



**Castleton Recreation and Activities Center
47 Mechanic Street, Castleton, VT 05735
(802) 671-8303**

Purpose

The purpose of this policy is to establish clear and consistent criteria for determining residency status for participation in programs, services, facilities, and benefits offered by the Castleton Parks and Recreation Department. Residency status may affect registration eligibility, program priority, facility access, and applicable fees.

Definition of a Castleton Resident

For the purposes of this policy, a **Castleton resident** is an individual whose primary residence is located within the municipal boundaries of the Town of Castleton, Vermont.

In addition, individuals who are actively enrolled at or employed by Vermont State University Castleton shall be considered Castleton residents for Parks and Recreation purposes during their period of enrollment or employment, regardless of their permanent home address.

Eligible Resident Categories

The following individuals qualify as Castleton residents under this policy:

Property Owners

- Individuals who own and occupy a residential property within the Town of Castleton as their primary residence.

Renters

- Individuals who lease or rent a residential dwelling within Castleton as their primary residence.

Dependent Children

- Children under 18 years of age whose parent or legal guardian qualifies as a Castleton resident.



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Vermont State University Castleton Students

- Individuals actively enrolled at Vermont State University Castleton during the academic term.

Town of Castleton Staff

- All full time, part time, and seasonal staff of the Town of Castleton will receive all the same privileges and benefits as a Town of Castleton Resident

Residency Verification

The Parks and Recreation Department may verify residency at any time.

Residency shall generally be determined using the Town of Castleton Geographic Information System (GIS) property and address records. When necessary, applicants may be required to provide documentation establishing residency.

Acceptable documentation may include one or more of the following:

- Vermont driver's license or Vermont state-issued identification card showing a Castleton address.
- Utility bill dated within the previous 60 days.
- Property tax bill.
- Current lease or rental agreement.
- Voter registration showing a Castleton address.
- Current Vermont State University Castleton student identification card and proof of active enrollment.
- Other official documentation approved by the Parks and Recreation Department.

Providing false or misleading residency information may result in the loss of resident privileges, removal from programs, assessment of non-resident fees, denial of future registrations, or other actions deemed appropriate by the Department.



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Non-Resident Status

Individuals who do not meet the requirements of this policy shall be considered non-residents.

Non-residents may:

- Pay non-resident program or facility fees.
- Receive lower registration priority for programs with limited enrollment.
- Be subject to additional restrictions established by the Parks and Recreation Department or the Town of Castleton.

Residency Appeals

An individual who disagrees with a residency determination may submit a written appeal, along with supporting documentation, to the Parks and Recreation Department.

The Parks and Recreation Director shall review the submitted information and issue a written determination. The Director's decision may be appealed to the Town of Castleton Town Manager, whose decision shall be final.

Administration

The Parks and Recreation Department is responsible for administering and interpreting this policy and may establish reasonable procedures for residency verification consistent with its provisions.

Nothing in this policy guarantees admission to any program or facility. All registrations remain subject to program availability, eligibility requirements, and other applicable department policies.

Effective Date

This policy shall become effective upon approval by the Town of Castleton Select Board and shall remain in effect until amended or repealed by the Select Board.



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