



# TOWN OF WATERTOWN CONNECTICUT HUMAN, SOCIAL & LEISURE SERVICES

Recreation • Foodbank • Crestbrook Park (Non Maintenance) • Social & Senior Services

61 Echo Lake Road  
Watertown, Connecticut 06795-2629  
(860) 945-5246 FAX (860) 945-4734  
www.watertownct.org



Lisa L. Carew  
Director  
January 01, 2013

Carrie L. Donorfio  
Assistant Director

**TO:** All "Outside Organizations" Using the Town Facilities

Permits are required to be updated bi-annually (*January & June*) or more often as events and situations change.

**INFORMATION REQUIRED:** Please fill out the enclosed application and return it to the Watertown Recreation Department, The Municipal Offices at Heminway Park, 61 Echo Lake Road, Watertown, CT 06795. *Please make sure all pages have are signed by the contact person and all information completed – Permit requests will be handled on a First Come, First Served basis.*

**CERTIFICATE OF INSURANCE:** All applicants must provide a Certificate of Insurance {COI}. The following wording **MUST** appear in the description of the operations/locations/vehicles/exclusions added by endorsement/special provisions. No permit(s) will be issued without the following statement on their COI:

***Town of Watertown, Watertown Board of Education, Its Employees, Department Boards, Committees and Commissions are to be Named as Additional Insured.***

**INCREASED USAGE:** Due to the increased amount of requests for a limited amount of flexible facility time –

1. Please note Priority of Eligible Organizations
2. Missing and Non-Completed applications will not be considered.
3. All permits will be reviewed prior before permission is granted.
4. A confirmation notice will be issued to the permit holder.

**PAYMENT FOR USE:** Payment should be made to the "*Treasurer Town of Watertown*"

**REVIEW PERMIT:** Please take the time and review the application with the participants in your group, making sure all participants know location of emergency exits, telephones, and trash receptacles. Permit holder is responsible for the conduct of their participants and are liable. The Town of Watertown reserves the right to cancel any event/program that does not meet the minimum criteria as described in the permit application, or that is not in the best interest of the Town of Watertown.

**POLICE/FIRE PROTECTION:** As a condition of their permit groups may be required to hire Police and/or Fire Protection at their own expense.

Fire Code Occupancy: Upper Level- 77 persons – with tables and chairs    Upper Level- 165 persons – chairs only  
Lower Level- 31 persons – with tables and chairs    Lower Level- Persons only not rated

**CANCELLATIONS/CHANGES:** Contact the Recreation Department immediately for:

1. Any changes or cancellations
2. If you no longer need to use the facility
3. The contact person changes.

**QUESTIONS:** If you have any questions please feel to contact me at the above number. Thank you for taking the time to review this request.

Sincerely,

*Lisa L. Carew*

Lisa L. Carew, Director



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## WATERTOWN RECREATION APPLICATION FOR FALLS AVENUE SENIOR CENTER Outside Organization

1. NAME OF ORGANIZATION \_\_\_\_\_

2. NAME OF PERSON RESPONSIBLE AT EVENT \_\_\_\_\_

3. ADDRESS OF PERSON RESPONSIBLE \_\_\_\_\_

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

ALTERNATE NAME \_\_\_\_\_

ADDRESS OF ALTERNATE \_\_\_\_\_

4. DATE REQUESTED \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_

5. TIME ENTERING \_\_\_\_\_ TIME LEAVING \_\_\_\_\_

6. ROOM REQUEST (CIRCLE CHOICE)

LOWEL LEVEL ROOMS

MULTI PURPOSE ROOM

UPPER LEVEL ROOMS

DINING HALL / RECEPTION ROOM

KITCHEN

COMPUTER CLASSROOM

BILLIARDS ROOM

7. EVENT PURPOSE \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_

8. IS THIS A NONPROFIT ORGANIZATION \_\_\_\_\_ YES \_\_\_\_\_ NO

9. NAME OF PERSON RESPONSIBLE FOR KITCHEN CLEAN-UP \_\_\_\_\_

10. APPLICANT IS FINANCIALLY RESPONSIBLE FOR REPAIR OF ANY DAMAGE INCURRED.

11. THOSE USING FACILITY BEFORE OR AFTER REGULARLY SCHEDULED HOURS OR ON HOLIDAYS, WILL BE SUBJECT TO CUSTODIAL FEES, PAYABLE BEFORE EVENT.

