



# GYM RENTAL APPLICATION

**FOR USE OF ELLSWORTH GYM**  
1737 Main Street, South Windsor, CT 06074  
(In the Board of Education building)

**FOR USE OF WAPPING GYM**  
91 Ayers Road, South Windsor, CT 06074

Email [rec@southwindsor-ct.gov](mailto:rec@southwindsor-ct.gov) for availability

**Please complete application and return to:**  
South Windsor Parks & Recreation Department  
91 Ayers Road, South Windsor, CT 06074

Phone #: 860-648-6355 • Fax #: 860-648-5048 • [recreation.southwindsor.org](http://recreation.southwindsor.org)

APPLICANT/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CELL \_\_\_\_\_ HOME \_\_\_\_\_

E-MAIL \_\_\_\_\_ FAX \_\_\_\_\_

DAYS/DATES/MONTHS TO BE USED \_\_\_\_\_

ACTIVITY TYPE/DESCRIPTION \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_ ARE ANY PARTICIPANTS NON RESIDENTS OF SOUTH WINDSOR? \_\_\_\_\_

HOURS OF USE: START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ (INCLUDES SETUP & BREAKDOWN OF ROOM) TOTAL HRS \_\_\_\_\_

**It is understood that use of the facility by the applicant is subject to any or all of the conditions listed on the reverse side of this form. The Parks and Recreation Department reserves the right to make necessary reservation changes due to demand and space requirements or improper usage by applicant.**

DATE \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

FACILITIES FEE: \$60 per hour Total: \$ \_\_\_\_\_

PERMIT NO.

## Security/Damage Agreement

The user agrees to follow all conditions of Agreement. Credit cards are required as security in the case of any damage or abuse of rental times; user is liable for expenses incurred.

The following methods of payment are acceptable:

(VISA • MASTERCARD • DISCOVER) CREDIT CARD # \_\_\_\_\_

EXP. DATE \_\_\_\_\_ CVC # \_\_\_\_\_ (ON THE BACK OF CARD)

Print Name as it appears on Credit Card \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Holder Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

## CONDITIONS

It is understood that use of the facility by the applicant is subject to any or all of the following conditions:

1. Liability Insurance Coverage may be required depending on the activity, and shall be determined upon receipt of application.
2. Person responsible for activity **must** be in attendance.
3. Only **approved** non-profit organizations will be allowed to charge an activity fee, and must provide a copy of the organization's 501-C3 as well as a letter from the organization sanctioning the event at the time of reservation.
4. There must be no alterations, changes or additions to the building or electrical system.
5. Youth Groups will not be allowed into the building until adult supervisors have arrived and there shall be adequate supervision of youth participants at all times. **Adequate supervision is 1 adult (age 21 or older) per every 10 youth.**
6. Should damage be incurred during the use of the facility the applicant must file a written report within 24 hours, with the Parks & Recreation Department.
7. All police, fire and other municipal ordinances and regulations governing use of facilities, as adopted by the Town Council, are hereby made part of these conditions.
8. Receptacles will be provided for disposal of trash, and you are expected to keep the facility free of litter.
9. **Groups are responsible for room set-up. Facility must be returned to original condition and furnishings and equipment must be returned to storage locations.** Failure to return facility to original condition may result in disapproval of further applications and/or forfeiture of all or part of any security deposit.
10. Storage of private property and personal belongings cannot be accommodated.
11. **NO ALCOHOLIC BEVERAGES** will be allowed in any part of the building or parking area.
12. **NO GAMBLING** is allowed in the building.
13. **NO OVERNIGHT PARKING** allowed. (Town Ordinance #5-900) Commuter parking is prohibited.
14. Smoking is strictly prohibited in the building.

**THE TOWN OF SOUTH WINDSOR DOES NOT DISCRIMINATE ON THE BASIS OF  
SEX, RACE, PHYSICAL HANDICAP, RELIGION OR NATIONAL ORIGIN.**