

**FAIRFIELD HILLS CAMPUS USE APPLICATION**

**Town of Newtown  
DeMarco Management Services  
Attn: Maria DeMarco  
28 Trades Lane  
Newtown, CT 06470  
(203) 270- 9415      FAX (203) 270-9423**

This application must be filed a minimum of twenty-one (21) working days (but not more than six months) prior to the date of the event. A ten dollar (\$10.00) application fee must be paid when the application is submitted. The completed application form will be reviewed and upon determination of the request, an approved application form will be mailed to the applicant.

Date of application: \_\_\_\_\_ Non Profit or Profit \_\_\_\_\_

Tax Exempt No. \_\_\_\_\_

(Non Profit Organizations must provide a copy of tax-exempt certificate with application)

Name of Organization: \_\_\_\_\_

Phone No. \_\_\_\_\_ Type of Org. \_\_\_\_\_  
(day) (evening)

Name & Address of Applicant/Supervisor of Activity: \_\_\_\_\_

Phone No. of Applicant/Supervisor: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Area of the Campus being Requested: \_\_\_\_\_

Specific Date(s) when site is required: \_\_\_\_\_

Hours of Use: FROM \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm Est. Attendees \_\_\_\_\_  
Youths Adults

Nature of Activity: \_\_\_\_\_

Are you requesting a donation or charging a fee or admission? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Purpose of which proceeds will be used: \_\_\_\_\_

Insurance information provided: \_\_\_\_\_

Is this event open to the general public? \_\_\_\_\_

Are you a tax exempt organization? \_\_\_\_\_

Do you request permission to serve food? \_\_\_\_\_

**NOTE: THE GROUNDS MUST BE LEFT IN THE CONDITION THEY WERE FOUND**

1. Fees are based on the using group classification set forth in the Policies, Rules & Regulations For Use of the Fairfield Hills Campus (Copy attached and made a part hereof).
2. Space availability must be verified by the Parks and Recreation Director.
3. Health Department approvals must be obtained if food is being served.
4. The Fire Marshal must be contacted **3 weeks** prior to event at 3 Pecks Lane, Newtown, CT 06470 (203-270-4370) to determine if the presence of public safety personnel is required.
5. You must contact the Newtown Police Department **3 weeks**