



Alvin & Beatrice Wood Human Services Center

Bloomfield Leisure Services Department
330 Park Avenue Bloomfield, CT 06002
Phone: (860) 243-2923 Fax: (860) 242-4267
Email: Recreation@Bloomfieldct.gov

Applicant/Event Information

Date Application Completed: _____ Requested Date of Rental: _____

Time Requested (Includes set up and clean up time): _____

Name/Birthdate of Applicant: _____

Organization: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____

Email _____

Summary of events including food/activities:

Approximate Number of Adults: _____ Approximate Number of Children: _____

Facilities	✓		Fee
Art Room		Occupancy 20	\$40/Hr – Resident \$80/Hr – Nonresident or Business
Activity Rooms		Activity Room 131/132 Occupancy 60	\$40/Hr – Resident \$80/Hr – Nonresident or Business
		Activity Room 152/153 Occupancy 60	\$40/Hr – Resident \$80/Hr – Nonresident or Business
Get Fit Room		600 Square Feet Occupancy 15	\$100/Hr – Resident \$200/Hr – Nonresident or Business
Gym		8,600 Square Feet Occupancy 640	\$150/Hr – Resident \$300/Hr – Nonresident or Business
Multipurpose Room		Occupancy 120* *Without tables/chairs	\$75/Hr – Resident \$150/Hr – Nonresident or Business
Youth Center Lounge		Occupancy 65	TBD

Custodial Fees, if applicable, are determined by authorizing designee in the amount of \$215/4 hours.

Rental Date and Time:

- I/My organization agree to abide by the rules and regulations governing the use of the Alvin & Beatrice Wood Human Services Center. I also understand that I must complete and sign the Cleaning Checklist and return it before my deposit will be refunded. I accept full responsibility and financial liability for any damage during the time of the rental. I also agree that my security deposit may be used to cover facility use charges outside of my reserved rental time.
- I understand that my rental time includes setup time and clean up time.
- I agree that the Town of Bloomfield reserves the right to charge for any time I use beyond my reserved rental time.
- I understand that a refundable \$200 security deposit (payable by CASH, MONEY ORDER OR CREDIT CARD) is required to rent space at the Alvin & Beatrice Wood Human Services Center and is due within 3 business days of the day I make my reservation and failure to provide the security deposit will result in the cancellation of my reservation. Security deposits paid using credit card will incur a \$5 convenience fee. All security deposit returns will be made via Town of Bloomfield check.

Make money orders payable to:
Town of Bloomfield – Attention: Leisure Services

Mail or deliver to:
Bloomfield Leisure Services
Attn: Facility Rental
330 Park Avenue
Bloomfield, Connecticut 06002

- Cancellations within 7 (seven) days of event date will not be refunded. If an event is cancelled more than 7 (seven) days in advance, rental fees will be returned via Town of Bloomfield check.

Signature: _____ Date: _____

Printed Name: _____

Office Use Only

Check # _____ Cash _____ Date _____ Initials _____

Staffing: Approved _____ Denied _____ Date _____ Initials _____

Authorizing Designee: Approved _____ Denied _____ Date _____ Initials _____

Permitting: Permit # _____ Date _____ Initials _____

Alvin & Beatrice Wood Human Services Center
RENTAL AGREEMENT
RULES & REGULATIONS

APPLICATION FORM

- An authorized representative of the group desiring use of the facility must sign the application form before permission is granted
- The *party signing this application is personally responsible* for the enforcement of these regulations and must be on the premises during the entire rental time.
- By signing this application agreement, the applicant acknowledges thoroughly reading, and understands these rules.
- *Violations of any of the rental rules and regulations may terminate the agreement and result in loss of security deposit.*
- The Director of Leisure Services, Senior Services or designee reserves the right to reject an application or cancel approval at any time.
- Applicant should be aware that video surveillance is in use during rental times where applicable.

