



**TOWN OF WATERTOWN CONNECTICUT**  
**HUMAN, SOCIAL & LEISURE SERVICES**  
*Recreation • Crestbrook Park GC • Parks • Foodbank • Social & Senior Services*  
61 Echo Lake Road, Watertown, Connecticut 06795-2629  
Main Office (860) 945-5246 FAX (860) 945-4734



January 1, 2024

**TO:** All "Outside Organizations" Using the Town Facilities

Please be advised we are in the process of updating our usage permits for the Falls Avenue Center. Permits are required to be updated bi-annually (*January & June*) or more often as events and situations change.

**UPDATE OF INFORMATION REQUIRED:** The Watertown Parks & Recreation Department is updating the schedule of events/meeting calendar for: Falls Avenue Center. Please fill out the enclosed application and return it by to the Watertown Parks & Recreation Department, 61 Echo Lake Road, Watertown, CT 06795.

*Please make sure all pages have are signed by the contact person and all information completed.*

**CERTIFICATE OF INSURANCE:** All applicants must provide a Certificate of Insurance. The following wording **MUST** appear in the description of the operations/locations/vehicles/exclusions added by endorsement/special provisions. No permit(s) will be issued without the following statement:

***Town of Watertown, Watertown Board of Education,  
Its Employees, Department Boards, Committees and Commissions  
are to be Named as Additional Insured.***

**INCREASED USAGE:** Due to the increased amount of requests for a limited amount of flexible facility time

1. Please note Priority of Eligible Organizations
2. Missing and Non-Completed applications will not be considered.
3. All permits will be reviewed prior before permission is granted.
4. A confirmation notice will be issued to the permit holder.

**PAYMENT FOR USE:** Payment should be made to the "*Treasurer Town of Watertown*"

**REVIEW PERMIT WITH YOUR GROUP:** Please take the time and review the application with the participants in your group, making sure all participants know location of emergency exits, telephones, and trash receptacles.

**CANCELLATIONS/CHANGES:** Contact the Parks & Recreation Department immediately for:

1. Any changes or cancellations
2. If you no longer need to use the facility
3. The contact person changes.
- 4.

**QUESTIONS:** If you have any questions please feel to contact me at the above number.

Thank you for taking the time to review this request.

Sincerely,

*Michael Ganem*

**WATERTOWN PARKS & RECREATION**  
**APPLICATION FOR FALLS AVENUE CENTER**  
**Outside Organization**

1. NAME OF ORGANIZATION \_\_\_\_\_

2. NAME OF PERSON RESPONSIBLE AT EVENT \_\_\_\_\_

3. ADDRESS OF PERSON RESPONSIBLE \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_ EMERGENCY \_\_\_\_\_

ALTERNATE NAME \_\_\_\_\_

ADDRESS OF ALTERNATE \_\_\_\_\_

4. DATE REQUESTED \_\_\_\_\_ DATE OF WEEK \_\_\_\_\_

5. TIME ENTERING \_\_\_\_\_ TIME LEAVING \_\_\_\_\_

6. ROOM REQUEST (CIRCLE CHOICE)

LOWER LEVEL ROOMS

MULTI PURPOSE ROOM

KITCHEN

UPPER LEVEL ROOMS

DINING HALL/RECEPTION ROOM

COMPUTER CLASSROOM

BILLIARDS ROOM

7. EVENT PURPOSE \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_

8. IS THIS A NONPROFIT ORGANIZATION \_\_\_\_\_ YES \_\_\_\_\_ NO

9. NAME OF PERSON RESPONSIBLE FOR KITCHEN CLEANUP \_\_\_\_\_

10. APPLICANT IS FINANCIALLY RESPONSIBLE FOR REPAIR OF ANY DAMAGE OCCURRED

11. THOSE USING FACILITY BEFORE OR AFTER REGULARY SCHEDULED HOURS OR ON HOLIDAYS, WILL BE SUBJECT TO CUSTODIAL FEES, PAYABLE BEFORE EVENT.

12. PRIORITY OR REQUESTS WILL BE GIVEN TO ORGANIZATIONS WHICH INVOLVE WATERTOWN RESIDENTS.

**WATERTOWN PARKS & RECREATION**  
**APPLICATION FOR FALLS AVENUE CENTER**  
**Outside Organization**

*WELCOME TO THE FALLS AVENUE CENTER. WE ARE VERY PROUD OF OUR FACILITY PLEASE HELP US KEEP IT CLEAN, NEAT, AND READY FOR USE BY THE NEXT ORGANIZATION.*

*PROCEDURE:* Permission to use the facility when not otherwise used for Recreation activities, may be granted by the Watertown Parks & Recreation Department upon receipt of the prescribed application form properly signed by the person(s) who will assume full responsibility. Organizations applying for facility use will authorize their agent to enter into agreement with the Town of Watertown Parks & Recreation Department, holding the Town of Watertown harmless and indemnifying it for any and all claims, assertions, demands, and liabilities in exchange for the use of the facility. The Town of Watertown Parks & Recreation Department reserves the right to cancel or make changes in permits at any time.

