



Town of Bloomfield Leisure Services Department
Facility / Park use Application (Non-Resident, Business & Unapproved Group)
 Bloomfield Leisure Services Department
 330 Park Avenue Bloomfield, CT 06002
 Phone: (860) 243-2923 Fax: (860) 242-4267 www.bloomfieldct.org/leisure.php

Directions for completing Application- All sections must be completed

- Complete and sign all necessary parts of the application
- Please review & sign facility / Park use policy and procedures (On back of this form)
- Return form to Bloomfield Leisure Services Department, 330 Park Avenue, Bloomfield, CT 06002. You will be notified within 2-3 business days.
- Certificate of Insurance naming the Town of Bloomfield as an additional insured for a minimum of one million dollars must be submitted to the Leisure Services office.

Application Information

Organization/Group/Team Name _____
 Name of Contact Person (must be present at the event) _____
 Address _____
 Phone (H) _____ Phone (M) _____ E-Mail: _____

Event Information

Date(s) _____ Type of Activity: _____
 Start Time: _____ End Time: _____ Equipment Requested: TV / VCR _____

Facility / Park Choice (Please rank 1st choice & 2nd choice)

Alvin and Beatrice Wood Human Services Center (Weekend Rentals are 4 hour min)

- | | | |
|------------------------------------|------------------------------------------|--------------------------------------|
| _____ Gymnasium (\$150 per hour) | _____ Meeting Room 1 (\$60 per hour) | _____ Meeting Room 2 (\$60 per hour) |
| _____ Y.C. Lounge (\$150 per hour) | _____ Arts & Crafts Room (\$60 per hour) | _____ Teen Room (\$60 per hour) |
| _____ Dance Studio (\$60 per hour) | _____ Kitchen (\$60 per hour) | _____ Room 103 (\$60 per hour) |
| _____ Room 105 (\$60 per hour) | _____ Room 106 (\$60 per hour) | _____ Room 107 (\$60 per hour) |
| _____ Room 108 (\$60 per hour) | _____ Room 109 (\$60 per hour) | _____ Room 110 (\$60 per hour) |
| _____ Room 111 (\$60 per hour) | _____ Ceramics Studio (\$60 per hour) | |

Parks & Fields

- | | | |
|--------------------------------------------------|--------------------------------------------------|-------------------------------------------------|
| _____ Park Ave Soccer Field (\$45 per 2 hours) | _____ U11 Soccer Field (\$45 per 2 hours) | _____ U9 Soccer Field (\$45 per 2 hours) |
| _____ Arace Soccer Field (\$45 per 2 hours) | _____ 7 & 8 Soccer Field (\$45 per 2 hours) | _____ 5 & 6 Soccer Field (\$45 per 2 hours) |
| _____ Bill Lee Baseball Field #1 (\$75 per game) | _____ Bill Lee Baseball Field #2 (\$45 per game) | _____ Bill Lee Baseball Field #3(\$45 per game) |
| _____ Softball Stadium (\$75 per game) | _____ Pool Picnic Area (\$75 per 4 hours) | |

In consideration of being allowed to participate in the Town of Bloomfield Leisure Services activities, the undersigned acknowledges, and agrees that: The risk of injury from the activities involved in this program may be significant, including the potential for permanent paralysis and death, and while particular rules, equipment and personal discipline may reduce this risk, the risk of serious injury does exist; and I knowingly and freely assume all such risk, both known and unknown. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, I hereby release and hold harmless the Town of Bloomfield Leisure Services Department, its employees, volunteers, commissioners, sponsoring agencies, sponsors and advertisers with respect to any and all injury, disability, or death incurred while traveling to or from or participating in the above mentioned trips or activities.

Signature

Date

DO NOT FILL IN BELOW THIS LINE * FOR OFFICE USE ONLY

Your Application has been approved for

Area Assigned _____ Date(s) _____ Time(s) _____
 INSURANCE REQUIRED: YES _____ NO _____ (Naming the Town of Bloomfield as additional insurance) BASE RENTAL FEE _____ TOTAL\$ _____
 Date Approved _____



**Town of Bloomfield Leisure Services Department
Facility / Park use Application (Resident & Approved Group)**

Bloomfield Leisure Services Department
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Phone: (860) 243-2923 Fax: (860) 242-4267 www.bloomfieldct.org/leisure.php

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Event Information

Date(s) _____ Type of Activity: _____
 Start Time: _____ End Time: _____ Equipment Requested: TV / VCR _____

Facility / Park Choice (Please rank 1st choice & 2nd choice)

Alvin and Beatrice Wood Human Services Center (Weekend Rentals are 4 hour min)

- | | | |
|------------------------------------|------------------------------------------|--------------------------------------|
| _____ Gymnasium (\$100 per hour) | _____ Meeting Room 1 (\$40 per hour) | _____ Meeting Room 2 (\$40 per hour) |
| _____ Y.C. Lounge (\$100 per hour) | _____ Arts & Crafts Room (\$40 per hour) | _____ Teen Room (\$40 per hour) |
| _____ Dance Studio (\$40 per hour) | _____ Kitchen (\$40 per hour) | _____ Room 103 (\$40 per hour) |
| _____ Room 105 (\$40 per hour) | _____ Room 106 (\$40 per hour) | _____ Room 107 (\$40 per hour) |
| _____ Room 108 (\$40 per hour) | _____ Room 109 (\$40 per hour) | _____ Room 110 (\$40 per hour) |
| _____ Room 111 (\$40 per hour) | _____ Ceramics Studio (\$40 per hour) | |

