



TOWN OF SOUTHBURY

PARKS AND RECREATION

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SOUTHBURY PARKS & RECREATION

Request for Use of the Southbury Parks & Recreation Meeting Rooms

The Southbury Parks and Recreation building is town-owned. The building has meeting rooms used primarily for Parks and Recreation programming. When the rooms are not needed for SPR activities, non-profit and/or community organizations that serve an educational, cultural, or civic role and are based in Southbury and/or serving the Southbury community may request use of the meeting rooms. These groups' activities are not sponsored nor endorsed by the Southbury Parks & Recreation or Town of Southbury. No commercial, private, or personal use of the meeting rooms is permitted. Meetings held at Southbury Parks & Recreation must be open to all persons.

Reservation Policies

Priority use of all rooms are SPR sponsored activities. SPR reserves the right to deny a request for use of the rooms, and can cancel a reservation that has been made or preempt non-SPR use at the discretion of the Director. Notice of cancellation of a meeting room reservation will be given as far in advance as possible.

A written application to use a room must be submitted in advance. Applications will not be accepted more than two months in advance. Applications require approval by the Director. An adult must contract for use of the room by children's groups and adequate adult supervision must be provided. No fee is charged for use of the meeting rooms; neither may any fee be charged attendees by the applicant.

In all advertising and press releases, it must be made clear that the sponsoring group should be contacted directly for information regarding the meeting and a contact name and telephone number must be provided. The sponsoring group is required to include in all advertising, social media, and news outlets the name of the sponsoring group and the following statement: "This program is not sponsored or endorsed by Southbury Parks and Recreation." in text size parable to the rest of the advertisement. Any violation of this section of this policy will preclude any future use of the meeting room until further notice.

SPR reserves the right to limit the times a single group may reserve a meeting room during the calendar year.

SPR Rooms are available Monday-Thursday between 8:00 am and 8:00pm. Use beyond 8:00 pm must be approved by the Director in advance, and organization representative must receive instruction on how to close the building.

Applicant Initials _____

Room Usage General Guidelines

- Admission may not be charged.
- Items may not be sold.
- In accordance with Connecticut State Law, smoking is prohibited.
- All applications must name an authorized person responsible for housekeeping, security of the room and use of any equipment.
- The audio-visual equipment may be used by the authorized person with assistance from SPR staff.
- SPR will not be responsible for any outside materials or any other items owned by an individual or group used in the meeting rooms.
- The rooms shall be left in a clean and orderly condition. The authorized person will be responsible for damage to any equipment or premises. Such damage shall be reported promptly to the Director. Any professional repairs or cleaning costs will be borne by the authorized person.
- The authorized person is responsible for setting up the room and upon leaving, the furniture must be left as found.
- In case of emergency, attendees must exit the SPR building immediately.

Applicant Initials _____

Supervision and Responsibility for Order

The authorized person using the approved meeting room is responsible for supervising the meeting and ensuring attendees adhere to all stated policies. Meetings that interfere with normal building use will not be permitted.

Failure to comply with stated policies will result in cancellation of the meeting and/or a denial of future requests for use of the room.

Applicant's Signature: _____

Organization _____

Date: / /

Office Use Only

Date processed: _____

SPR Approval: _____

Southbury Parks & Recreation Use Form

Organization:

Date requested:

Rooms Requested:

Time of Arrival/Program Start:

Event/Purpose:

Time of Departure/Program End:

Expected Attendance:

Equipment Needed:

Chairs _____

Tables _____

Other:

Is this a commercial venture?

Contact Information of Person making this request:

name:

contact phone number:

contact email:

Person(s) In charge at event:

I understand that I will be held responsible for any damages and that I must leave the facility/grounds in a clean and orderly condition. I also agree to hold harmless the Town of Southbury, its officers, agents, employees from any claim or liability that may arise from the use of this property.

Applicant: _____

Signature: _____

Date: _____