



## Martin Park Rental Policies

The following guidelines will apply when renting facilities at Martin Park:

1. Each group must submit a written request, at least 14 days in advance, to the Program/Facilities Assistant, requesting the use of the facility. Each request must include the type of group, number in group, contact person and phone number, day of requested visit and any special accommodations you may need (i.e. use of pavilion, volleyball court, etc.). All requests will be honored on a first-come, first-served basis. A Martin Park Reservation Form is provided for this purpose.
2. **A complete roster of expected guests and proof of insurance must accompany the park reservation form for all non-public school groups.** Please indicate whether each person is a member or non-member of the Park.
3. Payment must accompany the returned Martin Park reservation form under the following stipulations:  
**Ridgefield Board of Education** (Includes all public schools in Ridgefield)
  - \$5.00 per person for residents; members may enter free of charge;
  - \$15.00/hr. per lifeguard to cover the cost of additional staff.**Private Educational Groups** (Private schools, nursery schools, nature centers, day care centers)
  - \$5.00 per person for residents; members enter free of charge; \$7.00 charge for non-residents
  - \$15.00/hr. per lifeguard to cover the cost of additional staff.**Scouts/Ridgefield Civic Groups**
  - \$5.00 per person for residents; members may enter free of charge;
  - \$15.00/hr. per lifeguard to cover the cost of additional staff.**Private Non-Educational Groups** (Birthday parties, high school reunions, team parties)
  - \$7.00 per person for residents; \$13.00 for non-residents; members may enter free of charge.
  - \$15.00/hr. per lifeguard to cover the cost of additional staff.**Ridgefield Recreation Center Programs**
  - Program fees to be determined by the Marketing & Program Supervisor and the Wellness Operations Supervisor
4. Groups must adhere to the following guidelines:
  - A. All garbage must be placed into the large garbage cans distributed throughout the beach area.
  - B. Groups may be confined to one section of the beach. The Beach Coordinator or Lead Lifeguard will determine beach areas based upon size, age and make-up of the group.
  - C. Special regulations regarding police supervision, chaperones and/or additional lifeguards may apply to large groups. The Wellness Operations Supervisor will indicate such regulations upon final acceptance of the reservation.
  - D. All the following normal Martin Park rules and regulations must be adhered to.

Any questions about this rental policy should be directed to the Wellness Operations Supervisor at 431-2755.