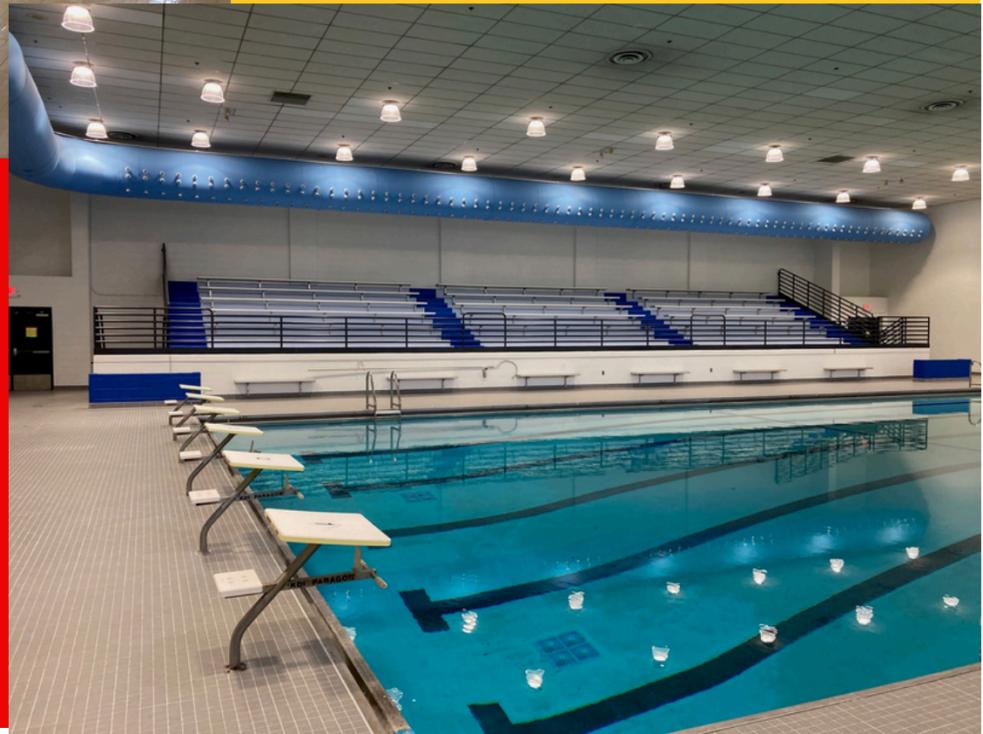
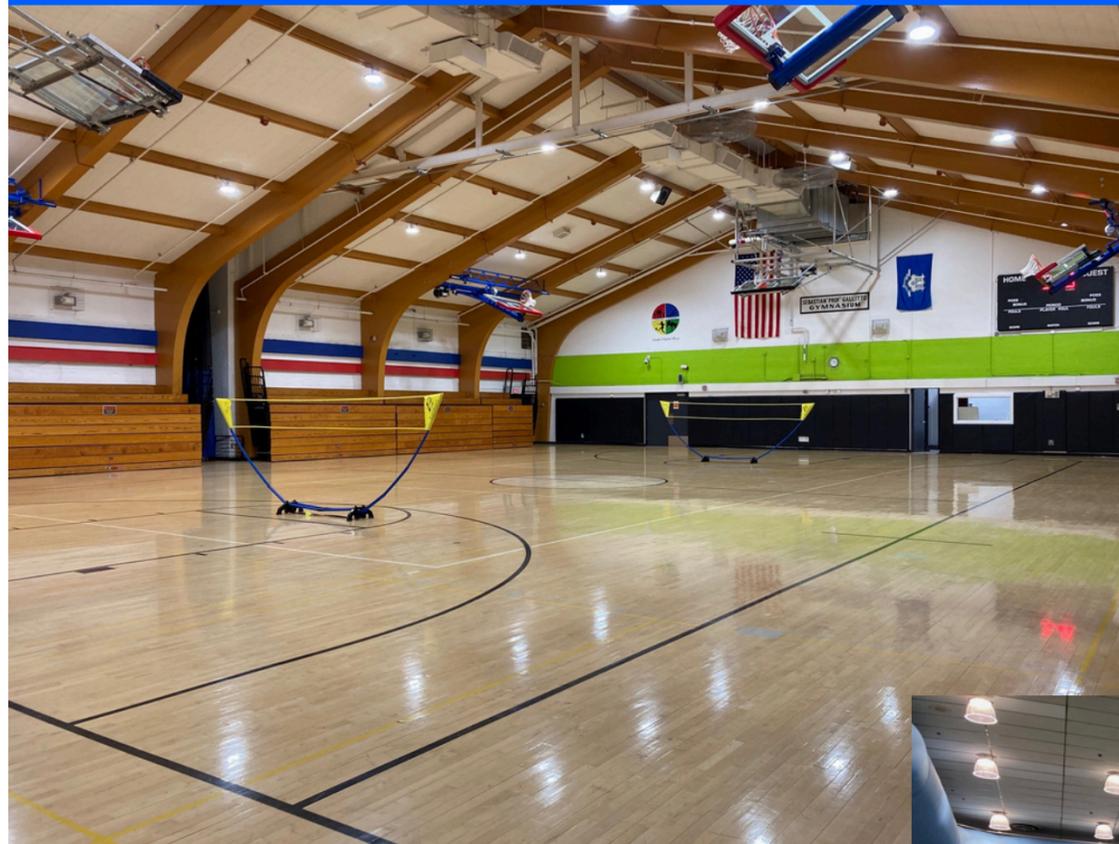


