

**RIDGEFIELD PARKS & RECREATION
FACILITY RESERVATION APPLICATION**

Date of Application: _____

Room Requested (check one of the following):

Charter Oak Room (\$90.00/hr*) _____
(\$30.00/hr* ea.) Sec. 1 _____

Sec. 2 _____

Sec. 3 _____

½ Gymnasium weekday: \$45.00/hr* _____

weekend: \$50.00/hr* _____

Reservation Deposit (if applicable) _____

Elm Room (\$15/hr) _____

Maple Room (\$25/hr) _____

Pine Room (\$35/hr) _____

Copper Beech (\$25/hr) _____

* Higher fees may apply to groups of 100+

Certificate of Insurance _____ **(required)**

EQUIPMENT for on-site use **ONLY**

PA system _____

Overhead Projector _____

TV & VCR _____

Remittance for all fees be made payable to **Ridgefield Parks & Recreation** and **must accompany application**.

This reservation is subject to availability and is not guaranteed until a written confirmation is mailed to the applicant. The Department reserves all rights of refusal or cancellation.

Reservation Dates: _____

Rain

Date: _____

Time Period: From _____ AM/PM To _____ AM/PM
(Please include set up and clean up time)

Type of Activity: _____

Name of Non Profit Organization: _____

Contact Name: _____ **Number of People in Group:** _____

Address: _____ **Telephone:** _____

Email Address: _____

Maintenance Instruction: Will you be serving food? Yes / No (additional fees may apply)

(Indoor use only) Number of tables needed _____ Number of chairs needed _____

Special Maintenance Instructions _____

Applicant is responsible for set up, clean up, and breakdown of rooms. If applicant fails to do so, an additional \$100.00 fee is required for maintenance staff.

The renting or sponsoring agency hereby agrees to lease building and facilities under the conditions set forth by the Ridgefield Parks & Recreation Commission. Renter agrees to accept responsibility for any damage caused to the building or to its contents during the time that it is in use and herewith provides proof of insurance, if applicable. If the police are required, applicant must make proper arrangements with the Police Department. **It is the renter's responsibility to know the Parks & Recreation rental policies.**

I have read the rules relating to the use of desired facility and agree to abide by these rules:

Signature of Applicant

Date

Signature of Facility Scheduler

Date

