



TOWN OF PRESTON  
TOWN OFFICES  
389 ROUTE 2  
PRESTON, CONNECTICUT 06365-8830

## Building & Facilities Use Form:

Name of agency or person requesting use of the Preston Senior Center facility:

\_\_\_\_\_

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

Telephone/Cell phone number: \_\_\_\_\_

Requested date: \_\_\_\_\_

Time requested: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Necessary equipment: \_\_\_\_\_

- Resident must sign-up in advance for use of the facility.
- Town approved custodial services will be provided during the entire use of the facility. Payment of Custodial services are the full responsibility of the applying agency and/or individual at an approved hourly rate ***of \$150.00 per hour. A premium hourly fee is charged for rental requests scheduled after normal hours of operation (9:00 a.m. – 4:00 p.m. daily), weekend events and holidays. Minimum rental requests will not be honored for less than two (2) hour increments.***
- Requested kitchen usage: Town approved kitchen staff will be provided to oversee the operation of all kitchen activities during the requested event. The hourly rate of this individual will be: \$ \_\_\_\_\_
- Use of the kitchen facilities will not be permitted without authorized staff present to oversee the operation of all electrical appliances. (The custodian is not the designated individual responsible for this task.)

- Applicant agrees to be responsible for any/all damage to the facility, grounds and other resident's property, which occurred during the authorized use of the facility.
- Applicant agrees to be responsible for the behavior of his/her guests while on the property. This includes minor children, adults, pets, service animals, etc.
- No loud audible or disruptive noise shall be permitted which directly or indirectly affects other neighbors.
- Alcohol and Tobacco: The use of tobacco in any form is prohibited. Possession of or consumption of alcoholic beverages is expressly forbidden in/on the Town of Preston Senior Center facility and/or grounds.
- If any accident should occur while on the property, the matter should be reported to the Building Custodial staff member or the Town of Preston Selectmen's Office as soon as possible. (phone number 860-887-5581 extension 101)
- If malfunction or breakage of any equipment should occur during use of the facility, it will be the responsibility of the Building Custodial staff member to report the matter to the Senior Affairs office on/before the next business day.
- Applicant agrees to inform the Building Custodial staff member of their departure time.
- ***Facility rental hours are from 9:00 a.m. to 6:00 p.m. daily.***
- If the applicant does not honor this agreement or the facility/grounds are left in a state of disrepair, the agency or person requesting use of the facility will not be permitted to utilize the facility for a one-year period of time.
- ***Security Deposit: A Security Deposit in the amount of \$500.00, payable to the Town of Preston, must be submitted at the time of application. ALL TOWN OF PRESTON ENTITIES ARE EXCLUDED FROM THIS PROVISION ONLY. (Example: Fire Department, Library, Historical Society, etc. This provision will be reviewed for applicability at time of application).***

The undersigned individual or authorized agent has read the above agreement and agrees to adhere to all rules and regulations aforementioned.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

The completed Building and Facilities Use Form *and Security Deposit in the amount of \$500.00 (where applicable) may be mailed to: Preston Senior Affairs Office, Preston Town Hall, 389 Route 2, Preston, Ct. 06365-8830.*

Questions concerning this document may be directed to the Preston Senior Affairs Office at 860-887-5581 extension 6.

This document will serve as the invoice for services rendered on (date): \_\_\_\_\_  
for the following individual and/or agency:

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Please make payable to:

Town of Preston  
389 Route 2  
Preston, Ct. 06365-8830

Adopted: 09/01/15  
Rev. 11/03/15  
REVIEWED: 06/07/16  
Rev. 05/01/18  
Reviewed: 01/07/2020  
Revised 06/07/2022  
Revised 05/04/2023  
**Revised: 06/06/2023**