



Town of Stafford Connecticut

1 Main Street, Warren Memorial Town Hall
Stafford Springs, CT 06076-1208
Telephone 860-684-1777 * Fax 860-684-1785

Municipal Facilities Use Request Form

Today's Date: _____

Identification: _____
(CT Driver's License ID #) Copy ID

Organization Name: _____

Contact Person: _____ Contact email: _____

Contact Address: _____

Phone: _____ Alternate Phone: _____

Date and day of the week requested: _____

Time of day to be used: _____ Number of attendees: _____

Facility to be used:

- Warren Memorial Town Hall Parking Lot
- Warren Memorial Town Hall Auditorium
- Benjamin Muzio Old Town Hall
- Staffordville Lake Pavilion
- John E. Julian Heritage Park & Gazebo
- Olympic Field Ball field & Basketball Court
- Memorial Hall

Purpose of Meeting:

I have read the Town of Stafford Rules and Policies for the Use of Municipal Facilities and I agree to comply with these requirements. I understand that if any portion of this policy is violated during my/our use of the space that I/we will be prohibited from future use of this space. I also understand that the use of municipal facilities is not available for any commercial activities that directly support the town's facilities or programs. I also agree that the town of Stafford shall be held harmless from any liability that may occur during the use of this facility as per the Facility Use Permit.

Renter Signature

Town of Stafford Representative Signature

Date

Date

Fee collected



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Facility Particulars

No alcohol is allowed in Town buildings or on Town property.

1. Warren Memorial Town Hall Parking Lot

- a. Sunday events may not start until 11:30 a.m.

2. Warren Memorial Town Hall Auditorium

- a. The auditorium is available anytime it does not interfere with regular business. Luncheons, seminars and presentations are permissible during business hours provided the noise level and foot traffic are not disruptive.
- b. Warren Memorial Town Hall has a maximum capacity of 298 people with chairs only set up and 156 people with tables and chairs set up.
- c. All evening events must end prior to 10 p.m. and the hall vacated by 11 p.m.

3. Benjamin Muzio Old Town Hall

- a. Capacity for the Old Town Hall is 250 standing people, 178 with chairs only and 83 with tables and chairs set up.
- b. No one is allowed in the hall 2 days prior and 2 days after an election.

4. Staffordville Lake Pavilion

- a. The pavilion facility and beach area do not open until 10 a.m. and closes at dusk.
- b. When there are lifeguards on duty, the facility is under their jurisdiction.
- c. Open fires are not allowed, this includes charcoal grills etc. Gas grills are allowed.
- d. You are allowed to use ½ the pavilion, the other half must be left open for use by residents utilizing the lake.
- e. If you have children in or near the water, you must have an adult by the water watching them.
- f. Glass containers should not be used because the possibility of broken glass poses a potential hazard.

5. John E. Julian Heritage Park & Gazebo

- a. Please be aware that this facility is in a residential neighborhood. Be considerate of residents who live close by, with regard to excessive noise and parking.
- b. All events must end prior to 9 p.m. and the area vacated by 9:30 p.m.

6. Olympic Field Ball field and Basketball Court

- a. The basketball court is available for use from 8 a.m. to 10 p.m.
- b. All Olympic field activities must also be approved in advance by Stafford's Athletic Director, Damian Frassinelli.
- c. Glass containers should not be used if at all possible.
- d. Please be aware that this facility is in a residential neighborhood. Be considerate of residents who live close by, with regard to excessive noise and parking - do not park on the street.

7. Memorial Hall

- a. Memorial Hall has a maximum capacity of 200 people without tables and chairs and 100 people with tables and chairs set up.
- b. All events must end prior to 10 p.m. and the hall vacated by 11 p.m.
- c. No one is allowed in the upstairs balcony.
- d. No one is allowed to raise or lower the theater curtains.
- e. No one is allowed to use any theater props or equipment.
- f. No organization shall store or leave items in the hall.

8. Hyde Park

- a. Requests to use/reserve Hyde Park for an event should be directed to the Hyde Park commission. Contact Lori Parrow, 860-684-1774.