

APPLICATION and PERMIT
FOR USE OF SIMSBURY RECREATION FACILITIES BY GROUPS

TOWN OF SIMSBURY
CULTURE, PARKS & RECREATION DEPARTMENT
100 OLD FARMS ROAD, WEST SIMSBURY
PO BOX 495, SIMSBURY, CT 06070
860-658-3836

Guidelines & Permit Application For Reserving Town of Simsbury Recreation Facilities

Welcome to Simsbury's Parks and Facilities. We are happy to have you as our guests. The following information is provided to help you enjoy your visit.

The Apple Barn, Simsbury Farms & Memorial Pool are all family and recreational facilities. We encourage use compatible with our goal to provide a safe, well-maintained, attractive place for people to enjoy. Facility users are responsible for keeping the area clean; trash receptacles are provided for your use and we urge your cooperation. Please be considerate of the neighbors of our facilities.

All applications to reserve Town facilities are reviewed by Town Staff. Based upon their recommendations, a police officer or a staff custodian may be assigned to your outing at your cost. You will be notified before your application is processed if an officer or custodian will be needed or if other special conditions need to be met. Generally speaking, this would be a consideration if attendance at your outing exceeds 150 people.

Consumption of alcoholic beverages is not allowed at any of the facilities mentioned above.

If you have any questions about use our parks or facilities, please call the Culture, Parks and Recreation Department at 860-658-3836. It is a good idea to visit the area before making a reservation to insure that our facility meets the needs and expectations of your group. The enclosed guidelines have changes from previous years; please review them carefully before making a reservation and if you have any questions - please call!

Gerard Toner, Director
Simsbury Culture, Parks & Recreation Department

Applicant Information

Applicant/Organization Name:		Applicant/Organization Address:	
Applicant Phone:	H:	Email Address:	
W:	C:		

Activity Information

Activity Type & Description: _____

Age Group: _____
Group Size: _____

Will you be charging a fee to participants of this program? Yes No

Facility Requested and Rental Fees

<input type="checkbox"/> Apple Barn: <input type="checkbox"/> Non-Profit Groups: \$35/hour (\$45/hour Fri. night, Sat., Sun.) <input type="checkbox"/> Personal Use: \$50/hour (\$60/hour Fri. night, Sat., Sun.) <input type="checkbox"/> Refundable \$100 Security Deposit (<u>by separate check</u>) Simsbury Farms: <input type="checkbox"/> Pools: 3 Pools @ \$375 for a 2 hour period <input type="checkbox"/> Rink: \$220/hr Res; \$235/hr NonRes. Memorial Pool: <input type="checkbox"/> Pools: 2 Pools @ \$250 for a 2 hour period	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"># Hours</th> <th style="width: 40%;">Cost / Hour</th> <th style="width: 40%;">Total</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td style="text-align: right;">\$0.00</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$0.00</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$0.00</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$0.00</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$0.00</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$0.00</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$0.00</td></tr> <tr> <td colspan="2" style="text-align: right;">Total Amount Due:</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table>	# Hours	Cost / Hour	Total			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00	Total Amount Due:		\$0.00
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Requested Schedule

	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Requested Time(s) from:							
Requested Time(s) to:							
Requested Date(s) from:				Requested Date(s) to:			
Equipment Requested:							

Applicant Signature: _____	Date: _____	Please also read and sign other side of this form.
Checks payable to "Town of Simsbury", mailed to Simsbury Recreation Dept., P.O. Box 495, Simsbury CT 06070 Please include one copy of signed contract with your check.		

Approved Schedule

For Official Use Only - Staff only to write in this section.

