



**DATE:** May 1, 2020

**TITLE:** TOWN OF HADDAM BUILDING RENTAL POLICY AND APPLICATION

**1. PURPOSE:** to layout procedures for renting town buildings.

**2. SCOPE:**

Haddam residents, eighteen years or older, may use town facilities at the discretion of the Selectman's Office in accordance with the rules listed below. Facilities available for rent: Fire House Community Room, Community Center, Gazebo, Old Town Hall and Senior Center.

**3. DISCUSSION:**

- Reservations may be booked through the Selectman's Office at the Town Office Building 860-345-8531 Ext: 204 or via email [selectasst@haddam.org](mailto:selectasst@haddam.org)
- Residents must complete the Application Form in its entirety.
- Applicants signing the request form assume all responsibilities and sole liability for claims, damages and actions of invitees and by people attending this function.
- Possession of alcoholic beverages is prohibited.
- It is the responsibility of the applicant to see that the assigned areas are left in a clean and orderly condition and that all garbage, trash, refuse, recyclable products and paper shall be placed in the proper containers provided for this use. Any damages or maintenance issues shall be reported to the First Selectman's Office as soon as possible. A Certificate of Insurance with the Town of Haddam added as additional insured should be sent in with the application. If a resident or resident sponsored event, please see attached information for Certificate of Insurance by GatherGuard. OR visit GatherGuard online at: <https://app.gatherguard.com/?v=0501-2225> Venue ID Code: 0501-2225
- Fees are expected with submission of application. Fees must be paid with a check or money order, payable to the Town of Haddam. A key will be issued on the business day prior to the event and must be returned the next business day

after use of facility. Building can only be used on the day of the reservation, this includes set-up and clean-up. If the key is lost, the renter is responsible for costs associated with replacement.

- Any club or organization composed of Haddam residents or sponsored by the Town of Haddam may use the facilities for a \$50.00 deposit. The deposit will be refunded if the facility was left clean and undamaged or it may be applied to a future rental.
- If you are raising money for a Town sponsored organization, e.g. food bank, senior center; the rental fee is waived.
- In the event of a cancellation a refund will be issued by the Finance Department within 14 days of cancellation.

**Rules for use of the facilities:**

- Chairs and tables shall be returned to their proper place.
- Decorations may not be nailed, stapled or taped to the walls. Decorations must be removed and activities which could mar the floors, walls, etc. are restricted.
- Trash shall be placed in plastic bags & placed in the outside dumpsters or trash cans.
- No Silly String
- Cleaning supplies **will not** be provided by the Town.
- All appliances should be off, lights turned off, toilets flushed, floors cleaned, and doors and windows left locked when the event is over.
- The Town provides custodial services for routine maintenance only, please treat the facilities as you would your own. Remember, this is a service to the residents of Haddam.

**Fire Department Community Room:**

- If there is a fire call, the Fire Department needs access to the kitchen.
- No parking in front of the firehouse bays.
- The patio furniture cannot be used. It belongs to the Fire Department.
- The kitchen may be used. no utensils, pots, etc. are supplied.
- The public is not permitted access to the Fire Department section without a fire personnel escort.
- Use of the fireplace is not allowed.

**QUESTIONS:** Please contact the Selectman's Office with any questions.  
(860) 345-8531 Ext: 204 or [selectasst@haddam.org](mailto:selectasst@haddam.org)

# APPLICATION FOR RENTAL OF TOWN OWNED PROPERTY

Applicant Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Organization/Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Hours: \_\_\_\_\_ To: \_\_\_\_\_

**Location Requested:**

Building	Daily Rate	Daily	Monthly**	Fee ***	Total
Firehouse	\$350.00				
Firehouse – Firefighters*	\$50.00				
Community Center	\$200.00				
Old Town Hall	\$200.00				
Higganum Gazebo	\$25.00				
HES Gym	\$350.00				
HES Multi-Purpose Room	\$200.00				
HES Classroom	\$50.00				

\*Must be a Haddam or Haddam Neck Firefighter to rent for \$50.00 fee\*

\*\* Renting the building for an activity that occurs once or twice a week every week will get a discounted rate of \$25.00 per day per week. Must rent for a minimum of 4 days in the month\*\*

\*\*\*Fee's may be waived by approval of the First Selectman\*\*\*

**Agreement:**

I have read and understand the rules and policies as established by the Town of Haddam. To the best of my knowledge, the above statements are true. It is understood and agreed that by signing this agreement-I and/or represented group will adhere to the policies and regulations of the Town of Haddam as stipulated. I further understand and acknowledge that the Town of Haddam is not responsible or liable for any claims now or in the future, or for any personal injury or property damage resulting from and alleged to result from this rental agreement and/or this activity. I, to the fullest extent permitted by law, will indemnify and hold harmless the Town of Haddam, its employees and its agencies from and against any ~~sueh~~ and all claims, bodily injury, property damage and expenses that arise from or may arise from this rental agreement and/or this activity. It is further understood that certain Users or activities may require general liability insurance and a certificate of insurance naming the Town of Haddam as an additional insured.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

User Name (Please Print): \_\_\_\_\_

Date key picked up: \_\_\_\_\_ Date key returned: \_\_\_\_\_

Protection through

# GatherGuard

**CIRMA** can help protect your big day from the “uh-ohs” and “what-ifs” that might arise before or during an event through **GatherGuard**—a unique insurance program that provides convenient, low-cost coverage for special events held at local venues. GatherGuard, available through Intact Insurance, can help mitigate your risks while providing valuable protections and peace of mind.



Connecticut Interlocal Risk Management Agency  
545 Long Wharf Drive, 8th Floor, New Haven, CT 06511



## Special Event Insurance

Get the protection you need.

A fast and easy way to obtain insurance coverage required for your event—available online and on demand.





GatherGuard

# Need proof of insurance?

We've got you covered.

Some of the country's most beautiful landscapes are found in local Connecticut parks and venues -- we'll help you get the protection you need and peace of mind you deserve for your next local event.



With **GatherGuard**, you can secure protection for most types of events, including:



**Weddings and Receptions**



**Meetings and Seminars**



**Birthday Parties**



**Concerts**



**Festival and Cultural Events**



**Outdoor Fitness Events**

Examples of what your **GatherGuard Policy** may cover:

- Damages to your or town/city property
- Injuries sustained by your guests while attending event
- Liability for accidents that may occur during your event
- Liability for events where alcohol is provided or sold (Host and Liquor Liability)



**Protection in three easy steps:**

1. Visit [gatherguard.com](http://gatherguard.com) and answer a few basic questions.
2. Once approved, purchase your insurance coverage online.
3. Congratulations! A Certificate of Insurance (COI) will automatically be emailed to you and your town, city, or school point of contact.

**Get Covered Today!**

Scan the **QR Code** or visit [gatherguard.com](http://gatherguard.com)

