NEWINGTON PARKS & RECREATION

131 CEDAR STREET NEWINGTON, CT 06111
Office: (860) 665-8666
24 Hour Program Information: (860) 665-8686

FACILITY USE PERMIT

NAME OF FACILITY: _____ FACILITIES DESIRED: _____

NAME OF ORGANIZATION: _____ PURPOSE OF USE: _____

CONTACT PERSON: _____ ADDRESS: _____

TELEPHONE (DAY): _____ EVENING: _____

EVENT DAY AND DATE: _____

OPENING TIME (includes set-up): _____ CLOSING TIME (includes cleanup): _____

NUMBER OF PEOPLE ATTENDING: ADULTS _____ CHILDREN_____

PERCENTAGE OF NEWINGTON RESIDENTS: _____ **ADMISSION OR DONATION CHARGE:** YES NO

ANY ITEMS FOR SALE (INCLUDING REFRESHMENTS PLEAST LIST): YES NO **ALCOHOLIC BEVERAGES PERMIT:** YES NO

EQUIPMENT NEEDED: (Please verify with Parks & Recreation on availability)

Folding Chairs: (number) _____ Tables: (number) _____ P.A. System: _____ Kitchen Facilities: YES NO

SPECIAL REQUESTS i.e.: Diagram for set-up, please attach to permit: YES or NO

ADDITIONAL NOTES:

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF PARKS & RECREATION FOR THE USE OF THE PARKS & RECREATION FACILITIES WILL BE RIGIDLY ENFORCED.

Date: _____ Signature of Applicant: _____

Custodian/Supervisor: _____

---------- **OFFICE USE ONLY** ----------

Custodian/Supervisor: YES _____ NO_____ FEE TO BE PAID BY ORGANIZATION: YES _____ NO_____

AMOUNT OF FEE: _____ PAYMENT RECEIVED: _____

CERTIFICATE OF INSURANCE REQUIRED: YES _____ NO _____ POLICE PROTECTION: YES _____ NO _____

Date: _____

_____
Signature Superintendent of Parks & Recreation / Designee

Check for rental fee should be made out to the Newington Parks & Recreation Department, Town Hall, 131 Cedar Street, Newington, CT 06111. Payment must be received prior to rental.

NOTE: PLEASE READ THE REGULATIONS ON THE OTHER SIDE CAREFULLY

WHITE – PERMITTEE YELLOW – SUPERINTENDENT PINK – OFFICE GOLDENROD - SUPERVISOR

USE OF PARKS AND RECREATION FACILITIES

Rules and Regulations

A. PERMITS

1. All facilities (including the Community Center) require a permit for use. No unsupervised activities are permitted and a designated Parks and Recreation representative must be in charge of the activity or class.
2. Permits for the use of Parks and Recreation must be procured from the Parks and Recreation Department.
3. All facility permit requests must be submitted to the Parks and Recreation Department at least seven (7) days prior to the requested date.
4. **Cancellation by Permittee**: In the event of cancellation, the Parks and Recreation Department should be notified 48 hours in advance prior to the facility being used.
5. **Cancellation by Parks and Recreation Department**: All permits issued with the understanding that Parks and Recreation activities subsequently scheduled may take precedence in the use of the facility. Cancellation of a permit under this paragraph requires approval of the Superintendent of Parks and Recreation. Such cancellation shall not be approved within thirty (30) days of the scheduled use unless an emergency exists.

B. CUSTODIAN/ SUPERVISOR RULES

1. A custodian / supervisor is required for all activities, regardless of size, if a regular custodian is not on duty.
2. An extra custodian / supervisor may be required to be on duty if the Superintendent deems it necessary.
3. Persons in charge of using facilities must contact custodian / supervisor when entering the building and also upon leaving. The custodian's/supervisor's time is counted from one half hour before the activity starts until necessary cleaning up is completed after the activity ends.

C. RESPONSIBILITIES FOR FACILITY USE

1. Organizations using the facilities are requested to be considerate. Repair expenses for any damage beyond the normal wear and tear will be charged to your organization. Any accident or damage occurring during use of facility by any group must be reported to the office within forty-eight (48) hours.
2. Organizations using the facilities are responsible for removing decorations and cleaning up facilities used. Custodians/supervisor will oversee and assist in these operations.
3. Violations of rules and regulations will be considered as reason to refuse or revoke future permits.
4. Unsanctioned casual use of the facilities is prohibited. A permit is required for all activities. No admittance without a permit.

D. EQUIPMENT

1. Upon request kitchen may be used.
2. Pianos must not be removed from their present location without permission from the custodian/supervisor. If moved with permission, they must be returned to original place by group moving it.
3. All equipment used, i.e. chairs, tables, etc., must be returned to original position. All areas must be left as found.

E. DECORATIONS

1. Decorations may be used for activities, if under adequate and constant supervision of an adult. This supervision means an adult in each area of building being used. Clean-up must be done within hours designated by custodian/supervisor and meet with his/her approval, otherwise charges will be made for extra time used. Decorations must be of fire resistant materials and meet fire code regulations and the approval of the Parks and Recreation Department.

F. USE OF TOBACCO, ALCOHOL AND REFRESHMENTS

1. Smoking is not allowed in town buildings.
2. Use or possession of alcoholic beverages of any kind is prohibited at all times, unless written permission is granted from the Superintendent's office.
3. Refreshments must be held to a minimum and contained within the area being used for the activity. Refreshments should normally be served in the multi-purpose room. Exception to this rule must be cleared with the Parks and Recreation Department.

G. FEES OR DONATIONS

1. Fees will be charged in accordance with the Board of Parks and Recreation policies.
2. Donations may be accepted under approved Board of Parks and Recreation policies.
3. Vendors are not permitted on school or town property without written authorization.

H. PARKS AND RECREATION RULES AND REGULATIONS

1. Any pertinent rules and regulations as provided by the Parks and Recreation Rules and Regulations will apply.