



East Hartford  
Community  
Cultural  
Center

**APPLICATION  
FOR USE OF THE EAST HARTFORD COMMUNITY CULTURAL CENTER**

Please complete application and return to the East Hartford Parks and Recreation Department,  
50 Chapman Place Box 1, East Hartford, CT 06108. Phone (860) 528-1458. Upon receiving  
this application a reservation confirmation will be returned to you within (5) days.

Applicant/Organization \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Person Responsible for Activity \_\_\_\_\_

Address (if different) \_\_\_\_\_ Telephone \_\_\_\_\_

Days/Dates to be used \_\_\_\_\_

Explain what facility will be used for( Meeting, Reception, Social, Recreational, Etc.) \_\_\_\_\_

Number of people expected \_\_\_\_\_

Hours of use: Building open at \_\_\_\_\_ Activity Begins at \_\_\_\_\_ Activity Ends at \_\_\_\_\_

I have read and understand the “ Reservation and Building Use Policy” sheets. It is understood that use of the facility by the applicant is subject to any or all of the conditions listed on the form titled “ Reservations and Building Use Policies.” The Parks and Recreation Department reserve the right to make necessary changes due to demand of space requirements. Groups are responsible for room set-up. Rooms must be returned to original condition.

Date: \_\_\_\_\_ Applicant’s Signature \_\_\_\_\_

**FACILITIES REQUESTED**

(Please check those that apply)

- |                                                              |                                             |
|--------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Doris C. Suessman Community Room #3 | <input type="checkbox"/> Community Room #11 |
| <input type="checkbox"/> Community Room # 12                 | <input type="checkbox"/> Catering Room      |
| <input type="checkbox"/> Auditorium                          | <input type="checkbox"/> Gymnasium          |
| <input type="checkbox"/> Other                               |                                             |
| <input type="checkbox"/> Lower Gym                           |                                             |

**EQUIPMENT REQUESTED**

- |                                               |                                             |                                 |
|-----------------------------------------------|---------------------------------------------|---------------------------------|
| <input type="checkbox"/> TV/VCR               | <input type="checkbox"/> Slide Projector    | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Microphone (Aud.)    | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Podium |
| <input type="checkbox"/> (List number needed) | <input type="checkbox"/> Tables             | <input type="checkbox"/> Chairs |

Requests for above mentioned equipment will be honored based on availability.  
Equipment deposit may be required.

**RENTAL SCHEDULE**

- Rooms may be reserved at the Parks and Recreation Department per the following schedule:
- Monday through Thursday: 9:00 AM – 10:00 PM
  - Friday and Saturday 9:00 AM – 11:00 PM
  - Sunday 12:00PM – 10:00 PM

**FEE SCHEDULE**

**Fee Schedule:**      Rental Fees:    Up to (4) hours usage

**Community Rooms 3, 11 and 12:**

Resident: \$50\*                                  Non-Resident: \$80                                  Business/Profit Making Group: \$225

**\* Resident Fees Apply (Mon.-Thurs. Before 8:30 AM & After 4:30 PM) and (Fri. before 8:30 AM & after 1:00 PM).**

**Additional hours:** (after initial 4 hours)

- ◆ Resident:                                  \$13 per hour
- ◆ Non-Resident                              \$20 per hour
- ◆ Profit Making Group: \$57 per hour
- ◆ Refundable Deposit:    \$100.00

**Gymnasium:**

Resident: \$150                                  Non-Resident. \$275                                  Business/Profit making Group: \$500

**Additional hours:** (after initial 4 hours)

- ◆ Resident:                                  \$38 per hour
- ◆ Non-Resident:                              \$69 per hour
- ◆ Profit Making Group: \$125 per hour
- ◆ Refundable Deposit:    \$150.00

**Auditorium:**

Resident: \$200                                  Non-Resident: \$300                                  Business/Profit Making Group: \$450

**Additional hours:** (after initial 4 hours)

- ◆ Residents:                                  \$50 per hour
- ◆ Non-Residents                              \$75 per hour
- ◆ Profit Making Group: \$113 per hour
- ◆ Refundable Deposit:    \$300.00

**Fee Collection:**

- A. There will be no charge for the use of meeting rooms 3, 11 and 12 during Parks and Recreation Office hours during the normal business week for residents.
- B. The amount of the security deposit to be required for the use of the meeting rooms, the Auditorium and Gymnasium shall be determined on a case by case basis by the Director of Parks and Recreation. The full security deposit and rental fees must be received upon application. Make checks payable to the "Town of East Hartford".
- C. Refunds will be processed within 30 days of event.
- D. Fees are due upon application
- E. Failure to comply with building use policies, or failure to exercise reasonable care in the use of the facility will result in the forfeiture of security deposit and the disapproval of further applications by the applicant.

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**DO NOT FILL IN BELOW THIS LINE – FOR OFFICE USE ONLY –**

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Liability Insurance Required \_\_\_\_\_ Limit \$ \_\_\_\_\_

Date Approved \_\_\_\_\_ Refundable Deposit \$ \_\_\_\_\_

Posted on RecTrac by \_\_\_\_\_ Based Rental Fee \$ \_\_\_\_\_

Approved by \_\_\_\_\_ Additional Fees \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Deposit refund Made Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Comments: \_\_\_\_\_