

**BRANFORD RECREATION DEPARTMENT**

**BIRTHDAY PARTY ROOM USAGE FORM**

**BRANFORD RESIDENT'S ONLY**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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1<sup>ST</sup> DATE REQUESTED: \_\_\_\_\_ 2<sup>ND</sup> DATE: \_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_ (Please include set up time)

AMOUNT OF PEOPLE \_\_\_\_\_ (Children & Adults)

SET UP REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
(ie: 3 long tables with 15 chairs around, long table for cake, presents etc.)

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**FEES** : Cash, Check, Visa or MasterCard accepted. **(Deposit can only be paid with cash or check)**

**MAKE CHECKS PAYABLE TO:** "TREASURER, TOWN OF BRANFORD"

**MONDAY - SATURDAY** 4 HOUR TIME SLOTS **WE ARE CLOSED ON SUNDAYS**

**\$75 ROOM RENTAL & \$150 DEPOSIT** – BOTH DUE UPON RECEIPT OF THIS FORM (The deposit will be returned if the room and or equipment are not damaged.)

**BUILDING HOURS:** 9:00 AM to 9:30 PM

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In consideration of the use of the Branford Recreation Department, I certify that all information given is accurate and I understand and accept full responsibility for the conduct of the group and any damages to equipment or the facility. Please be sure to leave our rooms neat and throw all party garbage in the dumpster located in the parking lot. Deposits will only be returned if the room is left in the condition that it was in when you arrive pending a room check by our staff.

**\*\*NO ALCOHOL IS ALLOWED IN THE BUILDING OR ON THE PREMISES\*\***

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please mail form with payment to Branford Recreation Department  
Attn: Andrea Kenney or e-mail to [akenney@branford-ct.gov](mailto:akenney@branford-ct.gov)  
46 Church Street  
Branford, CT 06405

Forms can also be submitted to our office. Office hours are from 8:30 a.m. to 4:30 p.m., Mon. - Fri.  
Call the office at 488-8304 with any questions. Available dates will only be given after a form is submitted. Please fill out this form entirely.

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Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Reason: \_\_\_\_\_  
Director of Recreation Date: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ cash/check: # \_\_\_\_\_

**General policy:**

- A. The Community House, Parks and other facilities of the Department of Recreation are established for public recreation purposes. The public recreation programs consist primarily of activities planned and directed by the Department of Recreation, and secondarily, of social or recreational activities of community groups when such activities are conducted in the facility with express permission and under the control of the Department of Recreation.
- B. The use of these facilities shall be limited to Branford organizations for social or recreational purposes only, and shall also be limited to such times as not to interfere with scheduled activities for the Recreation Department.
- C. Building usage will be available to:
  1. Rooms are not available on Major Holidays.
  2. BRANFORD RESIDENTS ONLY.
  3. Use of the Community House will be restricted to the hours during which the center is open. Saturdays and Sunday use may occur only if a staff member of the Department of Recreation is present and the Director of Recreation has approved the usage.

**General Rules & Regulations for the Community House:**

- A. The hours of operation at the Branford Community House will be 7:00 A.M. until 10:00 P.M. seven days a week. Weekend hours may fluctuate. The building is closed on all major holidays. All meetings and activities shall exit the building by 10:00 P.M. unless prior arrangements have been made and approved.
- B. These facilities shall not be used by any group or individual under the influence of, or has in his/her possession, intoxicating beverages and or drugs.
- C. All groups must conform to such additional regulations as the Town of Branford may see fit to establish.
- D. Use of the Community House will be restricted to the hours during which the center is normally open. Saturday and Sunday use may occur only if a staff member of the Department of Recreation is present and the Director of Recreation has approved the usage.
- E. The Community House may not be used without a supervisor on duty who will be responsible for the facility, or facilities being used. A Supervisor shall be on duty at all times. In the event that a supervisor is not regularly on duty at the time of said activity/meeting, the groups will be responsible for supervision /maintenance fees.
- F. All persons/groups wanting use of the Branford Community House shall fill out a request form and comply with all associated fees.
- G. All person/ groups using the Branford Community House shall provide a valid Certificate of Insurance with each request.
- H. All property, equipment, and furnishings must be kept clean and undamaged. Any person or group causing damage will be required to pay for the damages. (Based on current cost of equipment).
- I. All persons decorating the room must remove all decorations at the end of said event.
- J. Fighting, the use of profanity, loud, boisterous talking or indecent conduct will not be permitted or tolerated at the Branford Community House, Parks or other facilities.
- K. All waste must be deposited in receptacles provided for that purpose.
- L. Areas must be cleaned upon leaving. All facilities and equipment should be left in the same condition as found. If facilities are not left in a clean condition, the personal organization/ or person requesting the facility will be responsible for janitorial fees.
- M. There is no smoking in the building.
- N. There shall be no loitering or trespassing at the Branford Community House, Parks or facilities.
- O. All posted rules and regulations at the Branford Community House, parks and facilities are to be adhered to and will be enforced.
- P. No dogs, pets or animals are allowed in the Branford Community House, parks or facilities without explicit permission from the Department of Recreation
- Q. No Drug trafficking.

**Procedure for Community House reservations:**

- A. An application is required from all groups and individuals using the facilities and if applicable, fees paid at this time.
- B. All applicants, MUST submitted a valid Certificate of Insurance with their application.
- C. All requests for the use of the Community House facilities must be made on the application form. The application must be signed by the person reserving the facility. The person/organization will be held responsible for any clean-ups/damages to or loss of property arising from such use.
- D. Arrangements for the use of the Community House, must be completed at least one week prior to the date of use.
- E. The Board of Recreation, or the Director of Recreation, reserve the right to decline the use of its facilities or to cancel any use of its facilities where and when it appears to be in the best interest of the Town of Branford.
- F. Special permission for the use of the kitchen may be granted to groups and or individuals with a refundable deposit required and when available.
- G. The kitchen will not be opened for any group unless specific use is granted.
- H. All utensils, etc, shall be returned to their proper place and the kitchen left clean and neat.