FEES

- Upon signing the rental agreement all applicants must make a two-hundred dollar (\$200.00) deposit by cash, money order or credit card *in addition to the rental fee*, within 3 business days of when rental is made. Failure to do so will result in the cancellation of the rental. Make money order payable to Town of Bloomfield and mail or deliver to:

Bloomfield Leisure Services
Attn: Facility Rental
330 Park Avenue
Bloomfield, CT 06002

- Recurring rentals must pay the first month's rental payment and subsequent charges on a monthly basis. Any exception must be approved by the Directors.

SECURITY DEPOSIT REFUND

- Refund for the security deposit will be processed upon completion of inspection of the property for any damages. Rooms and common areas will be inspected with a staff member and the permit holder prior to the event and after completion of the event. An inspection sheet will be signed by both parties (copy of which will be provided to the permit holder upon request). Failure to complete the room inspection by the permit holder may result in forfeiture of the security deposit.

INSURANCE AND LIABILITY

- Applicants must provide a certificate of liability insurance with a minimum coverage of \$1,000,000 each occurrence/\$2,000,000 general aggregate that lists the Town of Bloomfield and Board of Education as an additional insured. The certificate must be submitted to the town at least ten business days in advance of the activity. The town reserves the right to require a higher amount of coverage in exceptional circumstances.

- The applicant assumes all responsibility and liability for any injury to any person and for injury to or loss of town or private property in connection with the use of the facility. The applicant must hold the town harmless for any such losses or damage.

CHECKLIST

- Rooms and common areas will be inspected with a staff member and the permit holder both prior to the event and after completion of the event. An inspection sheet will be signed by both parties (copy of which will be provided to the permit holder upon request). Failure of the permit holder to complete the room inspection may result in forfeiture of the security deposit.

RESPONSIBILITY FOR INDIVIDUALS OR ITEMS

- Town of Bloomfield does not assume responsibility for accidents that may occur on the premises, for the loss of personal property while individuals or groups are on the premises or for items being stored or left on the premises.

NOT PERMITTED ON PREMISES

- Smoking, gambling, chewing gum, intoxicating beverages of any kind; any intoxicated or disorderly persons; sparklers, candles, incense, smoke machines, or other items creating smoke, confetti, and neon paint.

ROOM USE/ARRANGEMENT (TABLES & CHAIRS)

- Rectangular tables each seating 4 guests and chairs are available for use.
- Any tables and chairs used must **ALL** be returned to their designated storage areas.
- Tables and chairs may not be taken from other rooms.
- Table surfaces **must** be covered before serving food or doing crafts.
- Standing or sitting on tables is not permitted.
- Do not stack tables on top of each other at any time.
- Do **NOT** block doorways, egresses or emergency exits.
- Only approved rental space may be used.
- Renter responsible for any damaged property.

DECORATIONS

You are welcome to decorate for your event **using these guidelines:**

- The use of tape, staples, glue, 3M hooks or any other type of adhesive is **PROHIBITED** on all walls, including doors and columns.
- Confetti, glitter, or any type of item that could become embedded in carpet is **not** permitted.
- All decorations must be removed at the end of your event.

FOOD & DRINK

- Alcoholic beverages are prohibited on property – including all parking areas and grounds.
- Food or drinks containing Red or Yellow Dyes are not permitted.
- Renter must provide all related items (serving plates, dishes, utensils, table cloths, etc.). There is no public kitchen on the premises.
- Heat protection for tables is required when using sterno or heated trays/dishware of any kind.

AUDIO VISUAL EQUIPMENT

- Free Wi-Fi is available and is not password protected.
- If use of the television(s) is needed please note this on your application. An appointment reviewing the equipment is required for use and must be arranged with the Leisure or Senior Services office prior to event.
- A laptop computer and HDMI cable must be provided by the **renter**.
- For an Apple computer, HDMI to MAC adapter must be provided by **renter**.

CLEANUP

- Refer to the Checklist. Brooms, dustpans and vacuum will be provided by staff on duty.
- Trash must be emptied and placed into designated trash receptacles.

DAMAGE

- Should damage occur while you are renting the building, please notify us by contacting the supervisor on-site as well as emailing information to Recreation@bloomfieldct.gov.

I HAVE READ AND AGREE TO THESE RULES AND REGULATIONS.

Applicant Signature

Date

Printed Name