



TOWN OF PUTNAM
MUNICIPAL COMPLEX ~ TOWN HALL
200 SCHOOL STREET, PUTNAM, CT 06260

APPLICATION FOR USE OF RECREATION FACILITIES

ALL APPLICATIONS ARE SUBJECT TO PRIOR APPROVAL FROM THE RECREATION COMMISSION.
THE RECREATION COMMISSION MEETS THE LAST TUESDAY OF EACH MONTH.

NAME OF INDIVIDUAL/ORGANIZATION REQUESTING PERMISSION FOR USE OF FACILITY:

TYPE OF ORGANIZATION:

(Corporation, Civic, Non-Profit, Individual, Etc.)

MAILING ADDRESS (include city, state, zip)

PHONE:

PRINCIPAL INDIVIDUAL RESPONSIBLE FOR USE OF FACILITY:

HOME PHONE CELL PHONE E-MAIL

NAME OF PROPERTY REQUESTED LOCATION

NATURE OF AFFAIR

START DATE (M, D, Y) END DATE (M, D, Y)

START TIME END TIME

PLEASE CHECK AVAILABILITY OF ELECTRICITY OR RUNNING WATER PRIOR TO EVENT WITH REC. DEPT.
Other equipment needs (ie: sound system, chairs, etc. that the town may be able to provide)

HOW MANY WILL ATTEND?

IS ADMISSION FEE CHARGED? FEE AMT

It is expressly acknowledged by the applicant which term specifically includes the signer of this agreement and the organization on behalf of which this application is signed is responsible for utilizing the facility with due care and in conformity with all rules, laws and regulations. It is the applicant's duty to report immediately any incident specifically including personal injury or damage to property that occurs during the applicant's activity on Town property. Further, the applicant hereby agrees to indemnify and hold harmless the Town of Putnam, Putnam Recreation Commission, their agents, servants and employees from any and all liability or claims resulting from the applicant's use of presence on the subject premises. Finally, the applicant shall provide proof of liability insurance naming the Town as an additional insured in such amounts and with companies as the Recreation Commission may require.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE THE RECREATION DEPT. WITH A COPY OF PROOF OF LIABILITY INSURANCE UPON APPROVAL OF APPLICATION FROM THE RECREATION COMMISSION PRIOR TO THE EVENT.

DATE SIGNED

FOR OFFICE USE:

(APPROVED)

DATE:

RECREATION DIRECTOR

(NOT APPROVED)

DATE:

RECREATION DIRECTOR

PLEASE NOTE THAT RECREATION COMMISSION FUNCTIONS TAKE PRIORITY.

200 SCHOOL ST, PUTNAM CT 06260

860-963-6800, EXT 140 OR EXT 141

WWW.PUTNAMCT.US