

The Plainville Camp Grounds Association, Inc.
320 Camp Street, Plainville, Connecticut 06062

Background Investigation Guidelines

(Adopted by the Board on August 24, 2015)

Revision 6 July 13, 2026

No person shall be admitted as a Member of the Association or allowed to rent a cottage or be a guest occupying a cottage for more than 30 days if the applicant's or proposed renter's, or guest's (more than 30 days) background investigation shows that such person:

1. Has been convicted of a felony
2. Is a registered sex offender
3. Within the last 10 years, has been evicted from a residence for failure to pay rent or make mortgage payments
4. Is the subject of a terrorist alert
5. Is not residing at the address given as the applicant's current address

In the event the guest (more than 30 days) is an immediate family member (spouse, sibling, child or parent) of the cottage owner and the cottage owner is present, a background check is not necessary.

Any person(s) subject to a background check shall pay a fee determined by the Board in advance annually.

The background investigation on the Applicant(s) for membership or proposed renter(s) or guest for more than 30 days will be conducted by a person(s) appointed by the Board.

The investigation shall consist of a search of publicly available websites to determine the following:

1. Criminal records
2. Pending criminal and motor vehicle cases
3. Sex offender registry
4. Any misrepresentation on required campground documents
5. Any other public database may be searched

To conduct the background investigation, the Applicant(s) for membership or renter(s) or guest for more than 30 days are required to send the Secretary the "Information in Support of Applicant(s) or Cottage Rental or Guest (more than 30 days) Background Investigation" form below. The cottage owner shall be responsible for notifying the Secretary in the case of a guest for more than 30 days.

Revision 1 June 8, 2020 – Added proposed renter(s) to requirement. Added when a background check is required.

Revision 2 June 28, 2021 – Added that a background investigation is not required for a close family member.

Revision 3 July 26, 2021 – Added the Information in Support of Proposed Member(s) or Cottage Rental Background Investigation form

Revision 4 July 25, 2022 – clarified wording for when a background investigation is not required

Revision 5 September 11, 2023 – removed dollar amount for Background Investigation Charge, revised cost to be approved by the Board of Directors annually

Revision 6 July 13, 2026 – clarified precisely who is subject to a background investigation and how the background check is to be performed. Clarified owner's responsibility to notify Secretary of guest or rental. The background fee to be determined by the Board in advance annually

Information in Support of Applicant(s) or Cottage Rental or Guest (more than 30 days)
Background Investigation

Please fill out the following form, the information will be held in confidence by the Association.

Full Legal Name(s)_____

Address (including Zip Code)_____

Home phone_____ Cell phone(s)_____

Email addresses_____

Age(s)_____ Marital status_____

Spouse's name_____

How long at present address_____ Rent or Own_____

Previous address (List cities and states for the past 10 years)_____

Employer_____ Position_____ How long_____

Previous employer_____

Spouse's employer_____

Date of birth_____ Spouse's date of birth_____

Applicant(s) or Renter(s) or Guest(for more than 30 days) represent that all the above statements are true and correct, and authorize verification of the above items.

I agree and consent to a background check being conducted per the terms set forth above.

SIGNATURE

SIGNATURE

