

# Town of Middlebury Facility Use Contract



## APPLICANT INFORMATION

Name of Organization: \_\_\_\_\_ Scout Troop/Den/Pack#: \_\_\_\_\_

President: \_\_\_\_\_ Vice-President: \_\_\_\_\_

Chairman: \_\_\_\_\_ Leader: \_\_\_\_\_

Name of Applicant/Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Alternate Person: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Please return the completed form to: Middlebury Parks and Recreation  
1172 Whittemore Road, Middlebury, CT 06762  
[tgraziano@middlebury-ct.org](mailto:tgraziano@middlebury-ct.org)

The Shepardson Community Center is open from 8:00 am to 9:00 pm, Monday – Friday. The facilities are available on Saturdays and Sundays. The organization is responsible for custodial fees before or after posted operating hours, payable at least one week before the date requested. The building is closed on all legal holidays. Please see attached ***Town of Middlebury Holiday Schedule and 2023-2024 Calendar*** for details.

## ONE-TIME EVENT

**Event Type:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Start Time** (Entering Facility): \_\_\_\_\_ AM/PM

**End Time** (Exiting Facility): \_\_\_\_\_ AM/PM

**Expected Attendance:** \_\_\_\_\_

*\*\*Events with outside participation of over 50 people require you to hire a police officer and/or fireman. You are responsible for coordinating their attendance.*

### Shepardson Community Center Room(s) Requested (circle all that apply)

Lower Level:    2    4    5    7    8

Upper Level:    26    27    28    Auditorium    Dining Room    **Kitchen\*\***    Field

*\*\* Rental of Kitchen requires a separate non-refundable fee of \$100. Please make checks payable to the Town of Middlebury*

**Kitchen Facilities?**

Yes / No

**Serving Alcohol?**

Yes / No

**Is This a Fundraiser?**

Yes / No

**Police or Fire Dept. Service Required?**

Yes / No

## RECURRING EVENT

**Event Type:** \_\_\_\_\_

**Dates to be used:** \_\_\_\_\_

**Day(s) of the week:** \_\_\_\_\_

### Frequency (circle all that apply)

Weekly            Every other week            Monthly

**Start Time** (Entering Facility): \_\_\_\_\_ AM/PM

**End Time** (Exiting Facility): \_\_\_\_\_ AM/PM

**Expected Attendance:** \_\_\_\_\_

*\*\*Events with outside participation of over 50 people require you to hire a police officer and/or fireman. You are responsible for coordinating their attendance.*

### Shepardson Community Center Room(s) Requested (circle all that apply)

Lower Level:    2    4    5    7    8

Upper Level:    26    27    28    Auditorium    Dining Room    **Kitchen\*\***    Field

*\*\* Rental of Kitchen requires a separate non-refundable fee of \$100. Please make checks payable to the Town of Middlebury.*



## SECURITY DEPOSIT

***A \$200 security deposit and a certificate of insurance are required for all rentals.***

***The organization or individual renting is responsible for repair costs of any damage incurred.***

A security deposit will be collected upon signing of the contract. Please make checks payable to the Town of Middlebury. If no damage has occurred to the Town of Middlebury's property or facilities, the security deposit shall be refunded within two weeks of the event.

**Deposit Received:**

Date: \_\_\_\_\_

**Deposit Returned:**

Date: \_\_\_\_\_

**Deposit Withheld:**

Date: \_\_\_\_\_

Reason for withholding deposit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## CERTIFICATE OF INSURANCE

A Certificate of Insurance is required by the Town of Middlebury. Insurance certificates must name "Town of Middlebury as an additional insured." (Please see *Rules and Regulations for the Use of Town of Middlebury Facilities, #13.*) Insurance Certificate issued by:

\_\_\_\_\_  
 \_\_\_\_\_

## CANCELLATION

**Cancellation of an event must be made 24 hours  
in advance to avoid rental fees.**

## ACCEPTANCE

I have read and fully understand the "Rules and Regulations for the Use of the Town of Middlebury Facilities."  
I will be personally responsible for assuring compliance for the above event.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_



## RULES AND REGULATIONS FOR THE USE OF TOWN OF MIDDLEBURY FACILITIES

1. The Town of Middlebury reserves the right to reject any application.
2. The Town of Middlebury always prioritizes the use of the facilities.
3. The Town of Middlebury or its representative must always have free access to all facilities.
4. The use of facilities will be restricted to the places, dates, and times specifically authorized on the application.
5. The Town of Middlebury reserves the right to cancel all scheduled events due to inclement weather or other emergencies.
6. In the event of cancellation by the Applicant, a notice of 24 hours must be given in advance of the scheduled event to avoid rental fees.
7. All Town Facilities are closed on legal holidays. Fees will be charged according to the weekend fee schedule. Please see attached *Town of Middlebury Facility Use Fee Schedule*.
8. Reservations will be issued on a “first come, first served” basis. All reservations are to be made through the Parks and Recreation Department.
9. Contract/Application must be made out in one name only. That person must be the first to arrive and the last to leave and is solely responsible for this event. For private party use.
10. Additional fees may be charged in the event of damage to facilities, equipment, or extra hours worked by Town personnel for clean-up.
11. Applicant is responsible for facility setup and breakdown (tables, chairs, etc.). Setup and breakdown must be completed within the time covered by the reservation.
12. Rental fee, security deposit, and insurance requirements must be received at the time of booking.
13. Proof of liability insurance is required at the time you make your reservation. You must submit a Certificate of Insurance naming the Town of Middlebury as an additional insured. A one-million-dollar per occurrence liability policy must be in force for all profit and non-profit groups. If there will be alcohol served at your event, liquor liability must be added to your liability coverage.
14. Applicant is financially responsible for any damage or repair costs resulting from negligent or inappropriate use of the Town of Middlebury’s property or facility. Any damage or misuse will result in the forfeiture of the security deposit. Should the cost of the repair exceed the security deposit, the Applicant will be billed for the difference.



