

Town of Griswold
 28 Main Street
 Griswold, CT 06351
 860-376-7060x2201

selectmensassistant@griswold-ct.org

APPLICATION FOR USE OF FACILITIES

1. Name of organization/business requesting use: _____

Nature of organization/business: _____

2. Name of person acting on behalf of the organization/business: _____

Mailing Address: _____ City/Town: _____ State: ____ Zip: _____

Email: _____ Phone: (w) _____ (h) _____

3. Person who will assume site responsibility during activity: _____ (cell) _____

4. Facility Requested: (Please check space requested)

A. Indoor Facilities

- i. Town Hall Main Meeting Room (1st floor) _____
- ii. Town Hall Selectmen’s Meeting Room (2nd floor) _____
- iii. Town Hall Upstairs Meeting Room (2nd floor) _____
- iv. Recreation Center Meeting Room (Ashland St. – 2nd floor) _____
- v. Pachaug Old Town Hall (879 Voluntown Rd.) _____

B. Outdoor Facilities

- i. Sheldon Road Field * (see fee chart on next page) _____
- ii. Sheldon Road Concession * (see fee chart on next page) _____
- iii. Gazebo at Veteran’s Memorial Park _____
- iv. Town Hall Parking Lot _____

Date(s)	Day of Week	*Time In	*Time Out

***NOTE:** Allow time to set up and break down. Requested times cannot be extended on day of event.

5. Describe type of activities to be conducted. Be as specific as possible. Groups are responsible for all their own supplies and equipment needed. If there are chairs and tables at the location being requested, they may be available for use. _____

6. Total number of participants: _____ Approximate number of spectators: _____

Total number of participants who are Griswold residents: _____

7. Is there an admission/participation fee? _____ If yes, how much? _____

8. Where do proceeds (if any) go? _____

9. Describe any sale of food and/or merchandise and where proceeds will go: _____

I have read the complete contract and agree to all terms. Signature of the applicant certifies an agreement that the organization will pay required fee by cash or check (please see attached fee chart), if any, 48 hours prior to event and leave any requested security deposit. Security deposit to be returned upon completion of inspection by the town.

Applicant Date

Approved by First Selectman Date

Received by Date

Entered into calendar by Date

(official use only – do not fill in chart)

Location (First Selectman will circle applicable fee) (Staff will initial when paid)	Resident Charge Per hour	Resident Charge Per day	Non-Resident Charge Per hour	Non-Resident Charge Per day	Security Deposit	F.S. Initial if fee waived or reduced	Paid
Town Hall Main Meeting Room	\$40	\$160	\$55	\$220	\$100		
Town Hall Selectmen’s Meeting Room	\$30	\$120	\$45	\$180	\$75		
Town Hall Upstairs Meeting Room	\$30	\$120	\$45	\$180	\$75		
Recreation Center Meeting Room	\$30	\$120	\$45	\$180	\$75		
	(\$10 per hour for instructors offering classes supported by GPRD)						
Pachaug Old Town Hall	\$40	\$160	\$55	\$220	\$100		
Sheldon Road Field	use determined by discretion of First Selectman				\$500		
Sheldon Road Concession					\$500		
Gazebo at Veteran’s Memorial Park**	\$20	\$200	\$25	\$250			
Gazebo/Park Rental for Profit	\$25	\$500	\$25	\$500	\$200		
Town Hall Parking Lot							

*The First Selectman has the right to waive or reduce fees for non-profit organizations on an individual basis. Proper documentation of non-profit status, such as 501 (c)(3) certificate may be required and must be up to date.

** Power and water available at Gazebo, price available upon request.

TOWN OF GRISWOLD USE OF FACILITIES POLICY

(Emergency contact number: 860-213-1522)

The purpose of this policy is to establish a process on the use and or rental of town facilities. (Please note: you must contact the Board of Education 860-376-7080, for use of any of their buildings and/or fields.)

The Board of Selectmen recognizes that town facilities are a valuable public asset. The Selectmen are committed to making these facilities available for appropriate use under proper supervision, either with or without cost.

1. All requests for Town Hall and Pachaug meeting facilities must be submitted on application form to the First Selectmen's office. The First Selectman will approve/disapprove all requests.
2. All requests for Recreation Center, Gazebo and Sheldon Road must be submitted on application form to the Recreation Director. The First Selectman will approve/disapprove all requests.
3. All requests should be made no later than 30 days in advance. We will consider late requests and will do our best to accommodate all requests.
4. Official town Boards, Commissions and Committees shall have first priority for use of town facilities; followed by local non-profit organizations.
5. All requests will be granted according to the availability of space, order of receipt, and appropriateness of group size and purpose.
6. Official town Boards, Commission and Committees shall have the right to bump for unforeseen circumstances. This will be avoided if at all possible. If someone is bumped who has already paid a rental fee or deposit, any fees collected will be returned in a timely manner.
7. Rental fees shall be established and amended by the Board of Selectmen. (Please refer to fee chart on application.)
8. Individuals or groups who wish to use the facilities are responsible for and must assume the cost of any damages to Town property or missing items.
9. Facilities must be left as found with all refuse properly disposed of, lights turned off and facility secured. The building check list on the back of this form must be returned the next business day following your event. Failure to do so may result in forfeiture of security deposit, if any, and any future use of facilities.
10. In certain situations, an insurance certificate of liability, naming the group and the town as the insured, may be required.
11. The Town reserves the right to deny use of Town facilities to any individual or group for any reason or those who fail to adhere to the stipulations set forth in these policy guidelines.
12. At any time town offices are closed due to bad weather or emergencies, the facility will also be closed and all events will be canceled. Any prepaid fees will be returned in a timely manner.
13. The Town of Griswold, administration and its employees will not be held responsible for injury to participants or theft or damage to participant's property.
14. The Town of Griswold reserves the right to require groups to hire police and/or fire protection and/or parking assistance for any groups requesting use of facility.
15. There is NO alcohol, drugs or smoking allowed on the Town grounds. Any discovery of such will lead to immediate closure of the facility and forfeiture of any rental fee or security deposit required.
16. No pets allowed in town buildings.
17. The heating and cooling units are not to be tampered with – the temperature is set according to the season and should not be changed.
18. Complete the closing check list on the reverse of this form. Sign and return with key (if provided) to the First Selectman's office the next business day.

Building Use Closing Check List

Thank you for your cooperation in adhering to the guidelines set forth by the Town of Griswold.

- All lights are turned OFF
- All trash generated by your group has been cleared and removed from the premises
- The facility is set up in the same manner that it was found; with any items used returned to their original place
- Facility is secured and locked
- Any keys provided are returned to the Selectmen's office the next business day following your event

Completed by (please print): _____

Signature: _____ Date: _____

Official Use Only	
Date Form Returned: _____	Date key returned if any: _____
Is inspection required? Yes/No	If yes, date inspection completed: _____
Inspection completed by: _____	Security deposit returned in full? Yes/No
If full deposit is not returned, please note reason: _____	

