



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.