

Date Filed _____ Meeting Date(s) _____ Day of Week _____

Old Saybrook Parks and Recreation
308 Main Street, Old Saybrook, CT 06475
MUNICIPAL
SAYBROOK POINT PAVILION RESERVATION FORM

Commission/Board/Agency/Dept: _____

Contact Person: _____

Business Phone: _____ Home: _____

Enter Time: _____ Exit Time: _____

Function Time: _____

Describe Function: _____

List any Special Requests: _____

Est. Number of Attendees: _____

THE ROOM SET UP AND TAKE DOWN IS YOUR RESPONSIBILITY

Upon leaving: Close windows, leave chairs on perimeter of room, vacuum, wipe tables, counter and sink area. Check and lock all doors, turn off lights, and remove any trash from the site and deposit in the dumpster located at the back of Mini-Golf course. Please do not use outside green receptacles.

I, the person or group representative, understand and will adhere to all rules and regulations established by the Town of Old Saybrook/Parks and Recreation Commission for the use of this facility.

Signature of person responsible: _____ Date: _____

Please print name: _____

Check Appropriate Boxes:

Meeting Meeting w/food Social Function Parking Area Event

Alcohol: Yes No Certificate of Insurance: Yes No

Pick Up Key: Yes No Fee: _____

Note: Variations or multiple uses may require a fee(i.e. social/non business/weekend).

Approval of Director: _____ Date: _____

MUNICIPAL MEETINGS – No Fee Charged Monday – Friday(4:30pm)

1. Town boards and Commissions may use the building for up to 2 regular (Monday thru Friday 4:30pm) monthly meetings...Space permitting at no charge with an advance completed facility request.
2. Each Agency using The Pavilion is required to leave the room picked up and in good condition for the next group. (Tables away/chairs along perimeter).
3. Agency is responsible for floor/kitchen/counter/table cleanup if refreshments are served.... If spills or damage occurs the agency will be billed accordingly. Please – notify Parks & Recreation so timely clean-up or repairs can occur!
4. Keys may be picked up at the Parks and Recreation Office on the day of your scheduled meeting (12:30 p.m. – 4:30 p.m.) and return key the following day to Parks & Recreation Office before Noon. **A drop box is available for after hours key return. (Exception - Friday a.m. meeting must return key by 3:30 p.m. on Friday).**
5. Keys may Not be passed to other people or groups and may NEVER be copied.
6. Commissions/agencies requesting space for non-municipal functions(i.e. social) may be charged fee. Weekend (Saturday/Sunday) use will require a fee.

RESTRICTIONS:

NO tape or tacks/decorations on walls/windows or doors.

Please: No candles
No Smoking

Use of glue or paint prohibited

NOTE: It has come to our attention that the public has been entering the Pavilion during all forms of functions. Signs are available in the kitchen left top drawer (next to sink)stating:

Municipal Meeting in Progress- Private Function, etc.

Commissions may want to identify the meeting and possibly tape an agenda on the front door.

Please call the Parks & Recreation Department with any suggestions, or comments at 395-3152.

Thank you.

PLEASE DO NOT STACK CHAIRS! Place chairs (singularly) around perimeter of room. DO NOT DRAG TABLES WITH LEGS DOWN/FOLD UP FIRST.

DO NOT TURN OFF MASTER SWITCH BY KITCHEN DOOR OR MANIPULATE THERMISTAT.

Important Notice

Any agency/group/function leaving this facility unattended/unlocked or in disaray will forfeit approval for future use.

Thank you for your cooperation in keeping this exceptional facility maintained and secure.

Thank you OSPR

**All cancellations - date or time changes must be made in writing*