12. PRIORITY OF REQUESTS WILL BE GIVEN TO ORGANIZATIONS WHICH INVOLVE WATERTOWN RESIDENTS.

# WATERTOWN RECREATION APPLICATION FOR FALLS AVENUE SENIOR CENTER Outside Organization

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*WELCOME TO THE FALLS AVENUE SENIOR CENTER. WE ARE VERY PROUD OF OUR FACILITY. PLEASE HELP US TO KEEP IT CLEAN, NEAT, AND READY FOR USE BY THE NEXT ORGANIZATION.*

*PROCEDURE:* Permission to use the facility when not otherwise used for Recreation activities, may be granted by the Watertown Recreation Department upon receipt of the prescribed application form properly signed by the person(s) who will assume full responsibility. Organizations applying for facility use will authorize their agent to enter into an agreement with the Town of Watertown Recreation Department, holding the Town of Watertown harmless and indemnifying it for any and all claims, assertions, demands and liabilities in exchange for the use of the facility. The Town of Watertown Recreation Department reserves the right to cancel or make changes in permits at any time.

### *PRIORITY OF ELIGIBLE ORGANIZATIONS:*

1. Watertown Recreation Department sponsored activities
2. Town Agencies, Boards and Commissions.
3. Community organizations on a non-profit basis
4. Community organizations requesting use for a profit-making activity.

*NOTE:* Town government functions, over all others and may, on occasion, cause cancellation of a previously scheduled activity.

1. ALL ORGANIZATIONS AND GROUPS MUST SUPPLY THEIR OWN EATING UTENSILS. PLEASE USE PAPER DISHES AND PLASTIC FLATWARE, WHICH CAN BE EASILY DISPOSED OF.
2. ALL TRASH MUST BE TAKEN TO TRASH RECEPTACLE IN DRIVEWAY.
3. ALL POTS, PANS, DISHES MUST BE WASHED AND PUT AWAY.
4. NOTHING IS TO BE LEFT ON COUNTERS.
5. NO FOOD IS TO BE LEFT IN THE REFRIGERATOR.
6. PLEASE READ POSTED RULES FOR GARBAGE DISPOSAL USE.
7. NO SMOKING IN TOWN BUILDING.
8. CLEAN UP ANY SPILLS ON STOVE, IN REFRIGERATOR OR ON FLOOR.
9. THE DEPARTMENT OF RECREATION AND SENIOR SERVICES HAVE FIRST PRIORITY ON THE USE BUILDING.
10. ALL BOOKINGS MUST BE MADE THROUGH THE RECREATION OFFICE. TOWN RESIDENTS HAVE FIRST PRIORITY ON A FIRST COME, FIRST SERVE BASIS. NO EXCEPTIONS.
11. ALL TABLES AND CHAIRS IN DINING AREA MUST BE WIPED OFF AFTER EACH USE.
12. IF TABLES ARE MOVED IN DINING AREA, THEY MUST BE RETURNED TO THE ORIGINAL POSITIONS.
13. ANY ADDITIONAL CLEANING THAT IS DONE BY CUSTODIAN SERVICE WILL INCUR A FEE.
14. PLEASE BRING YOUR OWN CLEANING MATERIALS, SOAP, DISHRAGS, TRASH BAGS AND PAPER TOWELS.
15. ANY PROGRAM INVOLVING CHILDREN UNDER THE AGE OF 18, IS THE RESPONSIBILITY OF THE GROUP LEADER. GROUP LEADERS MUST ARRIVE (15) MINUTES BEFORE THE SCHEDULED EVENT. GROUP LEADERS MUST NOT LEAVE UNTIL ALL CHILDREN HAVE BEEN PICKED UP. UNDER NO CIRCUMSTANCES IS ANY CHILD TO BE LEFT UNATTENDED.
16. THE SERVING OF ALCOHOLIC BEVERAGES IS PROHIBITED.
17. FIREWORKS AND FIREARMS ARE FORBIDDEN.
18. THE WATERTOWN RECREATION DEPARTMENT WILL BE NOTIFIED IF FACILITY REQUEST IS CANCELLED. A FOUR (4) HOUR NOTIFICATION WILL BE MADE IN EVENT OF CANCELLATION. CONTACT WATERTOWN POLICE DEPARTMENT AT (860) 945-5200, TO NOTIFY RECREATION DIRECTOR.
19. PRIVILEGE FOR USE OF FACILITY WILL NOT BE SUBLET.
20. FACILITY CANNOT BE USED FOR ANY ACTIVITY OTHER THAN WHAT IS REQUESTED FOR OR WHAT AREA WAS DESIGNED FOR.
21. FACILITY CANNOT BE USED FOR PRIVATE GAIN OR COMMERCIAL PURPOSES, EXCEPT AS APPROVED BY THE WATERTOWN PARKS AND RECREATION COMMISSION.

