

- COI
- Maintenance



ROOM REQUEST APPLICATION

Please submit completed copy to:
 Selectmen's Office
 29 West Avenue, Essex, CT 06426
 FAX to 860-767-8509
 EMAIL afinnegan@essexct.gov
Please allow sufficient time for approval of your request.

Organization:	
Event:	
Estimated Attendance:	
Date and Day of Event:	
Start Time of Event:	End Time of Event:
Contact Person:	
Email Address:	Phone Number:

Room(s) requested: (please check which room(s) you are requesting)

Room A (capacity 66)
 Room B (capacity 10)
 Auditorium (capacity 168)
 Auditorium Kitchen

Other If other, please describe:

Requests for Auditorium:

Laptop Microphone

Special Requests (use attached layout of the auditorium to sketch setup of tables & chairs):

There are 10 tables and 150 chairs available.

I have read the Town Facilities Usage Requirements below, and I agree for myself or my organization to fulfill the responsibilities and obligations of the Town Facility Usage Requirements.

Applicant Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____
First Selectman or Representative

TOWN FACILITY USAGE REQUIREMENTS

1. Illegal activities will not be tolerated. Any violations may justify permanent restriction on the use of Town facilities by the individuals or organization involved.
2. Use or possession of alcoholic beverages or any illegal substances is prohibited on or within any Town property.
3. There shall be no smoking in Town buildings.
4. The sale of goods or services on or within Town property is prohibited, except as part of an event sponsored by a community-based organization for an educational, civic or charitable purpose. Qualification under this exception shall be determined by the First Selectman. Sale of goods or services for the above event is approved.

First Selectman's Signature

Conditions, if any _____

5. The following events or activities are prohibited on Town property and in Town facilities:
 - a) Any activity, advertising and/or decorations that is or advocates any unlawful activity under the Constitution or laws of the State of Connecticut or of the United States.
 - b) Any event or activity in conflict with Town activities or functions.
 - c) Commercial advertising.
 - d) Any activity which may be injurious to the buildings, grounds or equipment of the Town.
6. Facilities and equipment in the auditorium and kitchen shall be used with care by the approved room user/organization. Use of newly purchased audio-visual equipment and costly microphones requires permission and review from the First Selectman's office staff. A staff member will inspect the facilities for any damage to equipment to include the appliances, furniture, floors, large screen and projector, microphones, sound system, audio visual equipment, and Town laptop. The approved room user/organization may be billed for any damage caused during the activity.

