

**TOWN OF NORTH BRANFORD
PARKS AND RECREATION DEPARTMENT
1332 Middletown Ave, Northford, CT 06472
203-484-6017**

Reservation and Building Use Application

All requests must be reviewed before approval can be granted. This form must be submitted (with security deposit-if applicable) within 10 days to our office to hold the reservation.

**Firm commitments should not be made until you receive confirmation from this office*

Applicant/Organization: _____

Address: _____ Home Phone: _____

Person Responsible for Activity: _____ Cell Phone: _____

Email: _____

Event: _____ Number of people expected: _____ Are you charging a fee? _____

Date(s): _____ Times of Use: _____

ROOM REQUEST:

_____ CLARINO ROOM _____ GUERTIN ROOM
_____ CANDELORA ROOM _____ GYM / CAFÉ

EQUIPMENT REQUEST:

_____ # OF CHAIRS _____ # OF TABLES

LIABILITY RELEASE FORM

I have read and understand the "Reservation and Building Use Policy" sheets. It is understood that use of the facility by the applicant is subject to any or all of the conditions listed on the form titled "Reservations and Building Use Policies". The Parks and Recreation Department reserve the right to make necessary changes due to demand of space requirements. Groups are responsible for room set-up. Rooms must be returned to original condition. In consideration of the use of the North Branford Community Center facility, I certify that the information provided is accurate. I accept full responsibility for the conduct of the group and any damage to equipment in the facility and/or the facility itself. The individual/group listed above shall indemnify and save harmless the Town of North Branford, the Parks and Recreation Department and its agents, employees and contractors from and against any and all loss, costs (including attorneys' fees), damages, expense, and liability in connection with claims for damages as a result of injury or death of any person or property damage to any property which arise from or in any manner grow out of any act or neglect while the undersigned is using or occupying the Town's property listed above.

APPLICANT SIGNATURE: _____ DATE: _____

APPROVED _____ NOT APPROVED _____

Rental Amount Due: _____ Deposit Required: _____ Ck. #: _____ Date Rec'd: _____

COMMENTS: _____

Lauren Munro, Director

Date

HOLD HARMLESS REQUIREMENTS

The individual/group listed below and signed by same shall indemnify and save harmless the Town of North Branford, Connecticut and its agents, employees, and contractors from and against any and all loss, costs (including attorneys' fees), damages, expense, and liability in connection with claims for damages as a result of injury or death of any person or property damage to any property which arise from or in any manner grow out of any act or neglect while the undersigned is using or occupying the Town's property listed below.

Location of Town property: _____

Dates of use: _____

Group/Organization: _____

Authorized Signature: _____

Title: _____

Date: _____

Individual (please print): _____

(Signature)

(Address)

(Date)

**TOWN OF NORTH BRANFORD
PARKS AND RECREATION DEPARTMENT
203-484-6017**

Reservation and Community Center Building Use Application

FEE SCHEDULE: Fees are based on an hourly basis; must include ample time for set up and clean up. An additional hourly charge will be applied if room is used longer than contracted.

Facility	Resident	Res. Business	Non-Resident	N/R Business	After Hours Charge
STW Comm. Center	\$20/hr	\$25/hr	\$30/hr	\$40/hr	\$20/hr
STW Gym	\$30/hr	\$35/hr	\$40/hr	\$50/hr	\$20/hr
Park Pavilion	\$25/3 hr	\$40/3 hr	\$50/3 hr	\$75/3 hr	

**RESIDENT MUNICIPAL/
CIVIC GROUPS:** No charge during regular hours Monday through Friday from 5:30 a.m. to 8 p.m. and Saturday/Sunday 6:30 a.m. to 12 p.m. Set up and clean up on own.

**RESIDENT NON-PROFIT
501© GROUPS:** No charge during regular hours Monday through Friday from 5:30 a.m. to 8 p.m. and Saturday/Sunday 6:30 a.m. to 12 p.m. Set up and clean up on own.

PAYMENT:

Full payment by individuals or groups reserving a room must be returned with the application. Residents will be required to show proper identification. Make checks payable to the “**Town of North Branford.**”

DEPOSIT:

A security deposit of a minimum of \$100 in the form of a check is to be submitted with the application and will be returned or shredded after the rental facility has been deemed left in good order.

FEES ARE NOT REFUNDABLE.

**ALL APPLICANTS WILL BE CHARGED AN ADDITIONAL FEE OF \$20 PER HOUR FOR USE
AFTER REGULAR BUSINESS HOURS**

Reservation and Building Use Procedures

The following is a list of conditions for rental of rooms in the North Branford Community Center and/or Senior Center. **PLEASE READ CAREFULLY.** To reserve a room(s), a rental form must be completed and payment made to the Parks and Recreation Department.

1. Rental must be confirmed and paid for at least **seven** business days before the actual function date.
2. A security deposit of \$100 in addition to the hourly rental fee is required at the time of reservation. This deposit is refundable after the area has been inspected for damage. If the damage exceeds the \$100 deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
3. If a check is returned to us for insufficient funds, a **\$20** fee will be assessed.
4. When making a reservation, it is required that the desired set-up for the room (number of tables/chairs needed, position, etc.) must be provided.
5. The equipment requested will be left for you to set up. One person in the group must act as the contact person in case a supervisor has any questions to be answered. The supervisor must be made aware of any damage occurring to the facility and if any accidents and/or emergencies that take place.
6. Trashcans with plastic bags are provided. If these cans become full, it is the responsibility of the renter to change the plastic bags and tie them securely. The supervisor on duty will be responsible for disposal of trash.
7. All equipment requested must be cleaned and stored away.
8. All renters are required to participate in a walk through of the facility with the supervisor after use of facility and sign off that the area is clean and free of damage. All renters are responsible for complete clean up of debris and trash left in facility.
9. Decorations such as streamers, balloons, posters, banners, etc. should be limited to windows and tables. **Absolutely no taping or tacking to ceilings or walls is allowed.**
10. Vehicles should be parked in legal parking spaces only. Please observe all handicap spaces.
11. **Children must be supervised by adults at all times.**
12. **SMOKING IS PROHIBITED** in all areas of the facility, including rooms, hallways, stairwells and bathroom facilities.
13. **NO ALCOHOL** is permitted on the premises.
14. Any renter may not charge a fee for individuals to attend their event.
15. Groups are unable to block book a room for any length of time. The Parks and Recreation Department reserves the right to cancel at any time with two weeks notice given.

Insurance Certificate Requirements:

Use of the facility will require all groups and businesses to provide Certificate of Insurance evidencing coverage of a \$1,000,000 per occurrence general liability policy naming the Town as an Additional Insured. This certificate is due at time of application.

Town Agencies, Boards and Commissions of the Town, Board of Education, and Non-Profit Groups associated with the Town of Board of Education may be exempted from Insurance Requirements.

Cancellations:

In the event of cancellation by the applicant, half of the rental fee will be withheld.