*PRIORITY OF ELIGIBLE ORGANIZATIONS:*

1. Watertown Parks & Recreation Department sponsored activities
2. Town Agencies, Boards and Commissions
3. Community organizations and a non-profit basis
4. Community organizations requesting use for a profit-making activity.

*NOTE:* Town government function, over all others and may, on occasion, cause cancellation of a previously scheduled activity.

1. ALL ORGANIZATIONS AND GROUPS MUST SUPPLY THEIR OWN EATING UTENSILS. PLEASE USE PAPER DISHES AND PLASTIC FLATWARE, WHICH CAN BE EASILY DISPOSED OF.
2. ALL TRASH MUST BE TAKEN TO TRASH RECEPTACLE IN DRIVEWAY.
3. ALL POTS, PANS, DISHES MUST BE WASHED AND PUT AWAY.
4. NOTHING IS TO BE LEFT ON COUNTERS.
5. NO FOOD IS TO BE LEFT IN THE REFRIGERATOR.
6. PLEASE READ POSTED RULES FOR GARBAGE DISPOSAL USE.
7. NO SMOKING IN TOWN BUILDING.
8. CLEAN UP ANY SPILLS ON STOVE, IN REFRIGERATOR OR ON FLOOR.
9. THE DEPARTMENT OF PARKS & RECREATION AND SENIOR SERVICES HAVE FIRST PRIORITY ON THE BUILDING USE.
10. ALL BOOKINGS MUST BE MADE THROUGH THE PARKS & RECREATION OFFICE. TOWN RESIDENTS HAVE FIRST PRIORITY ON A FIRST COME, FIRST SERVE BASIS. NO EXCEPTIONS.
11. ALL TABLES AND CHAIRS IN DINING AREA MUST BE WIPED OFF AFTER EACH USE.
12. IF TABLES ARE MOVED IN DINING AREA, THEY MUST BE RETURNED TO THE ORIGINAL POSITIONS.
13. ANY ADDITIONAL CLEANING THAT IS DONE BY CUSTODIAN SERVICE WILL INCUR A FEE.
14. PLEASE BRING YOUR OWN CLEANING MATERIALS, SOAP, DISHRAGS, TRASH BAGS AND PAPER TOWELS.
15. ANY PROGRAM INVOLVING CHILDREN UNDER THE AGE OF 18, IS THE RESPONSIBILITY OF THE GROUP LEADER. GROUP LEADERS MUST ARRIVE (15) MINUTES BEFORE THE SCHEDULED EVENT. GROUP LEADERS MUST NOT LEAVE UNTIL ALL CHILDREN HAVE BEEN PICKED UP. UNDER NO CIRCUMSTANCES IS ANY CHILD TO BE LEFT UNATTENDED.
16. THE SERVING OF ALCOHOLIC BEVERIGES IS PROHIBITED.
17. FIREWORKS AND FIREARMS ARE FORBIDDEN.
18. THE WATERTOWN PARKS & RECREATION DEPARTMENT WILL BE NOTIFIED IF FACULTY REQUEST IS CANCELLED. A FOUR (4) HOUR NOTIFICATION WILL BE MADE IN EVENT OF CANCELLATION. CONTACT WATERTOWN POLICE DEPARTMENT AT (860) 945-5200, TO NOTIFY PARKS & RECREATION DIRECTOR.
19. PRIVILEGE FOR USE OF FACILITY WILL NOT BE SUBLET.
20. FACILITY CANNOT BE USED FOR ANY ACTIVITY OTHER THAN WHAT IS REQUESTED FOR OR WHAT AREA WAS DESIGNED FOR.
21. FACILITY CANNOT BE USED FOR PRIVATE GAIN OR COMMERCIAL PURPOSES, EXCEPT APPROVED BY THE WATERTOWN PARKS AND RECREATION COMMISSION.
22. IN CASE OF FIRE OR MEDICAL EMERGENCY, DIAL 911. FIRE PULL BOXES ARE LOCATED WITHIN THE CENTER, EMS WILL BE DISPATCHED IMMEDIATELY. A PAYPHONE IS LOCATED IN THE LOWER FLOOR HALLWAY. ALL EXITS ARE CLEARLY MARKED, EVACUATE BUILDING. OFFICE PHONES ARE FOR OFFICIAL TOWN BUSINESS ONLY, PRESS 9 FOR OUTSIDE LINES. LOCAL CALLS ONLY.
23. ANY AND ALL EMERGENCIES SHOULD BE REPORTED TO THE PARKS & RECREATION DIRECTOR AS SOON AS POSSIBLE FOLLOWING EVACUATION OF THE BUILDING, NOTIFY WATERTOWN POLICE DEPARTMENT (860) 945-5200 TO HAVE DIRECTOR NOTIFIED.
24. THE TOWN OF WATERTOWN PARKS & RECREATION DEPARTMENT RESERVES THE RIGHT TO DENY THE USE OF THE FACILITY TO ANY GROUP IF IT IS DEEMED NOT TO BE IN THE BEST INTEREST OF THE TOWN.
25. THE WATERTOWN PARKS & RECREATION DEPARTMENT MAY HALT THE ACTIVITY WHEN FOUND TO BE IN VIOLATION OF THESE RULES AND REGULATIONS OR CONDITIONS STIPULATED ON THE APPLICATION.

