

# REDDING COMMUNITY CENTER

## Application for use of Community Rooms, Gym, Fields

A complete list of rules and regulations is available at the park and recreation office, senior center, town hall or on the internet at [www.townofreddingct.org](http://www.townofreddingct.org)

### FOR INTERNAL USE ONLY

Name of Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Org. Telephone \_\_\_\_\_  
 Individual Submitting Request \_\_\_\_\_  
 Individual Address \_\_\_\_\_  
 Individual. Phone \_\_\_\_\_  
 Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 Describe Activity Planned \_\_\_\_\_  
 \_\_\_\_\_  
 Date(s) Requested \_\_\_\_\_  
 Actual hours of Event \_\_\_\_\_  
 Total Actual Hrs. (set up + breakdown) \_\_\_\_\_  
 Estimated Attendance \_\_\_\_\_  
 Estimated Number of Cars \_\_\_\_\_  
 Person Responsible at event \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 \_\_\_\_\_

Application received _____			
Director's Name _____			
Insurance certificate	yes	no	
Police required	yes	no	
Space reserved	yes	no	
Application Approved	yes	no	
Rejected (Reason)	yes	no	
Health Permit required	yes	no	rec.
Fees charged	_____ pd. _____		
Custodial Hours est.	_____		
Date	_____		
Director's signature _____			

Space Requirement: Rooms  Community Room  Gymnasium  Multipurpose Room  
 Fields  #1  #2  #3

Is activity open to the public?	Yes	No	Is any food being served?	Yes	No
Is an admission being charged?	Yes	No	-please list _____		
Certificate of insurance attached?	Yes	No	-All events serving food not listed on 'permissible food list'		
Getting Police for activity?	Yes	No	require a license from the Health Dept.		
Is Alcohol served?	Yes	No	Have you started the Health Dept. permit process?	Yes	No
List contractors used (insurance required):			Is Kitchen being used?	Yes	No (\$250 deposit required)

The Redding Community Center Building Administration reserves the right to interrupt, cancel, or prohibit any activity that it deems improper.

I/We the undersigned acknowledge that we have read the attached Rules and Regulations regarding use of the Redding Community Center, Gymnasium and Fields and agree to completely comply with the terms contained therein. Further, the undersigned assumes full responsibility for all damages and/or injuries incurred incidental to such use.

Date of Application \_\_\_\_\_ Signature of Applicant \_\_\_\_\_  
 Position/Title \_\_\_\_\_