

TOWN OF ELLINGTON

Policies & Procedures

Use of Batz Property

1. Individual or groups wishing to use Batz Property for a private function (i.e. scout activity) must complete and forward to the First Selectman's Office the Use of Town Properties Permit form.
2. First Selectman may ask that individual requesting use of the property to obtain a certificate of insurance (personal liability) in the amount of \$100,000.
3. Clear this event in appointment book.
4. Circulate form to Public Works and Police Department for their input.
5. When all above items have been completed, notify individual or group of approval or rejection of request with a copy to Public Works and Police Department.