

TOWN OF ELLINGTON

Policies & Procedures

Regulations for Use of Old Crystal Lake School House

1. Town boards, commissions or community organizations wishing to use the Old Crystal Lake School House [OCLSH] Facility must make reservations for the use of this facility with the First Selectman's Office (860-870-3100). Use of the facility is limited to town boards/commissions, town programs and community organizations. The First Selectman's Office will notify the Public Works Director of the reservation request to use the facility.
2. The person requesting the use of the facility shall make arrangements with First Selectman's Office to pick up a key for the facility. The person who is picking up and signing off for the key must present a picture I.D. The person making the reservation request shall be responsible for locking up and securing the facility. The key is to be returned to the First Selectman's Office the next day.
3. Reservations will be made on a 'first-come, first-serve basis'. (*Unless there are special circumstances.*)
4. No loitering is allowed after a meeting has been concluded. Exit the building as soon as possible after the meeting has adjourned.
5. **Smoking, alcoholic and illegal substances are prohibited in all Town-owned facilities.**
6. The rooms are to be left the way they are found.
7. The First Selectman's Office **must be notified of any cancellations.**
8. If the Town Hall is closed due to storms or other emergencies, no meetings may be held.
9. The Town is not responsible for damages or loss of equipment, supplies or personal property of any board/commission/organization or its members.
10. If any board, commission or organization feels that it has been unjustly treated, a grievance may be brought to the First Selectman.
11. Any incidences of damage or personal injury or incidence of any misconduct incurred during use of the facility must be reported and filed with the First Selectman's Office by the applicant within 24 hours.

Failure to comply with above regulations may result in loss of privilege to use the facility.

I have read, understand and agree to comply with the Regulations for the Use of the Crystal Lake School House and the INSTRUCTIONS & RESPONSIBILITIES on the reverse side of this form.

Applicant's Printed Name

Applicant's Signature

Date

Committee/Commission/Agency

Contact Phone Number

INSTRUCTIONS & RESPONSIBILITIES FOR USE OF THE ASSEMBLY ROOMS AT THE OLD CRYSTAL LAKE SCHOOL HOUSE

1. Make sure the number of people does not exceed posted limit for the East Assembly Room and East Assembly Room. (See attached)
2. Check that attendees are parking in safe area; request vehicles be moved that do not comply.
3. Thermostat for **heat mode** shall not exceed 68 degrees F.
4. Thermostat for **cooling mode** shall not be set lower than 72 degrees F.
5. The building must be left in the same pre-use condition [as reasonably possible] before departure: place all trash in receptacles provided; remove all materials and equipment brought in.
6. **Report any people control issues to the Police at 860-875-1522.**

Upon Departure:

1. Report any problem to securing the building to Public Works at 860-870-3140.
2. Thermostat must be left in **heat** mode at 40 degrees F.
3. Report any damage or need for cleaning (before further use) to Public Works at 860-870-3140.
4. LOCK THE BUILDING AND RETURN THE KEY TO SELECTMAN'S OFFICE AT TOWN HALL

8:30 am - 6:00 pm Monday;

8:30 am – 4:00 pm Tuesday, Wednesday and Thursday;

8:30 am – 1:30 pm Friday