

# TOWN OF EAST GRANBY

## Facility Rental Application

### East Granby Farms Recreation Building



#### DEPARTMENT OF PARKS AND RECREATION

79 NORTH MAIN STREET

Mailing Address: 9 Center Street  
East Granby, CT 06026

860-653-7660 (Office)  
www.EastGranbyRec.com

Type of Event : \_\_\_\_\_

Organization or Individual Name/ Applicant : \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_ E-Mail : \_\_\_\_\_

#### Event Information

Date of Event : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Anticipated Attendance : \_\_\_\_\_

Arrival Time : \_\_\_\_\_ am /pm Departure Time : \_\_\_\_\_ am /pm Total Hours : \_\_\_\_\_

Name & Address to Return Deposit to : \_\_\_\_\_

#### Recreation Center Information

**Resident Rental Fee** : \$25 per hour. Rental time should include time for set up and clean up. The town does not provide this service. The rental fee is deducted from your security deposit and the remainder of your deposit is returned to you via check within 7-10 business days of your event, as long as no damage fees are incurred.

**Deposit Policy** : All persons or groups, other than the Town Government organizations, are required to post a security deposit of \$250 to rent the Recreation Building. Any damage or cleaning fees incurred will be deducted from the deposit and any amount exceeding \$250 will be the responsibility of the renter or organization.

**Advance Reservations** : Town government and organizations have first priority for booking this facility. The town reserves the right to cancel any activities due to emergency situation or inclement weather.

**Hold Harmless Agreement** : User agrees that it will indemnify and hold harmless the town and its respective officers, agents, and employees from any loss, damage, expense, and liability whatsoever kind or nature resulting directly or indirectly from the nature of use covered by this contract resulting in bodily injury including death, personal injury, or damage to property.

The Recreation Center was built and is maintained by your tax dollars. Our goal is to allow as many people as possible to use it, while maintaining it in the best possible condition.

#### I ACKNOWLEDGE AND AGREE TO THE TERMS AS STATED ABOVE.

\_\_\_\_\_  
Renter's Name - Printed

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

#### DO NOT WRITE BELOW THIS LINE

Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

Cert. of Insurance : \_\_\_\_\_ Name of Agent : \_\_\_\_\_

Special Conditions : \_\_\_\_\_

CC : Selectman's Office :  Police Dept. :  Emergency Management :  Public Works Dept :

Please complete and mail both pages of this form and the deposit to  
East Granby Parks & Recreation, 9 Center Street, East Granby, CT 06026.

Check is payable to *East Granby Parks and Recreation.*

# East Granby Farms Recreation Building Rules



- 1.No alcohol allowed on premises.
- 2.No smoking allowed on premises.
- 3.Candles and open flames are prohibited.
- 4.Decorations may not be attached to the walls. They may be taped to wood, metal or plastic. No tacks or staples are to be used.
- 5.Youth groups must be properly supervised in proportion to size.
- 6.No religious services may be conducted.
- 7.The Recreation Center may not be used for personal financial gain.
- 8.All trash must be bagged and emptied into the dumpster outside of the building.
- 9.Room must be returned to original setup.
- 10.Tables must be wiped down and kitchen cleaned thoroughly if used. Floor must be swept clean. Cleaning supplies, sponges, paper towels, etc. are not provided by the town.
- 11.No food should be left in the refrigerator.
- 12.Turn off all lights and lock building upon leaving.

If you have any questions about the recreational facilities, or wish to schedule a tour, please call the Parks & Recreation Office at **(860) 653-7660**. It is a good idea to visit the facilities before making reservation to ensure that our facilities meet your needs and expectations.

**I HAVE READ THE ABOVE RULES AND WILL ABIDE BY THEM.  
I WILL BE FINANCIALLY RESPONSIBLE FOR ANY DAMAGES THAT OCCUR DURING  
MY USE OF THE RECREATION BUILDING.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

Not responsible for lost or stolen articles.

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