APPLICATION FOR USE OF FACILITIES MANAGEMENT SITE (PW-50 Rev. 7/2011)

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

Donald DeFronzo,
Commissioner

Please Print or Type.

FACILITY WANTED (FULL ADDRESS)	DATE(S)	FROM: (Time)	TO: (Time)

For use if requesting Mystic Education Center. Check any that apply:

☐ *Auditorium* ☐ *Bowling Alley* ☐ *Exercise Room* ☐ *Gymnasium* ☐ *Pool* ☐ *Athletic Fields*

Organizational Name:		Phone #: Fax #:	
Address (No. & Street)	Town	State	Zip Code
Purpose of Use:			

WILL ADMISSION BE CHARGED? ☐ Yes ☐ No If Yes, specify amount: $_____	Estimated Attendance:

I have read and understand the specified Rules and Regulations on reverse side and agree to comply with all Rules and Regulations pertaining to the use of the Facility.

Signature:_____ Print Name:_____	Title: , Duly Authorized	Date:
Address:	On-Site Contact Person:	Phone #:
	E-Mail Address:	Fax #:

DO NOT WRITE BELOW THIS LINE

DAS Personnel Required (check one) ☐ Yes ☐ No	Security Guard Required (check one) ☐ Yes ☐ No
☐ Approved ☐ Disapproved	Reason for Disapproval:
Signature (Commissioner or Designee):	Date:

CERTIFICATE OF LIABILITY INSURANCE ON FILE

Number:	Name of Insurance Company	Amount: $	Date:

FEE CALCULATION (Payment in Advance)

Fee Schedule	Rental Rate	Hours	Amount	Payment Received:
	$ x		$	☐ Yes ☐ No
	Rental Rate	Hours	Amount	Amount:
	$ x		$	$
		Total	$	Date:

Please send or FAX this completed form with the rules and regulations to:
State of Connecticut, Department of Administrative Services
Facility Management – Room G-4
165 Capitol Avenue, Hartford, CT 06106
FAX #: 860-713-7262

RULES AND REGULATIONS PERTAINING TO COMMUNITY USE OF DPW FACILITIES

1. All requests for the use of the State of Connecticut Department of Administrative Services (DAS) Facilities must be made on the application form provided (PW-50 Rev. 7/2011), and send or fax to the address indicated on the front of this form.

2. Application for the use of the facilities must be made to the Commissioner of Administrative Services or his/her designee (the "Commissioner") no less than twenty (20) days prior to the requested date. If the User is an organization, the individual signing the application represents that he/she is duly authorized to legally bind the organization. If the User is an individual, he/she understands that he/she is personally liable for his/her use of the Facility.

3. DAS reserves the right to decline or cancel its permission for use of the Facility. Any violation of these rules and regulations by the User or persons under its control will automatically revoke permission to use the Facility. If use of the Facility is cancelled prior to an event, any fees pre-paid to DAS shall be refunded to the User. Once an event commences, all pre-paid fees are non-refundable.

4. The use of some facilities may require a member of the DAS Facilities Management Staff or Security Services to be present. The User shall reimburse DAS for the use of such personnel.

5. The Facility shall be used only on the dates and times specified and for the purpose stated on the User's application and shall not be transferable to any other individual or group. The User is responsible for ensuring appropriate supervision at all times. The Facility shall be used in compliance with all applicable Federal, State and local laws, codes, regulations and ordinances, and any rules or regulations that may be posted at the Facility.

6. The User is responsible for removing all personal property and rubbish brought into the Facility.

7. Smoking and the consumption of alcoholic beverages are prohibited in and around the Facility.

8. **THE USER AGREES THAT IT USES THE FACILITY AT ITS OWN RISK. The User understands that neither the State of Connecticut nor any official, employee or agent thereof makes any representation about the safety of the Facility.**

   The User agrees that neither the State of Connecticut nor any official, employee or agent thereof shall be held liable for any injury or damage, including death, to any person or property which may arise in connection with the User's use of the Facility. The User expressly waives all such claims against the State of Connecticut and its officers, employees and agents.

   The User agrees to protect, indemnify and hold harmless the State of Connecticut and its officers, employees and agents from and against any and all loss, cost, liability, injuries, including death, damages, compensation, and expense, including, without limitation, all claims, demands, penalties, actions, causes of action, suits, litigation, and attorney's fees arising out of or directly or indirectly related to the User's use of the Facility.

9. The User shall provide DAS with a certificate evidencing that it has obtained commercial general liability insurance in the minimum amount of $1,000,000 single limit per occurrence, naming the State of Connecticut, DAS, 165 Capitol Avenue, Room G-4, Hartford, CT 06106, as an additional insured. The User's application will not be considered until it provides a certificate of insurance to DAS. No activity shall be initiated by the requestor or requesting entity until proper insurance is obtained.

10. DAS, at its discretion, may require that uniformed police officers and/or firefighters be present during the User's activity at the User's expense. If a public safety presence is required, the User is responsible for making such arrangements with the appropriate local agency.

11. A strict adherence to the posted speed limit on the Facility grounds and access roads is required.

12. Parking is only allowed at the Facility in designated parking areas.

13. The User shall pay any fee charged by DAS prior to its use of the Facility.

14. Any deviation from the foregoing rules and regulations shall require the written approval of the Commissioner or his/her designee. DAS reserves the right to modify or add to the foregoing rules and regulations on a case by case basis.