

DATE RECEIVED \_\_\_\_\_

**EAST LYME PARKS AND RECREATION DEPARTMENT**

**FACILITIES REQUEST FORM**

GROUP REQUESTING FACILITY \_\_\_\_\_

EXPECTED ATTENDANCE \_\_\_\_\_ NUMBER OF EAST LYME RESIDENTS \_\_\_\_\_

NUMBER OF VEHICLES EXPECTED \_\_\_\_\_ NON-PROFIT STATUS? YES \_\_\_\_\_ OR NO \_\_\_\_\_

WILL A FEE BE CHARGED? YES \_\_\_\_\_ OR NO \_\_\_\_\_ IF YES, HOW MUCH? \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_

AUTHORIZED GROUP REPRESENTATIVE (PLEASE PRINT): \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_ HOME/WORK TELEPHONE # \_\_\_\_\_

DATE(S) OF PROPOSED USE \_\_\_\_\_

TIME(S) \_\_\_\_\_ RAINDATE \_\_\_\_\_

BRIDEBROOK PARK: SOFTBALL \_\_\_\_\_ BASEBALL \_\_\_\_\_ SOCCER \_\_\_\_\_ UTILITY \_\_\_\_\_ BASKETBALL \_\_\_\_\_

VETERAN'S MEMORIAL PARK: SOFTBALL \_\_\_\_\_ BASEBALL \_\_\_\_\_

SMITH HARRIS PARK: LITTLE LEAGUE \_\_\_\_\_ PEEWEE \_\_\_\_\_

PLEASE LIST SPECIAL CONSIDERATIONS AND/OR EQUIPMENT NEEDED \_\_\_\_\_

**INSURANCE:** The Town of East Lyme does not provide participants or spectators medical, surgical, or hospital expenses arising out of proposed activity. Applicant may be required to submit a Certificate of Insurance as a condition for the granting of a "Facilities Use Permit". Said Certificate in the amount of \$1,000,000 will name the Town of East Lyme, its officers, agents and employees, as additional insured. If insurance has a deductible, the user may be required to provide a security deposit in the amount of the deductible or a determined portion thereof. Upon completion of use, security deposit shall be returned in full, if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits, when required, shall be in cash, or by bank or certified check made payable to the **TOWN OF EAST LYME**. Said conditions, if required, shall be met with a minimum of \_\_\_\_\_ days prior to scheduled event. If insurance certificate is not required it is understood that applicant assumes financial responsibility for any damages to facility caused by persons using facility under this permit.

**AGREEMENT:** Requesting group must have a substantial number of East Lyme residents/taxpayers. The use of alcoholic beverages shall be prohibited per "Ordinance Concerning Consumption of Alcoholic Beverages", (Town Ordinance, Volume XII, page 139), and all facility policies of the Parks and Recreation Commission will be enforced. It is understood that by signing this agreement that the Town of East Lyme is held harmless from any such claim or damages and agrees to indemnify the Town in the event of any such claims or damages.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMMISSION APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ INSURANCE REQUIRED \_\_\_\_\_

PERMIT FEE \$ \_\_\_\_\_ SECURITY DEPOSIT \$ \_\_\_\_\_

PARKS & RECREATION AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_