



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 |

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:

- | | | |
|----|--------------------------|--------------------|
| 1. | Monday through Thursday: | 9:00 AM – 10:00 PM |
| 2. | Friday and Saturday | 9:00 AM – 11:00 PM |
| 3. | Sunday | 12:00PM – 10:00 PM |

