



**SOUTH WINDSOR  
Parks & Recreation**

## **PARKS AND RECREATION** **RENTAL APPLICATION**

**FOR PRIVATE FUNCTIONS ONLY & SUBJECT TO AVAILABILITY**

**To check availability or to submit your application please return to:**

South Windsor Parks & Recreation Department  
350 Foster Street South Windsor, CT 06074  
860-648-6355

Or Email completed applications to: [rec@southwindsor-ct.gov](mailto:rec@southwindsor-ct.gov) or Fax (860) 648-5048

### **PLEASE PRINT**

Name of Person Renting Facility \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Organization if Applicable \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Email \_\_\_\_\_

**TYPE OF EVENT:** ☐ Meeting ☐ Shower ☐ Wedding ☐ Birthday Party ☐ School Function ☐ Other: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please indicate the location for your rental:

☐ Café

☐ Gym

**Start Time** \_\_\_\_\_ AM or PM

**End Time** \_\_\_\_\_ AM or PM

**\*Setup and breakdown should be included in your rental time**

### **Facility Information**

	Recommended Use	Capacity	Availability	Fee *
<b>Cafeteria</b>  <b>*Not Currently Available*</b>	Large parties, banquets	75	Friday 6pm – 9:00pm  Saturday-Sunday 9am – 7pm	<b>\$100/hour</b> Minimum of 2 hours  Non-resident fee- <b>\$100</b> (Additional)
<b>Gym</b>  <b>*Not Currently Available*</b>	Sports Meetings, Teambuilding	100	Friday 6pm – 9:00pm  Saturday-Sunday 9am – 7pm	<b>\$TBD/hour</b> Minimum of 2 hours  Non-resident fee- <b>\$TBD</b> (Additional)

**\*Any Reservations exceeding reserved time will be charged an additional \$50 per 10 minutes over**

## Weekday Rentals

<b>Dates of rental:</b> ____/____/____ - ____/____/____				
<b>Start Time</b> _____ AM or PM		<b>End Time</b> _____ AM or PM		
Please indicate the location for your rental: <input type="checkbox"/> <b>Room 3</b> <input type="checkbox"/> <b>Room 5</b> <input type="checkbox"/> <b>Room 6</b>				
<b>*Setup and breakdown should be included in your rental time*</b>				
<b>For recurring meetings, please circle all that apply for every...</b>				
1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> last    other				
Monday    Tuesday    Wednesday    Thursday    Friday				
Jan    Feb    Mar    Apr    May    June    July    Aug    Sept    Oct    Nov    Dec				
	<b>Recommended Use</b>	<b>Capacity</b>	<b>Availability</b>	<b>Fee</b>
<b>Room 3</b>  <b>Room 5</b>  <b>Room 6</b>	South Windsor Resident groups or business meetings	40	Monday-Thursday 6:00pm – 9:00pm	No cost for SW resident groups or businesses that provide proper documentation

**Fee Collection**

**Renters are responsible for any damages incurred during the event**

- A Credit Card must be held on file in the case of any damages or abuse of time.**
- Fees will be collected by the South Windsor Parks and Recreation Department.
- 10 minutes beyond scheduled reserved time is charged to the group an additional hour at the specified rate.
- Refunds, when necessary or applicable, will be processed within 10 business days of the event.
- Failure to comply with the conditions stated above, abuse of scheduled rental times, or failure to exercise reasonable care in the use of the facility, may result in additional charges and the disapproval of further applications by your group.
- ALL rental fees are due at time of reservation**

**Booking/Cancellations**

- It is understood that use of the facility by the applicant is subject to any or all of the conditions listed on this Policies/Agreement page.
- Reservation will be confirmed within five business days of scheduled reservation.
- Person listed to be responsible for activity must be in attendance during the entire reservation.
- Full refunds will be made on cancellations made at least **5 days** prior to the rental date. Please allow 2 weeks for a refund.
- A \$50.00 cancellation fee will be retained for cancellations made *less than* five (5) days in advance of the event.
- No refunds on rental fees will be made, in any amount, for failure to show on the reserved rental date.
- South Windsor groups & businesses must notify the Parks and Recreation office of any cancellations with 24 hour advanced notice. Failure to notify the department of any cancellation may result in all future reservations being revoked.

## Credit Card Payment & Security/Damage Agreement

The user agrees to follow all conditions of Agreement. Cardholder agrees information provided below will be used for payment of reservation and/or any fees incurred by damages, abuse of rental times and/or the need for extensive cleaning. Renter is liable for expenses incurred.

