

**JOHN PETTIBONE COMMUNITY CENTER
REQUEST FOR USE**

Name of Organization: _____

Responsible Party: _____

Address: _____

Phone: (W) _____ (H) _____ (Mobile) _____

Email: _____

Is your group/organization not for profit and New Milford based? Yes _____ No _____

Day/Date(s) Requested: _____

Time(s) Requested: _____

Describe Activity: _____

Estimated Attendance _____

Area Requested:

Cafeteria _____ Small Meeting Room _____ Library _____

Gymnasium _____ *(a security bond may be required for use of the Gymnasium)*

I, _____, have read the John Pettibone Community Rules and agree to abide by the terms contained therein. I acknowledge that it is my responsibility to pay for any damages incurred above the hold/damage/cleaning deposit due to use of the building. I also acknowledge that it is my responsibility to clean the rented portion of the building immediately after use.

Signature _____ Date: _____

The Town of New Milford reserves the right to refuse use of the Community Center in its sole discretion.

For Office Use Only

Insurance Received: Date _____ Staff _____

Rental Fee per Date _____ x # of Dates _____ Total Rental Fee: _____

Payment Received: Check _____ Cash _____ Staff _____

Alcohol Permit Received Date _____ Staff _____

Health Dept. License Yes _____ No _____

Police Required Yes _____ No _____

Fire Required Yes _____ No _____

Mayor's Office Approval _____ Date _____