



Facility Usage Request Form

Unless there are extenuating circumstances, please allow at least 2 weeks for review of your request. Approval by the Town of Old Lyme (& *Lyme) Boards of Selectmen or designees is required.

Organization: _____

Purpose: _____

Contact Person: _____

Phone Number: _____

Mailing Address: _____

e-mail address: _____

Activity Description (including # of anticipated attendees): _____

PLEASE CIRCLE ONE:

Town Hall

Parks & Recreation facilities

other

Meeting Room (capacity 100)	Hains Park/Rogers Lake	*Lymes' Senior Center (capacity 125) (Towns of Lyme/Old Lyme)
2 nd floor Mezzanine Conference Room (capacity 25)	Cross Lane Park	Cross Lane Fire Dept. Meeting Room (capacity 51)
2 nd floor American Legion Room (capacity 25)	*Town Woods Park (Towns of Lyme/Old Lyme)	*Lymes' Senior Center KITCHEN (Towns of Lyme/Old Lyme)
White Sand Beach		

Special Requests (tables, chairs, etc.):

Days/ Dates/Time Requested: _____

Although the Town of Old Lyme does not employ a custodial staff, it does contract with a cleaning service. Should special cleaning be required following your event, the contact person named above agrees that the Organization named will be responsible for all costs related to that cleaning.

(please initial) _____

Additional Comments: _____

I have read the Facilities Usage Policy on the back side of this form and I agree to fulfill my responsibilities and obligations in accordance with the Requirements. (please initial) _____

Approved by _____
for the _____

Date _____

Applicant Signature & Date

RESTRICTIONS ON USE OF TOWN FACILITY

1. Illegal activities will not be tolerated, and any violations may justify permanent restriction on the use of Town of Old Lyme facilities by the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances is not permitted on most Town properties. (Exceptions from this prohibition may be granted by the First Selectman for the Senior Center). There shall be no smoking in Public buildings.
3. Vendors shall be prohibited from any form of selling in Town buildings or on Town grounds. Exceptions from this prohibition may be granted by the First Selectman to community-based groups for an educational, civic or charitable purpose.
4. Any activity, advertising and/or decorations determined to be not in the best interests of the Town by the Board of Selectmen or the First Selectman shall not be allowed in Town of Old Lyme facilities, including:
 - Activities that advocate, teach, or preach any doctrine or theory subversive to the Constitution or laws of the State of Connecticut or of the United States, or that which advocates a social or political change, violence or revolution.
 - Any purpose in conflict with Town activities; Commercial advertising; Any activity which may be injurious to the buildings, grounds or equipment of the Town.
5. The Town of Old Lyme complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA requires that no qualified individual with a disability shall, on the basis of disability, be denied the benefits of Town services, programs, or activities.
6. At no time can the attendance of an activity or event exceed the posted capacity of the room or facility.

SUPERVISION

1. Uniformed police officers or other paid security agents may be required at the users' expense for all activities where the probable number of people seems great enough to present a traffic or crowd-control problem. Police service is also required for any organization that presents volatile issues to which there might be public reaction and possible disorder. The number of constables to be employed for any function will be determined by the First Selectman.
2. All groups using Town buildings & grounds must designate an adult to be responsible for the overall supervision of the group. Such responsibility shall include complete supervision of the group from the time the first member arrives until the last has left the premises. The responsible adult shall not leave the property until all persons under his/her supervision have left.
3. The Town of Old Lyme does not employ a custodial staff. **All groups using Town facilities are responsible for set up and clean up of any and all areas used.** Requests for custodial assistance may be made to the First Selectman at an hourly rate to be determined by the First Selectman.

LIABILITY INSURANCE

1. Those groups or individuals applying for use of Town of Old Lyme facilities assume all responsibility and liability for any injury to persons and for injury to, or loss of, Town or private property in connection with the use of facilities. The applicant must hold the Town of Old Lyme harmless for any such losses or damage.
2. Each organization using Town facilities must have group insurance for personal liability coverage for negligent acts as tenants. Proof of insurance may be requested prior to use by the First Selectman.
3. An organization desiring to use a Town facility may acquire liability insurance through TULIP. An access code (available from the First Selectman's Office) is required.