

FACILITY RESERVATION APPLICATION
You must be a part of a Ridgefield nonprofit organization.

Date of Application: _____

Room Requested (check one of the following):

Charter Oak Room (\$90.00/hr*) _____	Elm Room (\$15/hr) _____
(\$30.00/hr* ea.) Sec. 1 _____	Maple Room (\$25/hr) _____
Sec. 2 _____	Pine Room (\$35/hr) _____
Sec. 3 _____	Copper Beech (\$25/hr) _____

½ Gymnasium weekday: \$50.00/hr* _____

weekend: \$55.00/hr* _____

* Higher fees may apply to groups of 100+

Reservation Deposit (if applicable) _____

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 and 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 of Event: _____

Total Time Reserving: ***(include set up and clean up time)** _____

***Please indicate start & end 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 and 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 and 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