Middletown Recreation Center Rental Information

140 Wilderman's Way
Middletown, CT



LEARN | GROW | PLAY



Spaces Available for Rental



Large Multipurpose Room - tables and chairs are available for use. Room can be set up based on needs of renter.

Room Capacity is roughly 150 with tables and chairs depending on set up.



High School Regulation Gymnasium - basketball hoops can be raised; one half of gym the hoops can be lowered. Curtain can be utilized to create two sides.



Natatorium - six lane, 25 yard pool with 2 locker rooms and on deck shower.



Conference Room - small conference room with seating for 10 around the table, and two extra chairs in the room.

Rental Rates

Multipurpose Room

\$75/hour (nonprofit, for-profit or individual)

Main Gym

\$75/hour (nonprofit or individual)

\$150/hour (for-profit)

Pool

\$75/hour (nonprofit or individual)

\$150/hour (for-profit)

Conference Room

\$50/hour (nonprofit, for-profit or individual)

Kitchen

\$25/hour (nonprofit, for-profit or individual)

For non-staffed hours and weekend use, all renters will be charged custodial services at \$40/hour. If event requires additional staff, renter will be informed.

For non-profit, tax exempt Middletown organizations:

Non-profit organizations based in Middletown are offered a non-profit fee to rent the space (except for the pool) when the building is staffed.

For non-staffed hours and weekend use, Middletown non-profit organizations will be charged custodial services at \$40/hour and if the event requires additional staff, the renter will be charged at a rate of \$40/hour.

Request Process

The primary mission of the Recreation Center is to serve the needs of the Middletown community. To that end, rental requests will be considered after Recreation programming is established. Rental requests are reviewed quarterly. Generally, in December requests for January - March are reviewed; in March, April - June are reviewed; in May, June - August are reviewed; and in August, September - December are reviewed.

No organization will be allowed to permanently occupy the space. Due to the nature of recreational programs, organizations may reserve for up to 10 weeks of time during primary season of their respective activity or at the discretion of the Director. Organizations who receive City of Middletown recreation grants will have priority use, as well as organizations the City has shared services including Middletown Public Schools, Xavier, Mercy and Vinyl High schools. Recreation staff reserves the right to deny a request for a reservation based on availability or the current or past failure to meet standards or condition set by Recreation Staff. The Middletown Recreation and Community Services Department further reserves the right to decline rental of the facility, rescind a rental contract, or require a down payment as a prerequisite to rental.

Email your rental requests to Cathy Lechowicz: cathy.lechowicz@middletownct.gov

Requirements

Deadlines of requirements may change and/or be waived by the department staff.

1. All applicants must carry a **General Liability Policy** seven days prior to the event, at their own cost and expense, in the amount of \$1,000,000, per occurrence aggregate limit not less for \$1,000,000 endorsed to include the City of Middletown, its officers, agents, servants, and employees as an additional insured with respect to the applicant's renting of space. Coverage is to be provided in a primary noncontributory basis. All insurance required shall evidence a waiver of subrogation in favor of the City of Middletown. Said coverage shall be evidenced on a Certificate of Liability Insurance form issued by the Applicant's authorized insurance representative and submitted to the City of Middletown as required. The City of Middletown maintains the right to request a copy of the endorsement showing proof of the City's additional insured status. No waiver shall be made for this requirement.

