

Sterling Recreation
1183 Plainfield Pike, Oneco CT 06377
(860)564-2904

Indoor/ Outdoor Facility Request Form

Thank you for your interest in reserving one of the Sterling Recreation Department's facilities. Please read the following regulations prior to filling out this form.

Regulations for use of facilities;

Only Non-Profit Groups can use these facilities. Fees may be assessed for users.

If required, all fees and/or insurance documents must be submitted before the facility request will be approved. The insurance **must** name the Town of Sterling as a secondary insured on the policy.

The Sterling Recreation Director reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility.

Sterling Recreation reserves the right to deny a facility request if the activity is deemed inappropriate to avoid over-utilization of a facility, or to protect the facility's infrastructure.

Police and Fire coverage (if needed) will be paid for by the organization holding the function.

The user agrees to collect all trash generated by the event and return the facility to its original condition. The user is responsible for any damage to the facility that may occur during the event. Failure to reimburse Sterling Recreation for damage incurred will result in loss of future use of Sterling Recreation facilities.

Alcohol is not allowed on Sterling Recreation facilities
Smoking is not allowed on Sterling Recreation facilities

Persons attending any activity must confine themselves to the area(s) assigned for their use. It is the responsibility of the applicant organization to enforce this regulation.

The organization is responsible for the conduct of all participants and guests. An adult representative(s) from the applicant organization must remain on the premises throughout the function and must maintain control at all times.

The applicant agrees to indemnify and hold harmless the Town of Sterling, the Sterling Recreation Authority, their agents, servants and employees from any and all liability claims resulting from the use of this facility.

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Indoor/ Outdoor Facility Request Form (Please print)

Organization:_____ Contact person:_____

E-mail:_____ Address:_____

Phone number:_____Number of Participants []

Event: _____ Actual Time of Event _____ to _____

Facility requested

Outdoor: Sterling Park () Sterling Recreation Complex ()
Indoor: Gymnasium () Room 9 () Senior Center ()

Purpose of Use: _____ Date of Use: _____

Gymnasium usage fee: \$30 for the first hour /\$20 for each additional hour
Total number of requested hours _____

Participation Waiver

In consideration of the use of a Sterling recreation facility, I hereby waive, release, and discharge any and all claims for damages, death, personal injury or property damage which I may have, or which hereafter accrue to me as a result of my use of the facility. This release is intended to discharge in advance the Town of Sterling, the Sterling Recreation Authority, its officers, agents and employees from and against any and all liability arising out of or connected with the use of said facility. It is understood by my signature below that I have agreed to this waiver, release and assumption of risk is to be binding on my heirs, personal representatives and spouse.

The signature below indicates the requesting group or individual is in agreement with all Sterling Recreation facility use procedures and the participation waiver.

Signature:_____ Date:_____

-----OFFICE USE ONLY-----

Request is approved/denied Director Signature:_____

Date:_____ Total Fee:_____ Check #:_____