22. IN CASE OF FIRE OR MEDICAL EMERGENCY, DIAL 911. FIRE PULL BOXES ARE LOCATED WITHIN THE CENTER, EMS WILL BE DISPATCHED IMMEDIATELY. A PAYPHONE IS LOCATED IN THE LOWER FLOOR HALLWAY. ALL EXITS ARE CLEARLY MARKED, EVACUATE BUILDING. OFFICE PHONES ARE FOR OFFICIAL TOWN BUSINESS ONLY, PRESS 9 FOR OUTSIDE LINE. LOCAL CALLS ONLY.
23. ANY AND ALL EMERGENCIES SHOULD BE REPORTED TO THE RECREATION DIRECTOR AS SOON AS POSSIBLE FOLLOWING EVACUATION OF THE BUILDING, NOTIFY WATERTOWN POLICE DEPARTMENT (860) 945-5200 TO HAVE DIRECTOR NOTIFIED.
24. THE TOWN OF WATERTOWN RECREATION DEPARTMENT RESERVES THE RIGHT TO DENY TO USE OF THE FACILITY TO ANY GROUP IF IT IS DEEMED NOT TO BE IN THE BEST INTEREST OF THE TOWN.
25. THE WATERTOWN RECREATION DEPARTMENT MAY HALT THE ACTIVITY WHEN FOUND TO BE IN VIOLATION OF THESE RULES AND REGULATIONS OR CONDITIONS STIPULATED ON THE APPLICATION.
26. THE SPONSORING ORGANIZATION IS RESPONSIBLE FOR CONTACTING AND MAKING ARRANGEMENTS FOR FIRE AND POLICE PROTECTION WHEN REQUIRED.
27. GROUPS NOT SPONSORED BY THE TOWN OF WATERTOWN, WATERTOWN RECREATION DEPARTMENT OR BOARD OF EDUCATION, USING THE BUILDINGS, GROUNDS AND FACILITIES WILL BE REQUIRED TO FILE A HOLD HARMLESS AGREEMENT. ALL GROUPS MUST PROVIDE A CERTIFICATE OF INSURANCE, WITH THE TOWN OF WATERTOWN NAMED AS AN ADDITIONAL INSURED, WITH LIMITS OF \$250,000 - \$500,000. LIABILITY INSURANCE AND \$100,000 PROPERTY DAMAGE INSURANCE. ANY GROUP WHICH ACTS AS AN EMPLOYER MUST ALSO PROVIDE PROOF OF STATUTORY WORKERS COMPENSATION COVERAGE.
28. GROUPS ARE RESPONSIBLE TO OBEY ALL TOWN OF WATERTOWN ORDINANCES.
29. RATES – FLAT: FRIDAY \$75.00 SATURDAY \$125.00 SUNDAY \$150.00  
- CUSTODIAL RATE PER HOUR \$10.00

I HAVE RECEIVED, READ, AND UNDERSTAND ALL THE RULES AND THE EMERGENCY PROCEDURES CONCERNING THE USE OF THE FALLS AVENUE SENIOR CENTER.

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

WITNESSED BY \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY:

PERMISSION FOR THE ATTACHED REQUEST GRANTED, SUBJECT TO THE FOLLOWING FEE AND CONDITIONS.

CUSTODIAL FEE WEEKDAYS \$ \_\_\_\_\_  
(IF APPLICABLE)

WEEKENDS \$ \_\_\_\_\_

RENTAL RATES \$ \_\_\_\_\_

KEY NUMBER ISSUED: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

KEY RETURN DATE: \_\_\_\_\_

Make Checks Payable to: Town of Watertown

Return to: Watertown Recreation Department

61 Echo Lake Road, Watertown, CT 06795