



Facility Use Reservation Form

Town of Brookfield Parks / School Grounds

Name of Group: _____

Responsible Person: _____ Cell Phone: _____

Address: _____ Email: _____

Date(s) Requested: _____ Day(s) of the week: _____

Time (include set up and clean up): _____ Total number of people: _____

Number of Adults: _____ Number of Children: _____

Description of Planned Activities:

Requested Facilities (check all that apply)

Pavilion at Cadigan Park

Town Beach (up to 50 people during season)	<input type="checkbox"/>
Picnic Tables	<input type="checkbox"/>
Barbeque grills	<input type="checkbox"/>
Electricity	<input type="checkbox"/>
Softball	<input type="checkbox"/>
Utility Field(s)	<input type="checkbox"/>

Bandstand at Town Hall

Electric	<input type="checkbox"/>
Lights	<input type="checkbox"/>
Restrooms	<input type="checkbox"/>
Other	<input type="checkbox"/>
<i>Note: 2 picnic tables provided</i>	
<i>No charcoal grills permitted</i>	

Lakeside Community Room

Community room	<input type="checkbox"/>
Boat Launch	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>
Basketball	<input type="checkbox"/>
Picnic	<input type="checkbox"/>
Lifeguards (outside of regular park hours if avail.)	<input type="checkbox"/>

Municipal Center

Soccer field	<input type="checkbox"/>
Softball Field	<input type="checkbox"/>
Playground	<input type="checkbox"/>
Restrooms	<input type="checkbox"/>
Other	<input type="checkbox"/>

Huckleberry Hill School

Little League	<input type="checkbox"/>
Baseball	<input type="checkbox"/>
Front Soccer	<input type="checkbox"/>
Playground	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>

High School

Baseball	<input type="checkbox"/>
Softball	<input type="checkbox"/>
Soccer	<input type="checkbox"/>
Football	<input type="checkbox"/>
Lights	<input type="checkbox"/>
Track	<input type="checkbox"/>

Lillinonah Woods

Camping overnight	
Day event	

Old Bridge Sanctuary

Camping overnight	
Day event	

Other facility not listed:

Fee Schedule	Cadigan Park Pavilion	Town Hall Bandstand	Lakeside Community Room (seasonal)
Resident Family	\$125.00/Day	\$75.00/Day	\$175.00 / 4 hrs.
Resident Business/Organization	\$150.00/Day	\$175.00/Day	\$250.00 / 4 hrs.
Resident Non-Profit Organization	\$125.00/Day	\$75.00/Day	\$175.00 / 4 hrs.
Non-Resident Family	\$200.00/Day	\$125.00/Day	\$375.00 / 4hrs.
Non-Resident Business/Organization	\$250.00/Day	\$225.00/Day	\$450.00 / 4 hrs.
Non-Resident Non-Profit Organization	\$200.00/Day	\$75.00/Day	\$375.00 / 4 hrs.

I/We the undersigned acknowledge that we have read the attached terms, conditions and rules regarding use of Town facilities and agree to comply with the all Terms, Conditions and rules contained therein. Further, the undersigned assumes full responsibility for all damages and/or injuries incurred incidental to such use. I release and hold harmless the Town of Brookfield from any injuries incurred during my or my guests' use of Town facilities.

Signature of Applicant _____

Date of Application _____

Director Parks & Recreation Signature _____

Date of Application _____

Comments:

Office use only

Application: Approved Disapproved

Amount to be Charged \$ _____

Comments: _____

Signature of Parks & Rec. Director

Date

**** Please send completed form to the Brookfield Parks & Recreation, 100 Pocono Rd., Brookfield, CT or email to ddipinto@brookfieldct.gov or fax to 203-775-5244.**

Brookfield Parks & Recreation

Terms and Conditions for all Facilities

1. If not a Town of Brookfield sponsored organization, please include a certificate of insurance (*General Liability*) in the amount of \$1,000,000 naming the Town of Brookfield as additional insured.
2. Certificate of insurance for service providers must be submitted before use with the Parks & Recreation Dept. (*General Liability*) in the amount of \$1,000,000 naming the Town of Brookfield as additional insured.
3. All groups using any Town facility are responsible for any damages incurred as a result of such use.
4. Reservation can be made up to 6 months in advance for residents and up to 3 months in advance for non-residents.
5. All self-generated refuse shall leave the site with the responsible person
6. All School and Municipal buildings grounds are considered smoke free zones.
7. A Damage Bond: credit card number may be taken at time of Reservation.
8. The facility should be left as clean as it was found, cleaning done by the responsible party.

Cadigan Pavilion-

1. Reservation of the pavilion will be limited to groups of no more than 50
2. Reservation may include, at the discretion of the Director, use of the athletic fields if available and/or use of the Town Beach during normal operating hours
3. \$50.00 refundable deposit required with payment. Deposit will be returned upon our inspection of the facility, or be applied toward any damages incurred.
4. Balance of the park must remain open at all times for the general public.
5. Please note specific synthetic field rules posted on-site.

Town Hall Bandstand (required with Town Hall playground reservation)

1. The Playground must remain open for the general public at all times
2. Charcoal grill are not permitted
3. (2) picnic table provided under the bandstand
4. Reservation may include, at the discretion of the Director, use of the athletic fields if available

Lakeside Community Room and facility Rules-

1. No swimming allowed when lifeguard is not on duty.
2. Children under age 12 must have adult supervision at all times.
3. No smoking is allowed anywhere in the Park
4. No pets of any kind are permitted in the Park.
5. No fishing or fishing gear is permitted in the Park.
6. Town Park personnel shall have authority to eject any person(s) engaging in behavior or activity deemed disruptive, dangerous, damaging, or illegal.