

**TOWN OF CHAPLIN, CONNECTICUT
JOSEPH FERRARA COMMUNITY ROOM
132 CHAPLIN STREET
CHAPLIN, CT 06235**

APPLICATION

An application is hereby made for the use of the community room on:

Date: _____ Time: _____ am/pm to _____ am/pm.

It is understood and agreed that if permission is granted, all Town of Chaplin REGULATIONS for the use of this facility must be strictly complied with without fail. A copy of the REGULATIONS is attached hereto and incorporated by reference herein.

The applicant certifies that they will be legally responsible for the conduct of anyone using the community room per this application, will ensure that the attached REGULATIONS are complied with, and will be responsible to the Town of Chaplin for any damage to the premises or to any person who suffers loss or injury resulting from such use.

The applicant has read the REGULATIONS, understands them, and agrees to fully comply with the REGULATIONS in return for being able to use the facility.

Applicant/Group Name _____
Telephone Number

Address

Signature _____
Date

Application Sponsored by Town Board/Commission/Department: _____	
Representatives' Name (print): _____	Signature/Date: _____
Application Approved by the Selectman's Office: YES / NO	
Selectman's Name (print): _____	Signature/Date: _____

OFFICE USE ONLY		
Key Return:	Yes/No	
Cleaning Complete:	Yes/No	Date:
Damage:	Yes/No	

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REGULATIONS

1. All events and use of the room must be sponsored by a Town Board/Commission/Department and approved by the Board of Selectmen.
2. All events must be scheduled through the Selectman's Office.
3. No smoking is allowed anywhere in the building.
4. Alcoholic beverages are BYOB and may be consumed inside the community room during the event. Alcohol sales are prohibited, and no glass containers allowed. All alcoholic beverages must be removed from the premises directly after the event.
5. Reservations for the community room may be made up to three months in advance through the Selectman's office.
6. No tape, tacks or staples are to be used on any walls, wood, ceilings or other surfaces.
7. Individuals using the community room will be legally responsible for any and all missing property and/or damage during the use of the room and will be subject to legal action.
8. By using the community room, the person/s using it agrees for him or herself and each of their guests to the fullest extent permitted by law to indemnify and hold the Town of Chaplin and their officials, agents and employees harmless against any injury, loss, cause of action, claim, or litigation including attorney's fees and costs, which results from the presence of any such applicant or guest on the property, and to inform each of their guests of this indemnification and hold harmless provision.
9. Floors shall be swept. Supplies will be provided (brooms and other cleaning supplies).
10. All tables and chairs shall be put back in the condition found.
11. All rubbish shall be removed from the premises.
12. Groups must leave the bathrooms in the same condition as there were found.
13. All lights must be turned off and all doors locked when leaving the building.
14. Keys must be returned to the Selectman's office within the next 2 business days.
15. All events that are sponsored by a Town Board/Department/Commission, that sponsor will be responsible for cleaning fees, if applicable.

All issues with the building contact the First Selectman at 860-576-4945

Revised 1/24/19