

Date Filed \_\_\_\_\_

Reservation Date \_\_\_\_\_

**Old Saybrook Parks and Recreation**  
308 Main Street  
Old Saybrook, CT 06475  
860-395-3152 Fax 860-395-3154

**FACILITY AND AREA RESERVATION FORM**

**CIRCLE ONE**

MAIN ST PARK FERRY RD BALL FIELD CLARK PARK KAVANAGH PARK MAPLE AVE BALL FIELD  
FORT MONUMENT PARK FOUNDERS PARK EXCHANGE POND GREAT CEDARS GARDENERS LANDING

Name / Group \_\_\_\_\_ Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Area to be reserved: \_\_\_\_\_ Time: \_\_\_\_\_

Activities Planned \_\_\_\_\_

Estimated number attending \_\_\_\_\_ Ages of Participants \_\_\_\_\_ Adult/Child Raitio \_\_\_\_\_

I, the above person or group representative, understand and will adhere to the rules and regulations established by the Parks and Recreation Commission for use of the above facility. In the event that the facility is abused or left in a fashion which will require undue maintenance, all or part of the deposit will be retained to cover these additional costs.

Signature of person responsible: \_\_\_\_\_ Date \_\_\_\_\_

*For Department use only -----Application approval requires:*

Fee - \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Police Supervision – yes  no

**DEPOSIT SCHEDULE – NON-PROFIT GROUP ACTIVITIES:**

0 – 6 Attending – No Fee                      26 – 50 Attending -- \$50.00 Fee

7 – 25 Attending -- \$25.00 Fee              51 and over-- \$75.00 Fee

Application Request : Approved      Denied

Request Approved by \_\_\_\_\_  
Director, Old Saybrook Parks and Recreation

**\*\*\*REC CENTER, TOWN GREEN, BEACHES, & MINI GOLF REQUIRE THEIR OWN FORMS\*\*\***