



2025 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: \_\_\_\_\_

|            |  |
|------------|--|
| G. P. Room |  |
| Stage      |  |
| Gazebo     |  |

|               |  |
|---------------|--|
| Whole Gym     |  |
| Front 1/2 Gym |  |
| Back 1/2 Gym  |  |

|                       |  |
|-----------------------|--|
| Senior Center Cafe    |  |
| Senior Center Kitchen |  |
| Back Parking Lot      |  |

|                    |  |
|--------------------|--|
| Front Lawn         |  |
| P.T. Barnum Square |  |
| 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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**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.