

TOWN OF CROMWELL
POLICY FOR USE OF MUNICIPAL MEETING ROOMS

1. Since the facilities to be used are public property, rooms will be available for meetings and activities of Cromwell non-profit civic, cultural, and educational organizations.
2. Out-of-town groups will be allowed only on occasions when the building is NOT scheduled for local use, and the intended use by such group will directly benefit the citizens of Cromwell.
3. Permission to use these facilities does not constitute an endorsement by the Town of any group's belief's, policies, or activities.
4. Priority will always be given to Official Town Business when there are conflicts of time and space.
5. Town Hall Facilities are normally available Monday through Saturday from 8:30 a.m. to 11:00 p.m. (8:30 a.m. to 10:30 p.m. for the Town Hall Gym) exclusive of Legal Holidays.
6. Applicants will be responsible for holding the Town of Cromwell harmless from any liability claim arising from the use of any area. Any applicant not affiliated with the Municipal Function shall provide a certificate of insurance in the amount of one million (\$1,000,000) dollars.
7. The First Selectman is responsible for scheduling and approving the use of any meeting room. Building Use Forms are available in the First Selectman's Office. The First Selectman reserves the right to reject any application or to cancel the privilege of use by any group if, in the First Selectman's opinion, said group might cause undue hardship on staff or the facility.
8. No smoking, consumption of alcoholic beverages or drugs will be allowed in the building.
9. Applications for meeting room use must be submitted to the First Selectman NO LESS than four (4) weeks prior to the event. Annual reservations must be renewed prior to January 31st of each year. Exceptions will only be granted for Official Town Business.
10. Applicants using meeting rooms shall be responsible for providing proper supervision and payments of costs arising from any damage or loss during such use.
11. Furnishings for the meeting rooms will be that only provided by the Town. The Town will not be responsible for equipment, supplies, or materials provided by the applicant.
12. Clean up from serving refreshments will be the responsibility of the applicant.
13. Soft soled shoes or sneakers will be required during scheduled use of the Town Hall Gym.
14. Applicants using meeting rooms when custodial staff is not scheduled shall be required to have and to pay such fees incurred, for the attendance of a custodian on an overtime basis.

Applicant's Signature

TOWN OF CROMWELL
41 West Street
Cromwell, CT 06416

APPLICATION FOR USE OF TOWN FACILITIES

Application Date: _____ Name of Organization: _____

Contact person: _____ Position: _____

Contact telephone numbers (home & work): _____

Contact mailing address: _____

Person responsible for supervision of event: _____

Supervisor telephone numbers (home & work): _____

Supervisor mailing address: _____

Date(s) requested: _____ Times requested from: _____ to _____

Room requested: _____ Number of attendees: _____

What is the purpose of this event or meeting? _____

What non town-equipment will be used? _____

What, if any, refreshments will be served? _____

As an authorized representative of the above named organization, I agree that the organization will be fully responsible for the care of the facilities requested and for the complete supervision of all persons entering in connection with this activity. I further agree that this organization will reimburse the Town of Cromwell in full for any and all damage to Town property resulting from the requested use. I understand that I must complete and sign the Room Use Activity Report before and after utilizing the facility. I have read the attached Town of Cromwell Policy for Use of Municipal Facilities or Town Gymnasium, as applicable, the Room Chart, and the Room Use Activity Report and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth, and hereby agree to observe all of the rules and procedures outlined in the policy.

Applicant's signature

Date

FOR OFFICE USE ONLY

Certificate of Insurance On File (Y/N): _____ Expiration date: _____

____ Approved or ____ Not Approved by _____

First Selectman