



2024 Application for MUNICIPAL CENTER FACILITIES

BETHEL PARKS & RECREATION

1 SCHOOL STREET • BETHEL, CT 06801 • Phone: 203-794-8531 • Fax: 778-7519

APPROVAL CAN TAKE UP TO 2 WEEKS, PLEASE HAVE APPLICATION IN MINIMUM OF 4 WEEKS PRIOR TO EVENT

Name of Organization: _____

Individual Submitting Request: _____

Address: _____ Town: _____ State: _____

Home phone: _____ Cell #: _____ E-mail: _____

PURPOSE OF USE: Meeting: _____ Game: _____ Practice: _____ Tournament: _____ Fair: _____

CPR Class: _____ Special Event: _____ Other: _____

EVENT NAME: _____

Open to general public? _____ Admission being charged? _____ Estimated Attendance: _____

DATE OF EVENT: _____

Time Setting Up: _____ Time of Event: _____ to _____ Cleanup Time: _____

Table with 2 columns: Facility Name, Availability. Rows: G. P. Room, Stage, Gazebo.

Table with 2 columns: Facility Name, Availability. Rows: Whole Gym, Front 1/2 Gym, Back 1/2 Gym.

Table with 2 columns: Facility Name, Availability. Rows: Senior Center Cafe, Senior Center Kitchen, Back Parking Lot.

Table with 2 columns: Facility Name, Availability. Rows: Front Lawn, Other:.

Utilities Required: Electricity: _____ Other: (please specify) _____

Equipment Needed: _____

SCHEDULE OF EVENTS MUST BE RECEIVED BEFORE APPROVAL OF APPLICATION

CERTIFICATE OF LIABILITY INSURANCE in the amount of \$1,000,000. Required: Yes ___ No ___

I/we have read the policies and regulations promulgated by Bethel Parks and Recreation regarding the community use of the Parks and Recreation facilities and, as duly authorized agent for this organization, I/we agree to abide by them.

Date of Application

Signature of Applicant

Schedule of Events Received ___yes ___no
Insurance Required ___yes ___no
Certificate of Liability Insurance Received ___yes ___no

Rental Fee: _____ Date Received _____ Check # _____ Cash _____

Facility available on above date ___yes ___no
Permission to use equipment ___yes ___no
Police required for activity ___yes ___no
Space has been reserved ___yes ___no

Application : APPROVED _____ DISAPPROVED _____ Fee waived: _____

Comments: _____

Date

Signature of Park & Rec. Director



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BETHEL PARKS & RECREATION **RULES/REGULATIONS**

For use of: Municipal Center

1. Request must be made at least two weeks prior to Activity. Yearly applications will only be accepted for September-June. You must make a new application if you require Summer meeting.
2. The hours you put down for start and end time **MUST** be adhered too. For every ½ hour over your organization will be charged \$25.00 (this includes non-profits). If you need to change the time on your form you **MUST** inform the office a minimum of 1 week in advance. With less than 1 weeks notice, you will be charged \$25.00 for every ½ hour over your original time. Please understand that this policy is in place as staff is scheduled for the office.
3. **Must provide a Certificate of Liability Insurance in an amount of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate providing bodily injury and property damage coverage naming the Town of Bethel as an additional insured and hold harmless the Town of Bethel, the Parks and Recreation Department and the Parks & Recreation Commission from liability, property damage arising out of your use of the Town's facilities.**
4. Sponsor activities must have 50% of participants be Bethel residents.
5. No Alcoholic beverages.
6. A \$50.00 per hour fee will be charged for use of building plus an additional \$200.00 security deposit. Bethel non-profits will not be charged a fee.
7. Sponsors are directly responsible for the building and will be charged for any damage that occurs during the event.
8. Some usage will require police officers in attendance. Please contact the Police Department to make arrangements.
9. Participants must **wear sneakers** in the gym areas. **The Gym wall and bleachers may only be open/closed by Parks and Recreation staff.**
9. General Purpose Room: **Please return all chairs to the chair rack.**
Return all other chairs to the rooms you took them from, **DO NOT PLACE ON CHAIR RACK.**
10. Groups will confine themselves to the area designated for their use only. Children are not allowed in the building without supervision. All other areas of the building are strictly off limits. This includes closets within the rooms you are using.
11. All areas must be cleaned and left the way they were found. If you require cleaning equipment, please ask the Park and Rec. staff.