The following methods of payment are acceptable:

Check One: ☐ VISA ☐ MasterCard ☐ Discover

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Printed name on card: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit card holder signature: \_\_\_\_\_ [ Processed by: \_\_\_\_\_ ]

### LESSEE(S) OR RENTER(S) IDENTIFICATION

The undersigned, hereinafter referred to as the Lessee, in leasing or requesting the use of the South Windsor Parks and Recreation Facility, agrees that he or it will indemnify and save harmless the Town of South Windsor and its officers, agents, servants, named as co-defendant in any claim or suit, on account of any and all claims, damages, losses, workers compensation payments, judgments, litigation expenses and counsel fees arising out of injuries to the person (including death) sustained by or alleged to have been sustained by the servants, employees or agents of the Town of South Windsor or by any officers, agents, or servants of the Lessee or by any participant or spectator, or arising out of damage to property real or personal alleged to have been caused in whole or in part by acts of omissions of the Lessee or any participant or spectator or anyone directly or indirectly employed or working for the Lessee, including volunteers, in connection with the lease or use of South Windsor Parks and Recreation Facility. The Lessee further undertakes to reimburse the Town of South Windsor for any damage to its real or personal property occurring in connection with the lease or use of South Windsor Parks and Recreation Facility by Lessee unless the damage is caused by the Town of South Windsor. Additional approval may be required from the Town Manager, Chief of Police, and/or Fire Marshall. Also, additional liability insurance or security fees may be required as deemed necessary by the South Windsor Parks and Recreation Department.

Signed By: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please Note: Alcoholic beverages are not permitted on the premises. Renters Initials:\_\_\_\_\_**

### For office use only

Approval: \_\_\_\_\_ Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Fee Calculations

Reservation total hours: \_\_\_\_\_ X Fee per hour: \$ \_\_\_\_\_ = Total: \$ \_\_\_\_\_  
+ Non-Res. Fee: \$ \_\_\_\_\_ = Total due: \$ \_\_\_\_\_

Payment type:

☐ Cash

☐ Check # \_\_\_\_\_

☐ Credit Card



## South Windsor Parks and Recreation Facility Rental Policies

1. Liability Insurance Coverage may be required depending on the activity and shall be determined upon receipt of the application.
2. **ALL rentals are private functions only. NO** activity shall be allowed to charge a gate admission, or charge for food or drink. **NO GAMBLING** is allowed at the South Windsor Parks and Recreation Facility.
3. There must be no alterations, changes or additions to the electrical system, or the building itself. Use of fasteners on any part of the building/tables is prohibited. **Artwork hung on the wall should not be touched**, it must remain in place. **NO PUSH PINS OR TACKS** can be used to hang decorations, painters' tape only!
4. Youth groups will not be allowed at the facility until adult supervisors have arrived. There shall be adequate supervision of youth participants at all times. Adequate supervision is 1 adult (age 21 or older) per every 10 youth.
5. Should damage be incurred during use of the facility, a WRITTEN REPORT MUST BE FILED with the Parks and Recreation Department by the responsible person identified on this application, WITHIN 24 HOURS.
6. All local town, 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. **NO LOITERING IN THE HALLWAY.** Hallways must remain clear at all times. **NO OPEN FLAME** is allowed inside the South Windsor Parks and Recreation Facility. **NO OVERNIGHT PARKING** allowed. (Town Ordinance #5-900) Commuter parking is prohibited.
7. All trash must be disposed of in the provided receptacles before the end of your rental.
8. **NO ALCOHOLIC BEVERAGES will be allowed in any part of the South Windsor Parks and Recreation Facility.**
9. Applicant must sign in before the scheduled activity begins and sign out the condition of the building after the activity ends with the night and weekend supervisor.
10. Person responsible for activity must be in attendance for the entirety of the event.
11. All activities must end before 9:00pm on weekdays and 7pm on weekends. Any Reservations exceeding reserved time will be charged an additional \$50 per 10 minutes over
12. Groups are responsible for room set-up. Rooms must be returned to original condition and furnishings and equipment must be returned to original locations. To help us keep the furniture clean, all tables used must be covered with tablecloths.
13. Counters, tables, sinks and any other surfaces used during your reservation must be cleaned. (A \$250 charge will be applied to your CC on file for any areas not cleaned) All chairs, and tables need to be returned to original condition (extra chairs and tables returned to storage, chairs and tables moved back to original state). Failure to return room(s) to original condition may result in additional charges.
14. Storage of private property and personal belongings cannot be accommodated.
15. **Everyone must use bathrooms designated to the hall they have rented.** The meeting room bathrooms are located at the beginning of the hall. The cafeteria bathrooms are located across from the café. Gym Bathrooms in the hallway across from the gym, on the right.
16. Smoking or vaping is strictly prohibited in the building.
17. South Windsor businesses may reserve rooms for Social/Cultural events only.
18. All changes to reservations should be made by 4:30pm the 5 days prior to your event. Based upon availability.

**THE TOWN OF SOUTH WINDSOR DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, DISABILITY, SEXUAL ORIENTATION, AGE, RELIGION OR NATIONAL ORIGIN.**

By signing below, you agree to abide by the rules and policies set forth by the South Windsor Parks and Recreation Department and local authority. Any failure to honor these regulations may be met with incurred fees or charges filed by local police.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*(Town of South Windsor Parks and Recreation Copy)*



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If you need to contact someone from the South Windsor Parks & Recreation Department regarding your event:

Call the office at **860-648-6355**

Mon, Tues & Thurs from 8am-4:30pm or Weds 8am-7pm and Fri 8am-1pm

Call the weekend/weeknight supervisor at **860-268-4628**

Monday – Fridays from 6pm-9:30pm and Saturday – Sunday from 9am-8pm

**This copy is for your records. For a digital copy and/or for more information regarding rentals, please visit our website [recreation.southwindsor.org](http://recreation.southwindsor.org) under the Rentals tab.**