

Groton Parks and Recreation  
27 Spicer Avenue, Noank CT 06340  
860-536-5680 / 860-536-5690 (fax)

Groton Senior Center  
102 Newtown Road, Groton CT 06340  
860-441-6785 / 860-441-6789 (fax)

### Room Rental Application

Name of Group/User   Check if Non-Profit

Applicant

Event Description/Name  Event Date

Will fundraising be conducted during this event?  Yes  No If yes, for what purpose?

Number of Attendees  Start Time   AM  PM End Time   AM  PM

**Note:** Rental hours must include all time needed for decorating/set up, "main event" and clean up.

Responsible Person  Phone#  E-Mail

Address  City  State  Zip

Alternate Contact  Phone  E-Mail

Groton Senior Center  
102 Newtown Road, Groton, CT 06340  
860-441-6785 / 860-441-6789 (fax)  
Return form for Senior Center Rentals to this address

Community Room - \$175/hr. +\$25/hr. after hours 140 people max  
 Large Classroom - \$125/hr. +\$25/hr. after hours 30 people max  
 Small Classroom - \$ 75/hr. +\$25/hr. after hours 20 people max  
 Other -  Rate TBD

Groton Community Center  
61 Fort Hill Road, Groton CT  
Return forms to Groton Parks and Recreation  
29 Spicer Ave, Noank, CT 06340  
860-536-5680 / 860-536-5690 (fax)

Main Gymnasium - \$75/hr. regular +\$25/hr. after hours  
 Multipurpose Gym - \$75/hr. regular +\$25/hr. after hrs  
 Classroom - \$25/hr. regular +\$25/hr. after hours  
 Other -  Rate TBD

Special Set Up Requested

Equipment Requested:  PA/Microphone - \$30  LCD Projector with Screen - \$100

Senior Center Only:  Lectern  Table Top Lectern  Piano - \$50  Large Coffee Pot - \$15

**Damage/Cleaning Deposit** plus Payment is due at time of reservation. Damage/Cleaning Deposits will be returned unless a charge for cleaning or damage is necessary as determined by Director of Groton Parks and Recreation.

Room Rate  X Number of Full or Partial Hours  = Room Fee   
e.g. 1.25 hours = 1 full + 1 partial = 2hrs

Office Use Only:  
Reviewed by: \_\_\_\_\_  
Date \_\_\_\_\_  Approved  Denied  
Reason for denial: \_\_\_\_\_  
Date Contact made w/applicant: \_\_\_\_\_  
Date Deposit Due: \_\_\_\_\_  
Fee Waiver: \_\_\_\_\_

**Room Rental Fee**

**Total Equipment Fees**

**Damage/Cleaning Deposit (\$100)**

**Balance Due**

Will food be served?  Yes  No

Will paid entertainment be provided?  Yes  No

Proposed Food Caterer Name and Contact Information

Proposed Entertainment Name and Contact Information

#### General Policies

1. Smoking is prohibited in all Town of Groton buildings. If smoking outside, you must avoid doorways and dispose of smoking materials in the appropriate receptacles.
2. Alcohol is prohibited in all P & R facilities.
3. Decorations: Only free standing and/or table top decorations may be used. Nothing may be taped, glued, nailed, stapled, and/or attached in any way to any part of the P & R facility including the walls, ceilings, windows, pillars and/or chandeliers.
4. Applicants must restore facility to its original condition. All decorations must be removed and all trash must be bagged and taken to the dumpster. Caterers and entertainers must remove all equipment, goods and/or trash.
5. Children must be supervised by adults at all times.

#### CONDITIONS OF AGREEMENT

The Town of Groton Parks and Recreation Department prohibits discrimination based on race, color, age, religion, sex, disabilities, national origin, ancestry, marital status, and/or any other protected status under state and/or federal law.

- \* Rental applications must be made in the name of an individual or a duly-authorized representative of an established organization. That person on behalf of the organization, shall agree to be responsible for any damage to equipment, furnishings and building.
- \* The Applicant is responsible for the conduct of all those in attendance, in addition to any loss or damage to the facility caused by attendees. The Applicant and/or their representative(s) must remain on the premises throughout the function and must maintain control of attendees at all times. The Groton Parks and Recreation will determine the number of required representative(s).
- \* P & R reserves the right to refuse and/or cancel rental of the facility, and/or change dates as appropriate or necessary.
- \* Reservations are considered finalized when a rental agreement is approved and completed, the rental fee is paid in full, and the insurance certificate, if required, is received.
- \* The Applicant must notify P & R of any changes in date(s), times, or set-up requirements. Additional fees may be required.
- \* When a caterer is employed, the caterer and/or the Applicant shall furnish all necessary supplies and equipment. A Certificate of Liability Insurance may be required.
- \* When an organization employs an entertainer, the entertainer or the renter shall furnish all necessary supplies and equipment. A Certificate of Liability Insurance may be required. Any movies played require prior authorization of P & R due to licensing agreements.
- \* P & R reserves the right to approve or reject equipment and/or items brought into the building by the Applicant. It is the responsibility of the Applicant to gain the necessary approval(s) in advance of the event date.
- \* Rentals are limited to the use of the specific areas agreed upon and are prohibited from using other areas of the P & R facility.
- \* P & R reserves the right to remove any person or persons from the premises whose activities are detrimental to the health and safety of the community and/or the condition of the premises and/or to deny future rentals to groups and/or the general public who do not conduct themselves in accordance with the provisions of the Building Use Policy and Room Rental Application.
- \* Applicants must clearly identify themselves in any event publicity being held at Groton Parks and Recreation facilities. All publicity must include the statement: "This program is not sponsored by Town of Groton Park sand Recreation." Publicity for the event must not include any Town of Groton Parks and Recreation telephone numbers, and/or mailing address.

As a condition of use, Applicant agrees for him/herself, or as a duly authorized representative of the organization renting the facility, for that organization to release to waive, release, forever discharge, defend, indemnify, and hold harmless the Town of Groton, the Town of Groton Parks and Recreation Department, its boards, commissions, officials, employees, agents, contractors, and subcontractors, volunteers, and/or representatives and all others ("Releasees") without limitation from all claims, suits, losses, damages, costs (including without limitation reasonable attorney's fees), compensation, liabilities, or judgments of any kind or nature arising out of and/or alleged to have arisen out and/or connected to any use and/or rental of the P & R facility and/or equipment and/or any event associated with any use and/or rental of the P & R facility and/or equipment.

I hereby acknowledge that I have read the above CONDITIONS OF AGREEMENT, understand them and agree to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date