

APPLICATION FOR USE OF SOUTH WINDSOR RECREATION FIELD/FACILITY

Please complete application and return it to the South Windsor Recreation Department
91 Ayers Road, South Windsor, CT 06074. Phone (860) 648-6355 Fax (860) 648-5048.

This form and any fees involved must be returned to the Recreation Department a **minimum** of **10 Days prior** to the date of use of the fields.

Applicant/Organization: _____

Address: _____ **Telephone:** _____

Person Responsible for Activity: _____

Address: _____ **Telephone:** _____

Facility/Field Requested: _____ **Time Start:** ____ **Time End:** ____

Date to be used: _____ **How many people expected:** ____

What will the Facility be used for (i.e. Picnic, Recreational, Etc.): _____

It is understood that use of the field by the applicant is subject to any or all of the following conditions listed on the reverse side of this form.

Date: _____ **Applicant:** _____

FEE SCHEDULE (PER FIELD/PER GAME)

<u>APPLICANTS</u>	<u>ROTARY FIELD</u> no lights / w/ lights	<u>RYE SOFTBALL</u> no lights / w/ lights	<u>RYE FOOTBALL/LACROSSE</u> no lights / w/ lights
TOWN RESIDENT	\$0 / \$73	\$0 / \$50	\$0 / \$40
RESIDENT NON-PROFIT	\$0 / \$73	\$0 / \$50	\$0 / \$50
SOUTH WINDSOR BUSINESS	\$0 / \$73	\$0 / \$50	\$0 / \$50
NON-RESIDENT PRIVATE	\$50 / \$125	\$50 / \$100	\$50 / \$100
NON-RESIDENT NON-PROFIT	\$25 / \$73	\$25 / \$50	\$25 / \$50
NON-RESIDENT BUSINESS	\$50 / \$125	\$50 / \$100	\$50 / \$100
TOURNAMENT RENTALS	\$50 / \$100	\$50 / \$100	\$50 / \$100

PAYMENT

Payment Method:

Cash Check

Credit Cards:

MasterCard Visa Card Number: _____ Expiration Date: / _____

FEE TO BE PAID AT LEAST 21 DAYS PRIOR TO EVENT

DO NOT FILL IN BELOW THIS LINE - FOR OFFICE USE ONLY

Approval Date _____

Recreation Director of Designee

Posted by: _____

Liability Insurance Required Yes _____ No _____ Limits \$ _____ Fee \$ _____

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 non-profit organizations will be allowed to charge an activity fee.
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 Community Center.
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. Rooms must be returned to original condition and furnishings and equipment must be returned to storage locations.** Failure to return room(s) 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 Community Center.
12. **NO GAMBLING** is allowed at the Community Center.
13. **NO OVERNIGHT PARKING** allowed. (Town Ordinance #5-900) Commuter parking is prohibited.
14. Smoking is strictly prohibited in the building.
15. South Windsor businesses may reserve rooms for social/cultural events only.

REFUND POLICIES

FEE COLLECTION:

- Fees must be received at the Recreation Department, no later than 21 days prior to the rental date. Check should be made **payable to the Town of South Windsor.**
 - All rental fees are due no later than 21 days prior to rental date.
 - Fees will be collected by the Recreation Department.
 - Refunds will be processed within 10 to 15 business days of the event.
 - Failure to comply with the conditions stated above, or failure to exercise reasonable care in the use of the facility, may result in the forfeiture of security deposit and the disapproval of further applications by your group.

CANCELLATIONS:

- Full refunds will be made on cancellations made at least 3 days prior to the rental date (by the close of the business day).
 - A \$50.00 cancellation fee will be retained from payment for cancellations made *later than* three (3) 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. Pre-paid security deposits will be returned.

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