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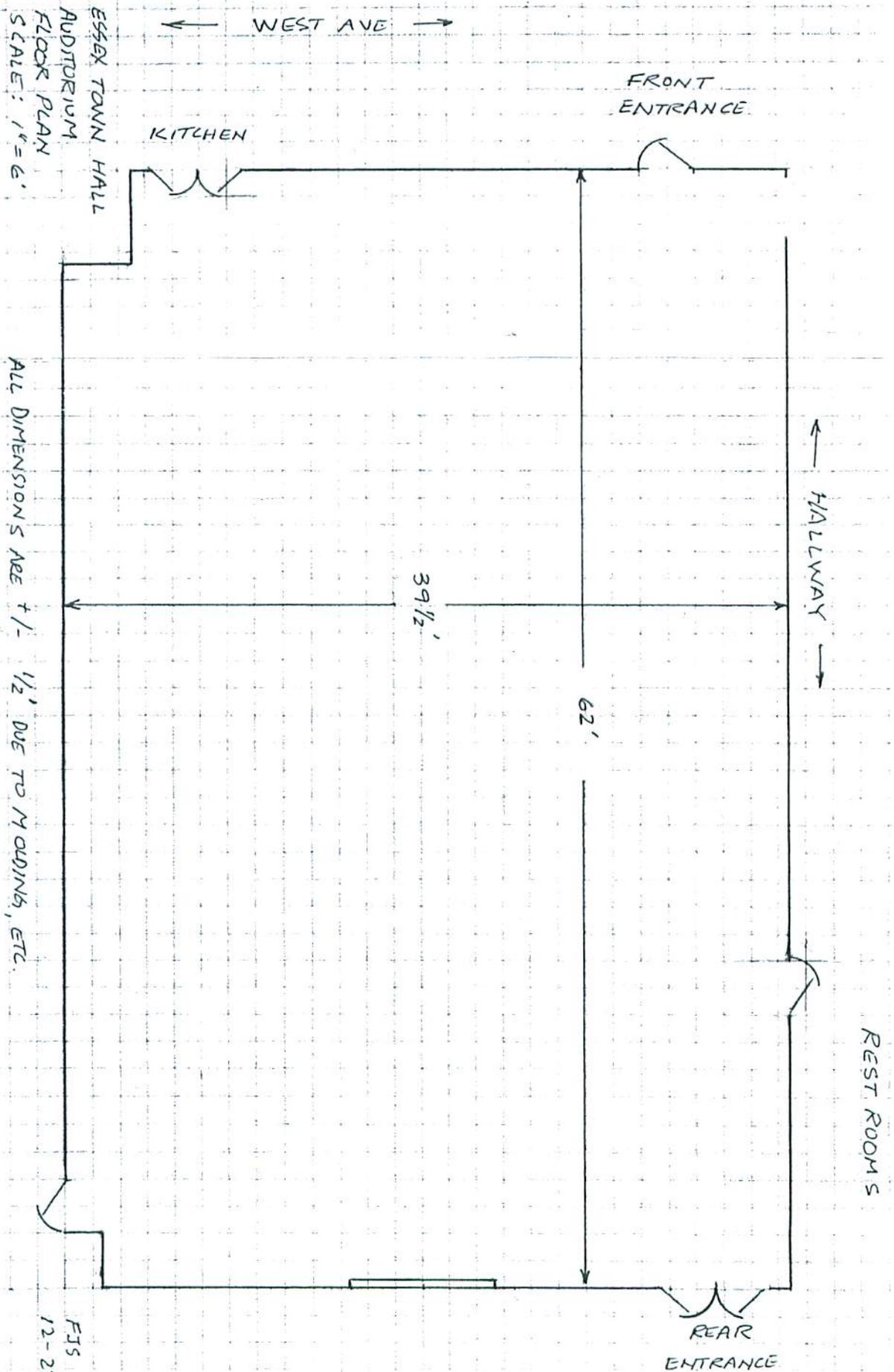
7. The Town of Essex laptop is required when using the audio-visual equipment. Use of individual/private laptops may cause damage to the audio-visual equipment. Any damage to the audio-visual equipment caused by use of an individual/private laptop will be billed to the approved room user/organization.

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SUPERVISION, CLEANING AND INSURANCE

1. Uniformed police officers or other paid security agents may be required at the users' expense for any activity where the Town determines that the potential number of participants or the character of the event may require traffic, safety or crowd-control. The number of such personnel to be engaged for any function shall be determined by the Town.
2. All groups using Town facilities **must designate an adult to be responsible for the overall supervision of the event or activity**. 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. Should special cleaning be required following your event, the contact person named above agrees that the individual or the Organization named will be responsible for all costs related to that cleaning.
4. **The individual or Organization shall provide liability insurance in the amount of not less than One Million Dollars (\$1,000,000.00), unless the Town determines that that the event or activity is covered under the Town's general liability policy without additional premium.** Individuals and organizations that use government facilities are not covered under local governmental insurance. Any outside party using local government facilities must provide a Certificate of Insurance. See attached brochure to purchase coverage or visit www.intactspecialty/entertainment.com.
5. The individual or organization, as the case may be, agrees to hold the Town harmless for any loss or liability relating to the event.
6. For off hours events, custodial fees will be charged at \$50.00 per hour.

AUDITORIUM FLOOR PLAN



Please use floor plan to sketch table and chair setup for your event.