REDDING COMMUNITY CENTER

Application by <u>an ORGANIZATION</u> for use of Community Rooms, Gym, Fields

A complete list of rules and regulations is available at the park and recreation office, senior center, town hall or on the internet at www.townofreddingct.org

Fax completed form to 938-1071

Name of Organization_____
Address_____
Org. Telephone_____
Individual Submitting Request_____
Individual Address_____
Individual. Phone: Home _____Work _____ Cell _____
Describe Activity Planned_____
_____
_____
Date(s) Requested_____
Actual hours of Event _____
Actual Hrs. (set up + breakdown) _____
Estimated Attendance_____
Estimated Number of Cars_____
Person Responsible at event _____
Telephone_____

FOR INTERNAL USE ONLY

Application received_____
Director's Name
_____
Insurance certificate yes no
Police required yes no
Space reserved yes no
Application Approved yes no
Rejected (Reason) yes no
_____
Health Permit required yes no rec.

Fees charged _____pd.____
Custodial Hours est._____
Date_____
_____
Director's signature

Space Requirement: Rooms: ☐ Community Room ☐ Gymnasium ☐ Multipurpose Room
Fields: ☐ Field #1 ☐ Field #2 ☐ Field #3

(Please **Circle** your response to the following questions:)

- Is activity open to the public? Yes No
- Is an admission being charged? Yes No
- Is Alcohol served? Yes No
- Getting Police for activity? Yes No

Will Certificate be provided listing the town as additional insured? Yes No If No, we agree to purchase one day insurance through the town's agent for $75 or $150 if alcohol is served. **PLEASE INITIAL** _____

- Is food being served? Yes No Please list: _____

(All events using the RCC kitchen require a license from the Redding Health Dept.)

- Is Kitchen being used? Yes No (if Yes, $250 deposit required)
- Have you started the Health Dept. Permit process? Yes No

If your event will use subcontractor services, it is *your responsibility* to ensure that they have adequate Liability Insurance -- the Town will not be held liable for any claims they might incur. **PLEASE INITIAL** _____

The Redding Community Center Building Administration reserves the right to interrupt, cancel, or prohibit any activity that it deems improper. I/We the undersigned acknowledge that we have read the attached Rules and Regulations regarding use of the Redding Community Center, Gymnasium and Fields and agree to comply with the all Terms contained therein. Further, the undersigned assumes full responsibility for all damages and/or injuries incurred incidental to such use. I release and hold harmless the Town of Redding from any injuries incurred during my or my guests' use of Town facilities.

Date of Application _____ Signature of Applicant_____

Position/Title_____