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*) _________
($30.00/hr* ea.)  Sec. 1 _________
Elm Room ($15/hr)___________
Maple Room ($25/hr)___________
Sec. 2 _________
Sec. 3 _________
Pine Room ($35/hr)___________
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 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

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