

**APPLICATION FOR THE USE OF THE BRANFORD RECREATION DEPARTMENT**

BRANFORD COMMUNITY HOUSE

46 CHURCH STREET BRANFORD, CT 06405

Office: (203) 488-8304 Fax: (203) 315-4017 Web: www.branfordrecreation.org

APPLICANT/ORGANIZATION: \_\_\_\_\_ TODAYS' DATE \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ HM PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WK PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

PURPOSE OF ACTIVITY/MEETING: \_\_\_\_\_

NUMBER ATTENDING FUNCTION: \_\_\_\_\_ E\_MAIL ADDRESS: \_\_\_\_\_

**PLEASE SUBMIT A VALID CERTIFICATE OF INSURANCE WITH EACH REQUEST.  
EACH ORGANIZATION IS LIMITED TO NO MORE THAN TWO MEETINGS A MONTH.**

**\*PLEASE LIST THE EXACT DATES: (MONTH, DAY, AND DATE) AM/ PM AM/ PM**

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

**\*PLEASE USE ADDITIONAL PAPER IF NECESSARY**

**Equipment Request:** TV/VCR: \_\_\_\_\_ # of Chairs: \_\_\_\_\_ # of Tables: \_\_\_\_\_ Podium: \_\_\_\_\_

ROOM SET-UP REQUEST: \_\_\_\_\_

(CLASSROOM STYLE, U-SHAPE ETC.)

**PLEASE READ THE FOLLOWING:**

**ALCOHOL IS PROHIBITED**

All room reservations are subject to approval by the Director of Recreation. In consideration of the use of the Branford Recreation Community House, I certify that the information provided is accurate and I understand and accept full responsibility for the conduct of the group and any damages to equipment or the facility.

Please contact Andrea Kenney at 488-8304 with any questions or you may e-mail [akenney@branford-ct.gov](mailto:akenney@branford-ct.gov). Rooms can be signed out for a maximum four hour slot unless permission is received. Hours during the day are from 8:30 a.m. to 5:00 p.m. Evenings hours are from 5:00 p.m. until 9:30 p.m. sharp! Our building is closed on Sundays all year long. If you are interested in using a room for a birthday party, please fill out the birthday party form. For cancellations and closings due to inclement weather, please call 488-8304 or visit our website at [www.branfordrecreation.org](http://www.branfordrecreation.org)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail all forms to: Branford Recreation Department" or fax to: 203-315-4017

Attn. Andrea Kenney  
46 Church Street  
Branford, CT 06405

Forms can also be submitted to the Recreation Department office. Office hours are from 8:30 a.m. to 4:30 p.m.

\*\*\*\*\*

Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Reason: \_\_\_\_\_

Director of Recreation

Date: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ cash/check: # \_\_\_\_\_

Room Assigned: \_\_\_\_\_ Certificate of Insurance: \_\_\_\_\_

### **General policy:**

- A. The Community House, Parks and other facilities of the Department of Recreation are established for public recreation purposes. The public recreation programs consist primarily of activities planned and directed by the Department of Recreation, and secondarily, of social or recreational activities of community groups when such activities are conducted in the facility with express permission and under the control of the Department of Recreation.
- B. The use of these facilities shall be limited to Branford organizations for social or recreational purposes only, and shall also be limited to such times as not to interfere with scheduled activities for the Recreation Department.
- C. Building usage will be available to:
  1. Groups under immediate jurisdiction or co-sponsored by the Recreation Department.
  2. Public schools and their officially organized groups, Girls and Boys Scouts, Cub Scouts, Town Departments and other non-profit groups representing the town.
  3. Condo monthly board meetings.
  4. Branford service organizations, non- profit clubs.
  5. Meetings are limited to no more than two meetings per month based on availability.
  6. Meeting rooms are not available on Major Holidays.
  7. These facilities may not be used by any groups for commercial or business purposes unless the Director of Recreation grants permission.
  8. Use of the Community House will be restricted to the hours during which the center is open. Saturdays and Sunday use may occur only if a staff member of the Department of Recreation is present and the Director of Recreation has approved the usage.

### **General Rules & Regulations for the Community House:**

- A. The hours of operation at the Branford Community House will be 7:00 A.M. until 10:00 P.M. seven days a week. Weekend hours may fluctuate. The building is closed on all major holidays. All meetings and activities shall exit the building by 10:00 P.M. unless prior arrangements have been made and approved.
- B. These facilities shall not be used by any group or individual under the influence of, or has in his/her possession, intoxicating beverages and or drugs.
- C. All groups must conform to such additional regulations as the Town of Branford may see fit to establish.
- D. Use of the Community House will be restricted to the hours during which the center is normally open. Saturday and Sunday use may occur only if a staff member of the Department of Recreation is present and the Director of Recreation has approved the usage.
- E. The Community House may not be used without a supervisor on duty who will be responsible for the facility, or facilities being used. A Supervisor shall be on duty at all times. In the event that a supervisor is not regularly on duty at the time of said activity/meeting, the groups will be responsible for supervision /maintenance fees.
- F. All persons/groups wanting use of the Branford Community House shall fill out a request form and comply with all associated fees.
- G. All person/ groups using the Branford Community House shall provide a valid Certificate of Insurance with each request.
- H. All property, equipment, and furnishings must be kept clean and undamaged. Any person or group causing damage will be required to pay for the damages. (Based on current cost of equipment).
- I. All persons decorating the room must remove all decorations at the end of said event.
- J. Fighting, the use of profanity, loud, boisterous talking or indecent conduct will not be permitted or tolerated at the Branford Community House, Parks or other facilities.
- K. All waste must be deposited in receptacles provided for that purpose.
- L. Areas must be cleaned upon leaving. All facilities and equipment should be left in the same condition as found. If facilities are not left in a clean condition, the personal organization/ or person requesting the facility will be responsible for janitorial fees.
- M. There is no smoking in the building.
- N. There shall be no loitering or trespassing at the Branford Community House, Parks or facilities.
- O. All posted rules and regulations at the Branford Community House, parks and facilities are to be adhered to and will be enforced.
- P. No dogs, pets or animals are allowed in the Branford Community House, parks or facilities without explicit permission from the Department of Recreation
- Q. No Drug trafficking.

### **Procedure for Community House reservations:**

- A. An application is required from all groups and individuals using the facilities and if applicable, fees paid at this time.
- B. All applicants, MUST submitted a valid Certificate of Insurance with their application.
- C. All requests for the use of the Community House facilities must be made on the application form. The application must be signed by the person reserving the facility. The person/organization will be held responsible for any clean-ups/damages to or loss of property arising from such use.
- D. Arrangements for the use of the Community House must be completed at least one week prior to the date of use.
- E. The Board of Recreation, or the Director of Recreation, reserves the right to decline the use of its facilities or to cancel any use of its facilities where and when it appears to be in the best interest of the Town of Branford.
- F. Special permission for the use of the kitchen may be granted to groups and or individuals with a refundable deposit required and when available.
- G. The kitchen will not be opened for any group unless specific use is granted.

H. All utensils, etc, shall be returned to their proper place and the kitchen left clean and neat.