

# Brunswick Parks & Recreation Department

## INDOOR FACILITY USE REQUEST FORM

- The Brunswick Parks and Recreation Department offers a variety of facilities to be reserved/rented to the public.
- Requests must be made prior to an event taking place or advertisement has gone to the public.
- The Parks and Recreation Department reserves the right to refuse or cancel any reservation.
- Fee's for use of space will be applied as needed based off the request, following the Facility Use Priority Policy.
- For more information, please contact us at 207-725-6656 or email [recprograms@brunswickme.org](mailto:recprograms@brunswickme.org)
- Physical address for the Main Office: 220 Neptune Drive, Brunswick, ME 04011
- Checks made payable to "Town of Brunswick"
- For a full list of parks, trails and facilities please visit us at [www.brunswickme.org/191/Parks-Recreation](http://www.brunswickme.org/191/Parks-Recreation)

**Name of Organization:** \_\_\_\_\_ **Facility Request Type:**  **Indoor**  **Outdoor**

**Name of Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

### Requested Space (check all that apply)

**Recreation Center** (Welcome Center has a different form)

Full Facility      Fitness Area      Court #1      Court #2      Lobby  
Track      Other (such as parking lot/restrooms/grass space):

**Rental Date:** \_\_\_\_\_ **Number of People:** \_\_\_\_\_ **Is this a reoccurring event:**  **YES**  **NO**

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_

**What will the space be used for:** \_\_\_\_\_

**Will you be charging an entry fee:**  **YES**  **NO** **Are you a Non-Profit:**  **YES**  **NO**

**Are you providing Food:**  **YES**  **NO** **If Yes, will you be charging for the food:** \_\_\_\_\_

**If Yes, brief description of food:** \_\_\_\_\_

**Please use this space to let us know if you need a specific set up for this event, any setup and take down time, any additional staff on site etc.**

Please attach a flier, event map, game schedule, or diagram with this request to help provide staff with a full understanding of your request.



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## FACILITY USE REQUEST FORM

A certificate of insurance listing the Town of Brunswick as an additional insurer is required for all reservations. If you need insurance, you can utilize the TULIP program. Ask staff for more information or check out our website [www.brunswickme.org](http://www.brunswickme.org)

*While using this facility, I agree to abide by the following regulations that are based on the Town of Brunswick Municipal Ordinance, Recreation Commission or Parks and Recreation Department:*

- *A certificate of insurance naming Town of Brunswick as an additional insured with a minimum \$1 million general liability per occurrence, and \$2 million in general aggregate, must be submitted with this request.*
- *The use of any Parks & Recreation Department equipment or staff assistance must be arranged for in advance.*
- *The organization named above is responsible for all damages or missing property which occur during their use.*
- *No Drugs, Alcoholic beverages or Smoking is allowed at any town park or recreation facility, or any other area identified in the town's Code of Ordinances.*
- *Users shall not damage, move, or remove any equipment, building, structure, appurtenance, or personal property.*
- *Users shall obey all signs posted for the protection of property, or the promotion of the health, safety, or general welfare of the occupants of a park or the residents of the town.*
- *Unless approved for a specific program, users shall not possess or discharge a firearm, blank gun, air rifle, spring gun, bow and arrow, sling, or any other type of weapon which is potentially dangerous to human beings or to wildlife.*
- *Except for vendors that have received authorized permitting, a person shall not display, offer to sell, or sell anything including but not limited to food, display, offer to sell, or sell goods and services.*
- *A person shall not climb, walk, stand, or sit on a monument, vase, fountain, railing, fence, or any other structure not designed for that purpose.*
- *Brunswick Police Officers and Parks and Recreation Department staff, shall enforce the above rules. Any person acting in violation, may be asked to leave.*
- *All users will leave the area as they found it or in better condition by utilizing trash barrels, carry-in/out, pick up after themselves.*

**Signature of Applicant:**

**Today's Date:**

### INTERNAL USE ONLY

Parks and Facilities Manager (Dennis Wilson)

Deputy Director, Parks and Recreation (Sabrina Best)

Director, Parks and Recreation (Tom Farrell)

**Comments:**

**Charges:**