

***CITY OF NEW LONDON WASHINGTON CENTER SENIOR CENTER, GYM, AND ACTIVITY ROOM
RESERVATION AND USE***

Name of User Group (i.e., Joe's Team): _____ Name of Applicant: _____

FACILITY REQUEST: SENIOR CENTER _____ GYM _____ ACTIVITY ROOM _____

Date Requested: _____ Fee Charged: _____

Rental fee includes: Use of the Washington Center facilities (senior center, gym, or activity room). All other areas of the Washington Center will be off limits. Fee also covers use of electrical outlets, bathrooms, and sink areas (activity room/senior center). No reservation will be made or use of facilities granted until proper forms are filled out and all fees are paid.

Group intending to bring in equipment, or who plan to hold unique events require prior approval of the Director of Parks and Recreation and MUST list them below under SPECIAL REMARKS (i.e. banquet equipment, bands, etc.) With this, groups may be required to pay a minimal refundable damage deposit fee as a means of protecting Washington Center property.

The following policy applies to all groups receiving permission to use the Washington Center facilities. Please read and understand all statements BEFORE signing this form.

1. An event must be scheduled through the Parks & Recreation Department Office. Confirmation must be in writing and signed by an Applicant acting as an agent of the User Group.
2. Any changes or cancellations must be made through the Parks and Recreation Director at least five working days prior to the event. The deposit fee will not be refunded if the cancellation is made less than five working days prior to the event.
3. A deposit fee of \$50.00 if required to reserve an area of the Washington Center. \$100.00 for extended periods of time.
4. Regulations:
 - A) Use of the facility shall not be granted for the purpose of professional gain or personnel profit. Non-profit fundraiser activities will be assessed on an individual basis
 - B) For the duration of the event, the request holder is held responsible for the supervision of all activities.
 - C) The User Group agrees to hold harmless the City of New London for loss or damage of personal property or injury arising from the use of the Washington Center facilities
 - D) The facility should be left in the same clean and orderly condition as it was found.
 - E) All local and state ordinances and laws of the police and fire departments must be obeyed. The request holder shall be held responsible for any vandalism and/or unlawful act committed in the exercise of the request
 - F) Use/possession of tobacco products, intoxicating beverages, controlled substances and/or weapons of any kind is prohibited.
 - G) Putting up temporary decorations is not allowed without prior approval from the Director of Parks and Recreation.
 - H) The Parks Department and authorized City Officials reserve the right to revoke permission to use the facility any time

(Cut along line. Above INFORMATION to be RETAINED by APPLICANT)

The User Group agrees to hold harmless the City of New London for loss or damage of personal property or injury arising from use of the Washington Center facilities.

NAME OF APPLICANT: _____

ADDRESS: _____ CITY: _____ TELEPHONE: HOME: _____
WORK: _____

FACILITY REQUESTED: SENIOR CENTER _____ GYM _____ ACTIVITY ROOM _____

NAME OF USER GROUP: _____ DATE REQUESTED: _____

ANTICIPATED NUMBER OF PEOPLE ATTENDING: _____

I understand the above conditions and policies and agree to the terms

(Signature of Applicant 18 years or older) (DATE)

SPECIAL REMARKS: _____