15. The following events require police and/or fire personnel. An applicant is responsible for coordinating their attendance and any fees associated with their service.
  - One and/or two-day special events with outside participation of over 50 people
  - Any event serving alcoholic beverages

*The Town of Middlebury reserves the right to require police officers at any event.*
16. If police and/or fire personnel are required, a receipt of hire must be received by the Parks and Recreation Department at least two weeks prior to the event. The Applicant will be responsible for all applicable fees for hiring public safety personnel.
17. Applicant is financially responsible for any damage or repair costs resulting from negligent or inappropriate use of the Town of Middlebury's property or facilities. Any damage or misuse will result in the forfeiture of the security deposit. Should the cost of the repair exceed the security deposit, the Applicant will be billed for the difference.
18. Any program involving children is the responsibility of the group leader. Group leaders must arrive 15 minutes before the scheduled event. Group leaders must not leave until all children have been picked up. Under no circumstances should any child be left unattended.
19. In case of an emergency, please call 911. Please familiarize yourself with all emergency exits. All exits are marked. People in the auditorium should use the door located in front of the building leading directly outdoors. People in the kitchen should use the ramp door exit. After contacting emergency personnel, please get in touch with the Parks and Recreation Director, Betsy Anderson, at 203-695-3545.
20. Smoking is strictly prohibited in all Town of Middlebury facilities.
21. You are expected to keep the facilities litter-free and use trash disposal receptacles.
22. All trash must be taken to the trash dumpster in the lower parking lot. Please ask the custodian for extra trash bags if needed.

## KITCHEN-SPECIFIC RULES AND REGULATIONS

1. If utilizing the kitchen, you must supply your own utensils, paper plates, and plastic flatware.
2. Please bring your own cleaning materials, soap, dish towels, and paper towels.
3. All tables and chairs in the dining area must be wiped off after each use.
4. Nothing is to be left on the counters.
5. Food is not to be left in the refrigerator.
6. Please read posted rules for garbage disposal usage.
7. Please clean up any spills on the stove, refrigerator, and floor.



# TOWN OF MIDDLEBURY HOLIDAY SCHEDULE AND 2023-2024 CALENDAR

## Park and Recreation Department

### Shepardson Community Center

1172 Whittemore Road

203-758-2520 Ext. 2

Monday – Friday 8:00 am to 4:00 pm

### Holiday Schedule (2023):

Please note that Shepardson Community Center is closed, and rooms are unavailable on the following days:

- Monday, January 2 - New Year's Observance
- Monday, January 16 – Martin Luther King, Jr. Day
- Monday, February 13 - Lincoln's Birthday Observance
- Monday, February 20 – Presidents Day/Washington's Birthday
- Friday, April 7 - Good Friday
- Monday, May 29 - Memorial Day
- Tuesday, July 4 - Independence Day
- Monday, September 4 – Labor Day
- Monday, October 9 - Columbus Day
- Tuesday, November 7 – Election Day
- Friday, November 10 – Veterans' Day
- Thursday, November 23, and Friday, November 24 – Thanksgiving Holiday
- Monday, December 25 - Christmas Observance

**\*\* Please note, all room reservations are subject to changes based on programs and special events.**

### 2023-2024 Calendar:

Please note Shepardson Community Center is closed or rooms are unavailable on the following days:

#### 2023

- Monday, September 4 – Labor Day
- Monday, October 9 - Columbus Day
- Tuesday, November 7 – Election Day
- Friday, November 10 – Veterans Day
- Thursday, November 23 and Friday, November 24 – Thanksgiving Holiday
- Monday, December 25 - Christmas Day

#### 2024

- Monday, January 1 - New Year's Day
- Monday, January 15 – Martin Luther King, Jr. Day
- Monday, February 12 - Lincoln's Birthday Observance
- Monday, February 19 – Presidents Day/Washington's Birthday
- Friday, March 29 - Good Friday
- Monday, May 27 - Memorial Day
- Thursday, July 4 - Independence Day

**\*\* Please note, all room reservations are subject to changes based on programs and special events.**



## TOWN OF MIDDLEBURY FACILITY USE FEE SCHEDULE

### Park and Recreation Department

#### Shepardson Community Center

1172 Whittemore Road

203-758-2520 Ext. 2

Monday – Friday 8:00 am to 4:00 pm

### Facility Use Fee Schedule (Auditorium/Dining Room):

Weekday Evening Fees	5:00 PM - 9:00 PM	Each Additional Hour
Monday – Thursday	\$25/hour	-----
Friday	\$100	\$70

\*Friday fees are based on the initial 4 hours; any part of each additional hour is \$70.00

Weekend Fees	Saturday	Sunday
Middlebury Resident	\$200	\$300
Non-resident	\$400	\$500
Scouting Organizations/Fundraising Events	\$50	\$50
Civic Groups	\$100	\$100
Non-civic Groups	\$275	\$350

\*Saturday and Sunday fees are based on the initial 4 hours; any part of each additional hour is \$70.00

***A \$200 security deposit and a certificate of insurance are required for all rentals.***