Parks & Fields

- | | | |
|--------------------------------------------------|--------------------------------------------------|-------------------------------------------------|
| _____ Park Ave Soccer Field (\$30 per 2 hours) | _____ U11 Soccer Field (\$30 per 2 hours) | _____ U9 Soccer Field (\$30 per 2 hours) |
| _____ Arace Soccer Field (\$30 per 2 hours) | _____ 7 & 8 Soccer Field (\$30 per 2 hours) | _____ 5 & 6 Soccer Field (\$30 per 2 hours) |
| _____ Bill Lee Baseball Field #1 (\$50 per game) | _____ Bill Lee Baseball Field #2 (\$30 per game) | _____ Bill Lee Baseball Field #3(\$30 per game) |
| _____ Softball Stadium (\$50 per game) | _____ Pool Picnic Area (\$50 per 4 hours) | |

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Signature

Date

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Your Application has been approved for

Area Assigned _____ Date(s) _____ Time(s) _____
 INSURANCE REQUIRED: YES _____ NO _____ (Naming the Town of Bloomfield as additional insurance) BASE RENTAL FEE _____ TOTAL\$ _____
 Date Approved _____

Facility / Park Use Policies and Procedures

- Certificate of Insurance naming the Town of Bloomfield as an additional insured for a minimum of one million dollars must be submitted to the Leisure Services office.
- All facility requests are accepted on a first-come, first-served basis and will only be accepted six months in advance of the requested date (unless otherwise accepted by the Director of Leisure Services). Priority for use is given only to activities of the Town of Bloomfield, Board of Education and approved organizations.
- User rates, when appropriate, are per hour and based on normal uses, which do not require special supervision, elaborate set-up, or generate heavy maintenance and custodial follow up.
- A permit is required for organizations requesting use of Leisure Services facilities.
- Applications must be submitted in advance for each request for facilities. Organizations requesting a consistent monthly meeting date and time may submit one permit.
- Only approved and scheduled uses will be accommodated.
- The use of any Town of Bloomfield Leisure Services facilities is restricted to members of the requesting approved group only and limited to facilities originally requested.
- Permits cannot be transferred or assigned without approval from the Leisure Services Department.
- Children accompanying adults must remain with them and cannot be left unattended in the building.
- Groups must prepare to leave 15 minutes prior to closing time.
- A late charge, a one hour minimal charge, will be billed to any organization overstaying their permit.
- Requests for early arrival, late departures and special openings will be handled on an individual basis. The user rate will prevail for early arrivals and late departures.
- Groups are responsible for room set-up. Rooms must be returned to original condition and furnishings and equipment must be returned to storage locations. Failure to return room(s) to original condition may result in disapproval of further applications and/or forfeiture of all or part of any security deposit.
- Activity equipment must be supplied by the user unless.
- No alterations to existing equipment or facilities are allowed.
- Special equipment requests must be submitted with permits and will be considered on an individual basis.
- There is **NO SMOKING** in the building and/or park grounds.
- Eating is allowed in designated areas only.
- **Alcohol is not permitted in the Town of Bloomfield facilities and/or park grounds.**
- Proper attire is required for participation. No street shoes will be allowed in gym.
- Collection of admission fees or requesting donations is prohibited unless approved in advance.
- Activity must be appropriate and safe for the area requested.
- The cost of any damage to the facility or equipment will be billed to the user organization.
- Users shall be bound by all Leisure Services rules and regulations and all applicable ordinances fully as though the same were instead in said permit.
- Any violation of the rules and regulations for use will result in the loss of use privileges.
- Parking in designated areas only. Police take notice.
- Town of Bloomfield Leisure Services Department reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility.
- All facility rental fees and deposits are due upon Facility/Park Application approval. There will be a \$25 fee assessed for all returned checks for insufficient funds.
- Town of Bloomfield Leisure Services Department reserves the right to deny a facility request if the activity is deemed inappropriate, to avoid over use, or to protect the facility's infrastructure. Town of Bloomfield Leisure Services Department also reserves the right to deny or cancel a facility request, if it has been determined (according to a division of an appropriate Federal or State agency), that the requester has failed to comply with any applicable Federal and State laws with regard to discrimination, based on race, gender, ethnicity, wealth, or sexual orientation, against a participant(s) in their respective program.
- The user agrees to collect all trash generated by the event and return the facility to its original condition. Receptacles will be provided for disposal of trash, and you are expected to keep the facility free of litter.
- The user is responsible for any damage to the facility that may occur during the event. Failure to reimburse Town of Bloomfield Leisure Services for damages incurred may result in forfeiture of facility use fees and/or loss of future use of Bloomfield Leisure Services facilities.
- Application approval will be coupled with a facility permit. Please have your permit with you at the time of your scheduled event.

Signature

Date

Adopted by the Bloomfield Recreation Committee April 4, 2011