**Town of East Windsor**

**East Windsor Community Center**

**Phone: Parks and Recreation to reserve a room 860-627-6662**

**Email: mmaltese@eastwindsor-ct.gov**

**Community Center use Application**

Complete and return application in person or by e-mail to **Melissa Maltese, Director of Recreation and Community Services**. Your submitted application is not a reservation until you receive confirmation. Generally, specific room requests will be honored but may be changed in order to accommodate as many groups as possible. Please read the Building Use Policy and remember to take any garbage and/or paper goods with you at the end of your program. Please return tables and chairs to their original setup before leaving. Repeated cancellations or unused reservations will result in denial of building use. Room set up is the responsibility of the group using the room and the organizers are responsible for setting up tables and chairs to suit the needs of the meeting. Organizers are responsible for returning the room to its original condition, including disposal or ALL trash. Food is only permitted in the Assembly Hall. Only cups with lids and water bottles are permitted in ALL other rooms.

**Date of request:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) room needed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time room needed:** From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific room desired:** c Program Room 1 (\_\_\_\_ seats) c Program Room 2 (\_\_\_ seats) c Program Room 3 (\_\_\_ seats) c Game Room (\_\_\_ seats)

 c Assembly Hall – (\_\_\_ Tables, \_\_\_\_\_\_seats)

**Name of organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of meeting:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Room only: AV CART \_\_\_\_\_\_\_\_\_\_\_\_**

**Will refreshments be served? (ASSEMBLY HALL only)** (please circle): Y / N **If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of authorized officer or representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

When signed by an authorized officer or representative, this application signifies agreement to abide by the regulations in the East Windsor Community Center Building Use Policy.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for EWCC Date: \_\_\_\_\_\_\_\_\_