	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Approved Time(s) from:							
Approved Time(s) to:							
Approved Date(s) from:				Approved Date(s) to:			
Special Conditions and Exceptions to Approved Dates:							
Approval Signature: _____		Print: _____		Date: _____			
RENTAL FEES: _____ DATE PAID: _____ SECURITY DEPOSIT: _____ DATE PAID: _____ DATE RET'D: _____							

APPLICATION and PERMIT
FOR USE OF SIMSBURY RECREATION FACILITIES BY GROUPS

RULES AND REGULATIONS

- A. Applicant/Organization will neither allow, nor engage in, any discriminatory practices or policies regarding race, creed, sex, sexual orientation, age, or national origin. Applicant shall comply with all applicable local, state or federal laws, rules or regulations, and obtain all necessary permits and licenses, in exercising the rights granted under this permit including but not limited to, ASCAP, BMI, SESAC and similar performance licenses, required for the use of copyrighted or licensed material in connection with the event or activity, or otherwise required in connection with the use of the facility for the event or activity.
- B. Permitted dates/times must be approved in advance by the facility supervisor; cancellations must be reported promptly.
NOTE: Events at the Apple Barn must end by 10:00PM.
- C. BANNED SUBSTANCES (alcohol, illegal drugs) and LOUD, VULGAR, CONFRONTATIONAL LANGUAGE are not permitted on facility grounds -- or in its immediate vicinity. Applicant/Organization is fully responsible for conduct of all spectators, as well as participants; and will be required to provide identifiable adult supervision/security upon request by Simsbury Culture, Parks & Recreation personnel.
- D. Borrowed equipment must be returned to the facility in the same condition as when borrowed, immediately following the activity.
- E. Applicant/Organization must leave facility -- ON A DAILY BASIS -- in the same degree of cleanliness and orderliness as found. Applicant/Organization shall be responsible for enforcement of this requirement on its guests and invitees. If the facility is not found to be of an acceptable cleanliness level the security deposit will not be returned to the renter.
- F. Simsbury Culture, Parks & Recreation is not responsible for anything left or stored on facility grounds by Applicant/Organization.
- G. Smoking is prohibited in all of Town buildings and recreational facilities.
- H. Applicant/Organization agrees to assume all legal liabilities for accidents/injuries -- and will hold neither the Town of Simsbury nor any of its employees, agents, or representatives liable for any resulting claims/lawsuits. Applicant/Organization agrees to indemnify, defend and hold the Town of Simsbury and its employees, officers, agents and representatives harmless from any claim, act or proceeding related to or based upon Applicant/Organization's entrance, presence, and/or use of the property. Applicant agrees to release, waive and forever discharge the Town, its employees, officers, agents and representatives from any and all manner of claims, actions or causes of action, suits, demands whatsoever, in law or in equity, which it may have against the Town, its employees, officers, agents and representatives, in and/or on the property, or in any way connected to or arising from its presence and/or activities at the property.
- I. Applicant/Organization agrees to provide full restitution to Simsbury Culture, Parks & Recreation for any damages, thefts, or losses that may occur during the permitted activity including, but not limited to, restitution for damage to any property borrowed from the Town. A monetary security deposit is required for use of the Apple Barn, and must be presented with a signed contract as a separate check made out to the Town of Simsbury.
- J. Simsbury Culture, Parks & Recreation Department activities take precedence over any permitted activities.
- K. Granting of this permit is not a guarantee that the same facilities will be available in the future.
- L. Permit fees and donations are non-refundable and permits are non-transferable (to future dates or other user groups). Cancellations must be reported promptly. Failure to report cancellations will result in revocation of the permit.
- M. VIOLATION OF ANY OF THE ABOVE MAY RESULT IN SANCTIONS AND DISCIPLINARY ACTION, ranging from a warning, to immediate revocation of this permit, legal action, or monetary penalties.
- N. If a key is being given to the renter, it must be returned to the Simsbury Recreation Department within 2 business days after the event. Security deposits will only be returned after that point if facility has been left in good condition.
- O. The Apple Barn can accommodate 90 people seated, 190 standing. The Front Room is 18' x 28' (504 square feet); Meeting Room is 29' x 46' (1334 square feet); and the kitchen is 12' x 14.5' (174 square feet).
- P. Use of the kitchen is for re-heating of food only. Food may not be prepared or cooked in the facility. Crock pots and coffee pots may be brought in and used. Extension cords are not supplied.

Applicant Signature _____ Date _____