



# Town of Cromwell

## Office of the Town Manager

Nathaniel White Building  
41 West St  
Cromwell, CT 06416

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Anthony J. Salvatore, Sr.  
Town Manager

Phone: (860) 632-3412  
Fax: (860) 632-3435

June 28, 2021

Attention Cromwell Community, Department Heads, and staff;

Effective Thursday July 1<sup>st</sup>, the Cromwell Town Hall will reopen to allow for outside use Monday-Friday only at this time. Persons entering the building that are vaccinated will not be required to wear a mask. Those individuals that are not vaccinated, will still be required to wear a mask.

Town Hall meeting rooms and usage are open to the public for booking at this time providing all necessary certificates of liability. Any questions please contact 860 632-3410.

Anthony J. Salvatore  
Town Manager

AA/AJS

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**Town Manager's Office**  
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**(860) 632-3412- Phone (860) 632-3435 – Fax**

**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 ad 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 ONLY**

Certificate of Insurance On File (Y/N): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Approved or \_\_\_\_\_ Not Approved by \_\_\_\_\_  
Town Manager

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 buildings 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 Town Manager is responsible for scheduling and approving the use of any meeting room. Building Use Forms are available in the Town Manager's Office. The Town Manager reserves the right to reject any application or to cancel the privilege of use by any group if, in the Town Manager'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 Town Manager NO LESS than four (4) weeks prior to the event. Annual reservations must be renewed prior to January 31<sup>st</sup> 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 damages 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 and 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.
15. Wedding ceremonies may be performed by a Justice of the Peace in Public Areas of the Town Hall with the approval of the Town Manager; contingent to the following:
  - A maximum of eight people may attend the ceremony.

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Applicant's Initials