

Date Filed \_\_\_\_\_

**Birthday Party Room Rental  
Request Form  
308 Main Street  
Old Saybrook, CT 06475  
860-395-3152 Fax 860-395-3154**

Child's Name: \_\_\_\_\_ AGE: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home: \_\_\_\_\_

Area to be reserved: Please Check One

- Classroom or Gameroom Only (\$40)       Classroom or Gameroom & 1/2 Gym (\$60)

**Reservation Date** \_\_\_\_\_ Time: \_\_\_\_\_

Activities Planned \_\_\_\_\_

Estimated number attending \_\_\_\_\_ Ages of Participants \_\_\_\_\_

Times Available:      Fridays      4:30PM – 6:30PM      (Not available June-August or Jan-Feb)  
                                 Saturdays      11:00AM - 1:00PM      (Not available Jan- Feb)  
                                 Sundays      10:00AM–12:00PM      (Not available May-Oct)

- \*\*Games room available for 4<sup>th</sup> – 10<sup>th</sup> graders (Age 10 and up)
- \*\*Classroom available for 1<sup>st</sup> - 10<sup>th</sup> graders (Age 9 and below)
- \*\*Max of 20 kids per birthday party
- \*\*Space will be available according to: P&R programs, available staff, time of day and nature of activity
- \*\*Groups attending must maintain at least a 1 supervisor to 8 participants ratio for ages 10 +
- \*\*Groups below 10 yrs of age require 1 supervisor to 5 participant's ratio
- \*\*Space is reserved for OS residents.
- \*\*Requests accepted 30 days in advance
- \*\*Requests will be accepted for 2 month periods
- \*\*All groups must leave area in a picked up and organized manner

I, the above person or group representative, 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 that the facility is abused or left in a fashion which will require undue maintenance, all or part of the deposit will be retained to cover these additional costs or groups will be billed.

Signature of person responsible: \_\_\_\_\_ Date \_\_\_\_\_

Comments:

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***For Department use only-----Application approval requires:  
Fee \_\_\_\_\_***

**Check # \_\_\_\_\_ Date Rec \_\_\_\_\_ Rec# \_\_\_\_\_**

**DEPOSIT SCHEDULE –BIRTHDAY PARTY GROUP ACTIVITIES:  
\$ 100.00 Deposit      Check # \_\_\_\_\_**

*(SECURITY DEPOSIT WILL BE SHREDDED AFTER EVENT IF FACILITY LEFT IN GOOD ORDER)*

Application Request :    Approved \_\_\_\_\_ Request Date \_\_\_\_\_  
   Denied \_\_\_\_\_ Confirmation Date \_\_\_\_\_

Request Approved by \_\_\_\_\_  
   Director, Old Saybrook Parks and Recreation

## Party Rental Policies

The following policies are designed to ensure that Residents and party guests have a safe and enjoyable experience while at the Recreation Center. All party guests must abide by the facility policies as well as specific party policies. If you have any questions please see facility staff.

### General

Rental of gym space is available on limited basis

Reservation requests must be made at least two weeks in advance of the requested date and cannot be made more than two months before the date.

*Reservations are not confirmed until full payment is received, including security deposit (paid by separate check), and a confirmation receipt from Recreation Center staff is provided.*

Rental groups may bring in their own food and decorations

Renters may come in 1 / 2 hour before rental time to set up and remain 1 / 2 hour after rental time to clean up.

Decorations may be taped to the wall in Classroom. Tape may be used on the doors and windows only in Games Room .

Cancellations within two weeks of the rental will result in loss of security deposit.

All party guests must check in at the Front Desk and be directed to the appropriate room.

All party guests must remain together and in the spaces reserved for party use.

All party guests must be overseen by a responsible adult (no matter what age)

Smoking and tobacco products and alcoholic beverages of any kind are prohibited throughout the entire facility and grounds including all restrooms, front entrance area, parking lots and other outdoor areas.

Food and beverages are allowed only in the Class Room and/or Games Room. All food and beverages brought in with the party group must remain in the assigned room.

Rental groups are responsible for general clean up of their assigned room.

The Recreation Center is not responsible for lost or stolen items.