



City of Hartford Application and Grant of Permission  
**FOR Temporary Use of Recreation and Community Facilities**

**Applicant Information**

Contact Applicant/Organization Name (required):	Contact Applicant / Organization Address (required):
Contact Applicant Phone (Required): Cell: _____ Home: _____	Email Address (required):

**Activity Information (required)**

Requested Facility (check one):	<input type="checkbox"/> Metzner Center <input type="checkbox"/> Parker Memorial <input type="checkbox"/> Willie Ware <input type="checkbox"/> Arroyo Center <input type="checkbox"/> Other: _____
Age Group(s):	<input type="checkbox"/> 0 to 5 Years <input type="checkbox"/> 6 to 12 Years <input type="checkbox"/> 13-15 Years <input type="checkbox"/> 16-18 Years <input type="checkbox"/> Adults 19+ Years

Other Details:	Expected Group Size (required)
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Event Description (Required):

Is this a reoccurring schedule?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Frequency:  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One time Use
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*Requested Schedule*

	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Requested Time(s) from:							
Requested Time(s) To:							
Requested Date(s):							

The above Requested Schedule is hereby approved by STAFF, subject to the following mandatory modifications:

STAFF Approval Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Review Approval: \_\_\_\_\_ (Office of Corporation Counsel or Risk Management)

As used herein, "STAFF" shall mean the Director of the Department of Families, Children, and Youth for the City of Hartford, or her or his designee, or the Director of the Department of Sports and Recreation for the City of Hartford, or his or her designee

**Approvals are made on a first-come, first-served basis at the discretion of the STAFF. Use of the subject facility is subject to and contingent upon the prior review and approval of the application by the STAFF, which review and approval shall not be unreasonably delayed, withheld or conditioned.**

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1. Applicant/Organization will neither allow, nor engage in, any discriminatory practices or policies regarding race, creed, sex, sexual orientation, age, or national origin. Applicant/Organization shall, at all relevant times, comply with any and all applicable local, state and federal laws, rules, codes, ordinances and regulations, and shall obtain any and all necessary and required permits, insurance coverages and licenses, in exercising the privileges granted herein.
2. Permitted dates/times must be approved in advance by the STAFF, and cancellations must be reported promptly by Applicant/Organization.
3. Alcoholic beverages, illegal drugs and unruly behavior are not permitted at any time in the facility. Additionally, Applicant/Organization shall be fully responsible and liable for the conduct of all its spectators, participants, guests and invitees and will be required to provide identifiable adult supervision/security upon request by STAFF. Applicant/Organization and its participants, spectators, guests and invitees shall comply with such reasonable rules and regulations as may be promulgated from time to time by the STAFF. If applicable, Applicant/Organization shall be solely responsible for compliance with any and all applicable State and City of Hartford laws, rules, codes, regulations and ordinances pertaining to the service of food.
4. Applicant/Organization must, on a daily basis, leave the facility in substantially the same degree of cleanliness, orderliness and condition as found. Applicant/Organization shall be responsible for enforcement of this requirement on its participants, spectators, guests and invitees and shall be liable for any damage to person or property. Trash must be removed and placed in the designated/appropriate place(s).
5. The City of Hartford is not responsible or liable for anything left or stored on or in facility grounds by Applicant/Organization and/or its participants, spectators, guests and invitees.
6. Any and all smoking of any kind is prohibited in all indoor and outdoor areas of the facility.
7. Applicant/Organization shall, to the fullest extent permitted by law, assume all legal liabilities for accidents/injuries related to the use of the facility described herein, and will not hold the City of Hartford or any of its employees, agents, servants, officers, officials, volunteers or representatives liable for any and all resulting claims, lawsuits, damages, losses or expenses. Applicant/Organization shall indemnify, defend and hold the City of Hartford and its employees, agents, servants, officers, officials, volunteers and representatives harmless from and against any and all claims, judgments, expenses, acts, damages, liens, lawsuits, losses or proceedings related to or based upon Applicant/Organization's entrance, presence and/or use of the facility. Applicant shall release, waive and forever discharge the City of Hartford, its employees, agents, servants, officers, officials, volunteers and representatives from and against any and all manner of claims, actions, causes of action, lawsuits and demands whatsoever, in law or in equity, which it may have against the City of Hartford, its employees, agents, servants, officers, officials, volunteers and representatives, in, at or on the facility, or in any way connected to or arising from its presence and/or activities at the facility. Applicant/Organization

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has had an adequate opportunity to inspect the facility, accepts it in as-in condition with any and all faults, hazards and defects as may exist therein and thereon, and finds it suitable for its intended use, and with all of the foregoing being without any representations or promises from the City of Hartford as to the suitability of the facility for its intended use hereunder.

8. Applicant/Organization will provide full and prompt restitution to the City of Hartford for any damages, thefts or losses that may occur during the permitted activity, including, but not limited to, restitution for damage to any property that may have been borrowed from the City of Hartford.
9. Cancellation of the use of the facility by Applicant/Organization is subject to the City of Hartford's cancellation rules as the same may be promulgated from time to time.
10. City of Hartford activities take precedence over any other activities.
11. Noises of any kind from the facility that are loud enough to disturb neighbors are prohibited.
12. Applicant/Organization shall provide proof of insurance for its use of the facility in such coverage(s), form and substance as shall be reasonably acceptable to the City of Hartford, which shall include, without limitation, listing the City of Hartford as an additional insured on a primary and non-contributory basis and a waiver of subrogation in favor of the City of Hartford.
13. It is understood, acknowledged and agreed that there is no agency or employment relationship, express or implied, between the City of Hartford and Applicant/Organization.
14. This is not a City of Hartford sponsored or endorsed event/activity.
15. Any violation of any of the above may result in action by the City of Hartford, which shall include, but not be limited to, any one or more of the following: written warning; immediate termination of the permission granted herein; or legal action.

With the signature below of its duly authorized representative, and upon the approval of the application as evidenced above, Applicant/Organization hereby agrees to fully comply with the above terms, conditions, provisions and requirements.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name Printed:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Duly Authorized**