2. To receive **"Non-Profit" status** under this Policy, proof of said status shall be submitted with application.

3. If caterers are present at an event, all applicants must provide a **food service permit from the jurisdiction in which they operate out of** at the time full payment is given. The caterer must also provide **proof of insurance** including general liability and workers compensation as required by the Risk Manager.

4. Renters must execute an **indemnification and hold harmless agreement** in favor of the City of Middletown. This can be obtained from the Middletown office of Risk Management.

Requests for the use of the center are to be made at least 14 calendar days prior to the date requested and the total fee must be paid no later than seven days prior to the event unless otherwise noted on the reservation form. Reservations may be forfeited and the original down payment will be retained by the City if full payment is not received within seven days prior to rental.

Personnel

At least one custodial member will be on site during the event. Renters will be notified in advance if more than one custodial employee will be assigned to the function. Additional fees will apply if extra (i.e. more than one) custodial staff is needed at the event at a rate of \$40/hour. Custodial staff must be on site at a minimum of two hours per event.

At the discretion of the Recreation & Community Services Department's staff, police and/or fire protection for purposes of crowd control, parking, etc. shall be the responsibility of the applicant to pay for and to schedule such coverage with the Police Department and/or Fire Department and file proof of same with the staff of Recreation & Community Services Department before the use of the facility will be authorized.

Alcoholic Beverages:

The sale and consumption of alcohol is strictly forbidden on any City-owned property, including the Recreation Center, pursuant to City of Middletown ordinance § 214-9.

Food:

In the case of food being prepared and served at the event, certain procedures must be followed in accordance with the regulations and codes of the Middletown Health Department. Before the time of the event, an inspection will occur with the Renter and a facility staff member to ensure that proper cleanliness of the kitchen is maintained. This inspection will include a review of the floors, walls, ceilings, preparation areas, equipment, utensils, storage areas, refrigeration, rubbish removal, and cooking equipment. The Renter is required to clean the kitchen after use and to restore it to the condition it was in prior to the rental.

The City of Middletown will not be held responsible for any outbreak of foodborne illness relative to food consumed from this venue at the event.

Rental Details

Down Payments:

A 25% down payment is required to be paid at the time of reservation request in order to reserve a date. A payment can be made in the form of a check payable to Middletown Recreation and Community Services Department.

Cancellations and Refund Policy:

Renters may be issued a refund if they notify the department with advance notice of their cancellation. To receive a full refund, Renters must inform department staff at least five days before the event. Failure to cancel the event within this timeframe will result in forfeiture of any amounts already paid.

The Middletown Recreation and Community Services Department will make every effort to keep the Recreation Center open during inclement weather. If the City cancels an event because of severe weather conditions, Renters will receive a full refund. The City will not be responsible for any incidental or consequential damages incurred by the Renter as a result of circumstances beyond the control of the control of the Department (i.e. weather, equipment failure, illness).

Maintenance Requirements

Set-up and Break Down:

Events are booked with specific start and conclusion times. When making reservations, Renters should be certain that the timeframe booked includes ample time to set-up and break-down after the event.

Renters are expected to clean-up, remove all equipment, and vacate the building by the designated conclusion time. Failure to do so will result in an overtime charge. The City will be responsible for breakdown of additional chairs and tables.

Decorations:

All decorations must be approved by the staff prior to placement. Decorations may not be glued, stapled or nailed to any part of the walls, ceilings, windows, draperies, blinds, or light fixtures. Renters must comply with the fire safety and emergency regulations. No pyrotechnics are allowed under any circumstances.

Clean Up:

Renters are responsible for restoring the facility to the condition it was in before the rental. Renters are responsible for the complete clean-up of the rental area and any damage to the Middletown Recreation & Community Services Department property by the Renter or any person attending the event.

Inspection:

The Middletown Recreation & Community Services Department's staff will inspect the rental area upon the Renter's arrival to the center. Renters will be asked to sign an inspection form attesting to the condition of the room. After the event, facility personnel will inspect the room again. Any damages caused by the Renter, attendee, or caterer, including unsatisfactory clean-up, will be charged to the Renter.