

FAIRFIELD HILLS CAMPUS USE APPLICATION

Town of Newtown

DeMarco Management Services

Attn: Maria DeMarco

#3 Primrose Street

Newtown, CT 06470

(203) 270-4282 FAX (203) 270-9423

This application must be filled 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 approval 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 Number _____ (Day) _____ (Evening)

Type of Organization _____

Name and Address of Application/Supervisor of Activity: _____

Phone No. of Application/Supervisor: (Home) _____ (Work) _____

Specific Date(s) when site is required: _____

Location where Activity will be held, (attach map) _____

Hours of Use: FROM _____ a.m./p.m. TO _____ a.m./p.m.

Estimated Attendees _____ (Youth) _____ (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? _____

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

1. Fees are based on the using group classifications 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. Sign location, number and size must be approved by the Land Use Agency.
5. The Fire Marshal must be contacted **2 Weeks** prior to event at:
#3 Primrose Street, Newtown, CT 06470
6. You must contact the Newtown Police Department **3 Weeks** prior to event at:
Newtown Police Department – (203) 270-4255.

APPROVED:

_____ Date _____
Parks & Recreation Dept.

_____ Date _____
Land Use Agency

_____ Date _____
Fire Marshal

_____ Date _____
Police Dept

_____ Date _____
Health District

_____ Date _____
DeMarco Management Services/Fairfield Hills Authority