



# ROCKY HILL PARKS AND RECREATION DEPARTMENT

761 Old Main Street, Rocky Hill, CT 06067

Phone: (860) 258-2772 Fax: (860) 258-7666

Email: rockyhillparksandrec@rockyhillct.gov



## Community Center Use Policy Request Form

All interested parties wishing to rent a Community Center room(s) must fill out the "Community Center Use Policy Request Form". If approval of use is granted by the Parks & Recreation Director applicants must then fill out the "Town of Rocky Hill Facility Town Property Usage Contract" and submit with rental fees. The Parks & Recreation Director shall coordinate all usage and you will be invoiced accordingly. **This form must be submitted to our office with a \$250 refundable security deposit.**

Long term rentals can also be arranged at the discretion of the Parks & Recreation Director and with approval from the Parks & Recreation Advisory Board. All bookings can be made two (2) months prior to your event.

### 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 \_\_\_\_\_ (125 maximum for Room 1)

Room Request (See rooms on following page) \_\_\_\_\_

Will there be an Admission or Donation Charge: YES NO If yes, please specify \_\_\_\_\_

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., tables & chairs). You will be charged for an extra 1/2 hour before and 1/2 hour after.**

Equipment Needed: Chairs (number): \_\_\_\_\_ Tables (number): \_\_\_\_\_

### 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 Rocky Hill, its employees, contracted instructors, and volunteers from the liabilities which may occur while renting a facility. I further understand that the Town of Rocky Hill 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.

Signature \_\_\_\_\_

**Category 1: (Has Priority Use)**  
**Municipal (activities & Organizations), Rocky Hill Board of Education.**

	Weekdays		Weekends	
	<u>Business Hours</u>	<u>Outside Business Hours</u>	<u>Business Hours</u>	<u>Outside Business Hours</u>
Entire Room 1/ Room 2/ Room 4/ Arts & Crafts Room/ Gymnasium / Kitchen/ Singular Room (A, B, C)	\$0	*\$65/hr.	\$0	*\$65/hr.

**Category 2:**  
**501 (C)(3) Charitable non - profits locally based in Rocky Hill, Rocky Hill Political Town Committees.**

	Weekdays		Weekends	
	<u>Business Hours</u>	<u>Outside Business Hours</u>	<u>Business Hours</u>	<u>Outside Business Hours</u>
Entire Room 1/ Room 2/ Room 4/ Arts & Crafts Room/ Gymnasium / Kitchen/ Singular Room (A, B, C)	\$0	*\$65/hr.	\$0	*\$65/hr.

**Category 3:**  
**Rocky Hill Businesses, Other Rocky Hill Organizations, (non-charitable/non-profit), Rocky Hill Residents.**

	Weekdays		Weekends	
	<u>Business Hours</u>	<u>Outside Business Hours</u>	<u>Business Hours</u>	<u>Outside Business Hours</u>
Room 2/ Room 4/ Arts & Crafts Room/ Singular Room (A, B, C)	\$40/hr.	*\$105/hr.	\$75/hr.	*\$140/hr.
Gymnasium	\$45/hr.	*\$110/hr.	\$80/hr.	*\$145/hr.
Kitchen (warming only)	\$50/hr.	*\$115/hr.	\$50/hr.	*\$115/hr.
Entire Room 1	\$80/hr.	*\$145/hr.	\$115/hr.	*\$180/hr.

**Category 4:**  
**Non-Resident Businesses & Non-Residents**

	Weekdays		Weekends	
	<u>Business Hours</u>	<u>Outside Business Hours</u>	<u>Business Hours</u>	<u>Outside Business Hours</u>
Room 2/ Room 4/ Arts & Crafts Room/ Singular Room (A, B, C)	\$60/hr.	*\$125/hr.	\$100/hr.	*\$165/hr.
Gymnasium	\$65/hr.	*\$130/hr.	\$105/hr.	*\$170/hr.
Kitchen (warming only)	\$80/hr.	*\$145/hr.	\$80/hr.	*\$145/hr.
Entire Room 1	\$150/hr.	*\$215/hr.	\$225/hr.	*\$290/hr.

**\*Community Center Hours are Monday - Friday from 7:00 a.m. - 9:30 p.m. and Saturdays from 8:00 a.m. - 1:00 p.m. Any of the listed groups wishing to rent rooms outside of normal working hours will be subject to custodial hourly charges of \$65.00 per hour. \*\*Rates and categories are subject to change\*\***



# 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 Director 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 Director deems it necessary (pending crowd size or event type).
3. Room set up due 48 hours prior to event.
4. Personnel will perform inspections post event to determine if damages occurred. The \$250 deposit will be initiated within five (5) business days.
5. A Parks & Recreation facility supervisor will be the liaison during your event.

### 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.
2. Use of the kitchen dishwasher, stove top and icemaker is prohibited.
3. Refrigerator/Freezer usage will be at the discretion of the Parks & Recreation Director.

## 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 and must meet fire code regulations.
3. Nothing can be attached to the walls or windows. No glue, tape or tacks.
4. Tables must be covered.
5. No glitter or confetti may be used.
6. Centerpieces may only be used on tables.

## 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 Director's office **and you have obtained proper insurance to serve alcohol**. A Certificate of Liability Insurance must be presented prior to the event/room rental, naming the "Town of Rocky Hill" as the certificate Holder. **Please note insurance may result in additional fees.**
3. Food is only permitted for events in Room One.

## FEEES OR DONATIONS

1. Fees will be charged in accordance with the Parks and Recreation rental policies.
2. Donations may be accepted under approved Parks and Recreation rental policies.
3. Vendors are not permitted on 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.

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*For Office Use Only:*

*Signed Contract* \_\_\_\_\_

*Certificate of Insurance* \_\_\_\_\_

*Permit & Receipt provided* \_\_\_\_\_