



Town of Old Saybrook

Parks and Recreation Department

308 Main Street • Old Saybrook, Connecticut 06475 • Tel: 860 395-3152 • Fax: 860 395-3154

Facility and Area Reservation Form

Name / Group or Organization

Person Responsible

Contact E-mail Address

Contact Phone Number

Street Address

Town

State

Zip Code

Area to Be Reserved

Activities Planned

Ferry Rd Ball Field

The Rec Center

Clark Community Park (Town Park)

Kavanagh Park on Trask Rd

Maple Ave Ball Field

Other

Date of Event

Start Time of Event

End Time of Event

Number of Attendees

Age of Participants

Adult/Child Ratio

% of Old Saybrook Members

I, the above person or organization representative, have read, understand and will adhere to the rules and regulations established by the Parks and Recreation Commission for use of the above facility. In the event the facility is abused or left in a fashion which will require undue repair or maintenance, the reserving group/responsible person will be billed accordingly. **Note: Any function that by its nature or size dictates the use of town services. The responsible person/organization will be billed and liable for that total cost.**

Signature of Person Responsible

Date

By filling out this form, you have not reserved the facility or area. The form needs to be approved by OSPR management. An approved copy of this form will be mailed electronically back to you, at that point, you have the rights to the facility or area on your reserved date and time.

For Department Use Only

Approved

Denied

Signature: _____