



Newington Parks and Recreation

Building a Strong Community

200 Garfield Street, Newington, CT 06111

Phone: 860-665-8666

Fax: 860-665-8739

www.NewingtonCT.gov

Facility 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) _____

Number of People Attending: Adults _____ Children _____

Percentage of Newington Residents: _____ Will there be an Admission or Donation Charge: YES NO

Begin Time (including time for set-up) _____ Closing Time (including time for clean-up) _____ Please note if you need special set up or clean up (i.e. mats, tables, chairs). You will be charged for an extra 1/2 hour before and 1/2 hour after.

Equipment Needed: Folding Chairs (number): _____ Tables (number): _____

Set up for: **Badminton** **Batting Cages** **Cheerleading Mats** **Pickleball** **Volleyball** **Wrestling Mats**

Room	Resident Fee Weekdays	Resident Fee Weekends	Non Resident Fee Weekdays	Non Resident Fee Weekends	Number Of Hours	Total
Large Double Gymnasium	\$80/hour	Sat. \$150/hour Sun. \$170/hour	\$200/hour	Sat. \$300/hour Sun. \$400/hour		
One Full Size Gymnasium	\$40/hour	Sat. \$75/hour Sun. \$85/hour	\$100/hour	Sat. \$150/hour Sun. \$200/hour		
Multipurpose Room	\$40/hour	Sat. \$75/hour Sun. \$85/hour	\$100/hour	Sat. \$150/hour Sun. \$200/hour		
Arts & Crafts Room	\$40/hour	Sat. \$75/hour Sun. \$85/hour	\$100/hour	Sat. \$150/hour Sun. \$200/hour		
GRAND TOTAL						

READ CAREFULLY AND SIGN BELOW

Assumption of Liability: Participation in any activity or facility use may involve risk or injury. As a parent, guardian, or participant, I am aware of these hazards and my ability to participate. I hereby agree to release, discharge and hold harmless the Town of Newington, its employees, contracted instructors, and volunteers from the liabilities which may occur while renting a facility. During the COVID-19 pandemic, I also understand that I must adhere to all CDC, state, and local COVID-19 guidelines, including all social distancing, temperature checks, personal protective equipment requirements, and sanitation protocols. I acknowledge that there is a risk of transmission when in a group or class setting, even with personal protective equipment. I further understand that the Town of Newington does not provide accident/medical insurance for the facility rental participants. The Parks and Recreation Department reserves the right to photograph program participants for publicity purposes. Please be aware that these photos are for Parks and Recreation use only and may be used in future catalogs, website, social media, brochures, pamphlets, and/or flyers. IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF PARKS & RECREATION FOR THE USE OF THE PARKS & RECREATION FACILITIES WILL BE RIGIDLY ENFORCED. PLEASE SEE THE REVERSE SIDE FOR DETAILED RULES AND REGULATIONS. BY SIGNING THIS FORM YOU ARE CONFIRMING THAT TBI PROTOCOLS ARE IN PLACE.

Payment Type: Cash Check Debit Credit Card: Visa Mastercard Discover

CREDIT CARD #: _____ Sec # _____ EXP. DATE ____ / ____

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 Facilities must be procured from Parks and Recreation Department.
3. All facility permit requests must be submitted to the Parks and Recreation Department at least 2 weeks prior to the requested date.
4. Cancellation by Permittee: In the event of cancellation, the Parks and Recreation Department should be notified 48 hours in advance of the facility being used.
5. Cancellation by the 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.

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

EQUIPMENT

1. All equipment used must be returned to original position. All areas must be left as found.

DECORATIONS

1. Decorations may be used for activities. 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.
2. Decorations must be fire resistant materials and meet fire code regulations and the approval of the Parks and Recreation Department.
3. Nothing can be attached to the walls or windows.

USE OF TOBACCO, ALCOHOL AND REFRESHMENTS

1. Smoking, use of illegal drugs and vaping of any kind 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.

FEES OR DONATIONS

1. Fees will be charged in accordance with the Board of Parks and Recreation policies.
2. Donations may be accepted under approved Board of Parks and Recreation policies.
3. Vendors are not permitted on school or town property without written authorization.

PARKS AND RECREATION RULES AND REGULATIONS

1. Any pertinent rules and regulations as provided by the Parks and Recreation Rules and Regulations will apply.