



Newington Parks and Recreation

Building a Strong Community

131 Cedar St. Newington, CT 06111 Phone: 860-665-8666 Fax: 860-665-8739 www.NewingtonCT.gov

Kellogg Eddy House Use Permit

PRIMARY CONTACT PERSON INFORMATION - PLEASE FILL OUT COMPLETELY

First Name _____ Middle Initial ____ Last Name _____ Gender ___ DOB ___/___/___
 Street Address _____ City _____ State ____ Zip _____
 Primary Phone (_____) _____ Email Address _____

RENTAL INFORMATION

Rental Type: Family/Personal Business School Other (List) _____ Purpose of Use _____
 Name of Organization/Business/School (If applicable) _____
 Event Day(s) and Date(s) _____
 Begin Time _____ Closing Time _____ Number of Attendees: Adults _____ Children _____
 Percentage of Newington Residents: _____ Will there be an Admission or Donation Charge: YES NO
 Equipment Needed: Folding Chairs (number): _____ Tables (number): _____ Kitchen Facility: YES NO
 Other Notes/Requests: _____

Type of Rental	Resident Fee	Non-Resident Fee	Newington Non-Profit Organization	# of Hours	TOTAL
<input type="checkbox"/> Kellogg Eddy House	\$38/hour	\$76/hour	\$28/hour		
<input type="checkbox"/> Liquor permit (no Kegs)	\$35	\$35	\$35		
GRAND TOTAL:					

READ CAREFULLY AND SIGN BELOW

ASSUMPTION OF LIABILITY: IT IS AGREED THAT REGULATIONS ADOPTED BY THE NEWINGTON PARKS AND RECREATION BOARD FOR THE USE OF THE PARKS & RECREATION FACILITIES WILL BE RIGIDLY ENFORCED. PLEASE SEE THE REVERSE SIDE FOR DETAILED RULES AND REGULATIONS. I agree to take full responsibility for the people who will be using the rented facility owned by the Town of Newington. I have read and understand the attached rules and regulations and my guests and I will follow them. I, the undersigned, being desirous of participating in the above facility rental, do state and agree to waive on my behalf, or the behalf of the other participants, any claim I and/or the participants may have against the Town of Newington or any agent/employee of the Town. I fully understand there are NO REFUNDS for facility rentals. I will be financially responsible for any damage done by myself and/or my guests. I (the undersigned) have read and understand the rules pertaining to the facility rental that I am now reserving.

SIGNATURE: _____ DATE: _____

Amount of Fee: _____ Payment Received: _____ Received By: _____ Received Date: _____

Payment Type: Cash Check Debit Credit Card: Visa Mastercard Discover
Please note that there is a \$10 minimum for all credit card transactions.

CREDIT CARD #: _____ EXP. DATE ___/___ Security Code _____

USE OF PARKS AND RECREATION FACILITIES
Rules and Regulations

PERMITS

1. All facilities (including the Community Center) require a permit for use. No unsupervised activities are permitted and a designated Parks and Recreation representative must be in charge of the activity or class.
2. Permits for the use of Parks and Recreation must be procured from the Parks and Recreation Department.
1. All facility permit requests must be submitted to the Parks and Recreation Department at least seven (7) days prior to the requested date.
2. Cancellation by Permittee: In the event of cancellation, the Parks and Recreation Department should be notified 48 hours in advance prior to the facility being used.
3. Cancellation by Parks and Recreation Department: All permits issued with the understanding that Parks and Recreation activities subsequently scheduled may take precedence in the use of the facility. Cancellation of a permit under this paragraph requires approval of the Superintendent of Parks and Recreation. Such cancellation shall not be approved within thirty (30) days of the scheduled use unless an emergency exists.

CUSTODIAN/SUPERVISOR RULES

1. A custodian/supervisor is required for all activities, regardless of size, if a regular custodian is not on duty.
2. An extra custodian/supervisor may be required to be on duty if the Superintendent deems it necessary.
1. Persons in charge of using facilities must contact custodian/supervisor when entering the building and also upon leaving. The custodian's/supervisor's time is counted from one half hour before the activity starts until necessary cleaning up is completed after the activity ends.

RESPONSIBILITIES FOR FACILITY USE

1. Organizations using the facilities are requested to be considerate. Repair expenses for any damage beyond the normal wear and tear will be charged to your organization. Any accident or damage occurring during use of facility by any group must be reported to the office within forty-eight (48) hours.
1. Organizations using the facilities are responsible for removing decorations and cleaning up facilities used. Custodians/supervisor will oversee and assist in these operations.
2. Violations of rules and regulations will be considered as reason to refuse or revoke future permits.
3. Unsanctioned casual use of the facilities is prohibited. A permit is required for all activities. No admittance without a permit.

EQUIPMENT

1. Upon request kitchen may be used.
2. Pianos must not be removed from their present location without permission from the custodian/supervisor. If moved with permission, they must be returned to original place by group moving it.
3. All equipment used, i.e. chairs, tables, etc., must be returned to original position. All areas must be left as found.

DECORATIONS

1. Decorations may be used for activities, if under adequate and constant supervision of an adult. This supervision means an adult in each area of building being used. Clean-up must be done within hours designated by custodian/supervisor and meet with his/her approval; otherwise charges will be made for extra time used. Decorations must be of fire resistant materials and meet fire code regulations and the approval of the Parks and Recreation Department.

USE OF TOBACCO, ALCOHOL AND REFRESHMENTS

1. Smoking is not allowed in town buildings.
2. Use or possession of alcoholic beverages of any kind is prohibited at all times, unless written permission is granted from the Superintendent's office.
1. Refreshments must be held to a minimum and contained within the area being used for the activity. Refreshments should normally be served in the multi-purpose room. Exception to this rule must be cleared with the Parks and Recreation Department.

FEES OR DONATIONS