

REDDING COMMUNITY CENTER APPLICATION USE BY AN ORGANIZATION—Rooms, Gym, Fields

A complete list of rules and regulations is available at the Park & Recreation office, Senior Center, Town Hall or on the internet at www.townofredding.org. Email back to rblick@townofreddingct.org or fax to (203)938-1071.

Name of Organization: _____ Address: _____

Organization Telephone: (____) ____-____ Org.Email: _____

Individual Submitting request: _____ Individual's Address: _____

Individual Phone: home: (____) ____-____ work: (____) ____-____ Cell: (____) ____-____

Email: _____

Description of Activity Planned: _____

Date(s) Requested: ___/___/___ Time(s) of day for Event, beginning to end, including set-up and break down: _____

Estimated Attendance: _____ Estimated Number of Cars in Parking Lot: _____

Person Responsible at event, include best phone number: _____

Please CHECK Space Requirement:

Rooms: Community Room Gymnasium Multipurpose Room Card Room Art Room Computer Room

Fields: Field #1 Field #2 Field 3

Please CHECK your response to the following questions:

Is the activity public? Y/N Is admission charged? Y/N Is alcohol served? Y/N Is Police needed for activity? Y/N

A certificate of insurance is necessary to serve alcohol. Do you have insurance? Y/N If not, you agree to purchase ONE DAY EVENT insurance. PLEASE INITIAL: _____

Is Food being served? Y/N Please list: _____

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

Is the Kitchen being used? Y/N If Yes, a \$250 deposit is required. Have you started the Health Dept. Permit process? Y/N 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 that might occur. **PLEASE INITIAL :** _____

The Redding Community Center Building Administration reserved 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 Regulation regarding use of the Redding Community Center (and its rooms), Gymnasium and Fields and agree to comply with 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: _____

FOR INTERNAL USE ONLY

Application received: ___/___/___ Director's Name: _____

Insurance Certificate: Y/N Police Required: Y/N Space Reserved: Y/N Application Approved: Y/N

Rejected : Y/N With reason: _____

Health Permit Required: Y/N Received: Y/N

Fees Charged: \$ _____ Paid: Y/N

Custodial Hours Estimate: _____

Date: ___/___/___

Director's Signature: _____

Proposed to Board of Selectmen 11.16.2009