesterct.org

JJIS-Debbie Mientus

DMientus@colchesterct.org

WJJMS- Donna Duckworth

DDuckworth@colchesterct.org

CES-TBD (position is currently open)

If for field space at the RecPlex or Town Green contact:

Matt Cicchese

mcicchese@colchesterct.gov

Town of Colchester Facility Scheduling Procedures

The order of priority for indoor/school athletic field use is as follows:

1. School events and other internal requests
2. Parks and Recreation events and programs
3. Endorsed Sport League requests (submitted by Recreation Specialist)
4. All other outside organizations (including AAU Leagues, Girl Scouts, etc.)

The order of priority for RecPlex field use is as follows:

1. Endorsed Youth Leagues
2. Endorsed Adult Leagues
3. School teams and events
4. Local organizations and requests
5. All other outside organizations

Parks and Recreation Events and Programs Reservation Process:

Indoor Reservations: The schools will provide the Recreation Department with dates throughout the year indicating that educational/student activities are complete and this will allow us to enter programs and endorsed league requests into ActiveNet. At times, the schools may need to reschedule an activity that may conflict with a program or league schedule. The school will notify the Recreation Department and/or the sports league scheduler and will make the change.

Endorsed Sport League Reservation Process:

Indoor/Outdoor Reservations:

Three times throughout the year the Recreation Department will assist the endorsed leagues with their scheduling needs. The scheduling process will coincide with the following seasons:

Sports Season	Facility Usage Period	Facility Scheduling Meeting
Spring -Indoor/Outdoor	March - June	February
Summer-Indoor/Outdoor	June -August	February
Fall - Outdoor	August -November	June
Winter - Indoor	November – March	September

1. Endorsed Leagues and school teams will be required to submit their facility requests prior to the date that corresponds with their season. Incomplete applications may delay the scheduling and securing of the requested facilities. Facility requests should include indoor and outdoor space for practices, games, and meetings. It is important to ensure that your submitted paperwork is complete and accurate as this information may prevent conflicts later in the season. This paperwork may be submitted electronically or dropped off at the Recreation department. **Note: Requests are subject to approval by the Recreation Director and School Supervisors*
2. Each endorsed league will be required to send a copy of the certificate of insurance and BOE indemnification to: MMorgan@colchesterct.org
3. Endorsed Leagues are required to update their endorsement requirements when they submit their facility reservation requests, annually. Endorsements require renewals every 3 years. Updated requirements are mandatory to ensure that your reservation requests are secured. Please review your endorsement checklist for the requirements.
4. After requests have been entered into ActiveNet, League Presidents and school representatives will be notified of a meeting date and time only if a scheduling conflict needs to be addressed. At this meeting those that are affected by the scheduling conflict will discuss options and come to a mutually agreeable resolution.