



Town of Durham Activity Center Use Application

350 Main Street
Durham, CT 06422

Date and Day of Use: _____

Time of Event: _____ to _____

Set Up Time: _____ to _____

Describe Use and All Activities: (attach an additional sheet if necessary)

There are no membership dues or fees to use the Durham Activity Center. However, there may be fees associated with participation in certain programs or additional fees associated with custodial services, security, traffic control or other additional fees not normally provided by the Town of Durham. Non-residents may be allowed to register for select programs with or without a non-resident surcharge depending on program design.

If required, arrangements must be made in advance to sign out a key to the facility by contacting Sherry Hill, Recreation Director, at 860-343-6724. If the event is scheduled for after 5:00 p.m., or on Saturday, Sunday, or an observed holiday, the key(s) must be picked up the business day prior to the event. It is the responsibility of the user to return facility key as specified by the Recreation Director.

Notice of cancellation of events must be made 24 hours in advance (48 hours, if event is scheduled for a weekend) by contacting the Recreation Director at 860-343-6724.

Estimated Attendance: _____

Kitchen for water only _____ Kitchen Equipment _____

Tables and Chairs (not to be taken outside of the building) _____

Additional needs, please be specific:

Name of Organization: _____

Name of Applicant: _____
(Responsible party)

Address: _____ City/Zip: _____

Telephone: (Home) _____ (Work) _____

(Cell) _____ Email: _____

Daytime contact person for the scheduled event: Telephone (Home) _____

(Work) _____ (Cell) _____

I certify that I am the authorized representative of the above sponsor (s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the policies regarding use of the Durham Activity Center. I understand that violation of any of these policies may jeopardize further use of the facility and/or result in termination of use. I and the organization I represent agree to indemnify, against any and all claims, damages, losses and expenses, including attorney fees and costs arising in and from the use of the premises by the lessee or the conduct of the lessees therein, I and the organization I represent agree to indemnify, defend and hold harmless the City of Durham its agents, officials and employees from and against any and all damages resulting from violation of all copyright laws. I and the organization I represent further agree to assume responsibility for any physical damage to the facility, which is incurred as a result of activity or attendance at an event sponsored by lessee.

Name of Organization (if applicable)

Signature of Applicant
(Responsible Party)

Date

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FOR OFFICE USE ONLY

Cleared on DAC Calendar: _____ Area being used: _____

Custodial Charges: _____

Other Charges: _____

Insurance Certificate and Indemnification Forms Received: _____

Notes: _____

Approved by: _____
Recreation Director

Date: _____

Approved by: _____
First Selectman

Date: _____