



Mansfield Community Center

10 S. Eagleville Road, Storrs, CT 06268, (860) 429-3015

Facility Rental Request Form

Please complete and return this request form to the Mansfield Community Center with full deposit (refundable if canceled at least 2 weeks in advance of rental date). Facilities must be reserved at **least two weeks in advance** for scheduling purposes and are dependant upon seasonal availability. It is highly suggested that you contact staff at (860)429-3015 to discuss the dates and facilities you are considering before completing and return this form. Please see other side for additional facility rental information. Confirmation of your facility request will be provided by phone and a receipt of deposit will be issued. Reservation is not confirmed until your deposit is received and a receipt has been processed. Alternative date/time choices are highly encouraged.

Renter's Name _____ Agency Name _____
 Phone # _____ Email _____ Group Size: _____
 Address _____
Street City ZIP

Rental Type

___ Family/Personal ___ Business ___ School ___ Other (list) _____

Date requested _____ Alternate date _____
 Time requested _____ Alternate time _____

Please check your choices and write in prices in right column. *Prices are per facility hour

	Member	Non-Member	Fee
Community Room (holds up to 50 people)	\$30/hr	\$60/hr	
Community Room WITH serving kitchen (use of space in refrigerator/freezer, and/or stove)	\$45/hr	\$75/hr	
Arts and Crafts Room (holds up to 20 people)	\$20/hr	\$40/hr	
Teen Center	\$25/hr	\$50/hr	
Full Gymnasium (with standard equipment)	\$50/hr	\$100/hr	
½ Gym (with standard equipment)	\$25/hr	\$50/hr	
Main Pool	\$100/hr	\$200/hr	
Therapy Pool	\$50/hr	\$100/hr	
Dance/Aerobics Room	\$40/hr	\$80/hr	
SPECIAL BUSINESS PACKAGE OPTIONS (please inquire about options you may not see here) Typically, 7:00am – 4:00pm , Monday - Friday	Business Partnership Agency*	All other Businesses	
Lecture Room (seats 35 comfortably with tables, 50 with just chairs)	\$20/hr	\$40/hr	
Add on: ___ audio visual package	\$20 use	\$30 use	
___ serving kitchen	\$30/hr	\$60/hr	
___ coffee service	Free	\$10/hr	
12' Inflatable Gym Slide (includes ½ gym)	\$100/hr	\$150/hr	
Full Gym	\$50/hr	\$80/hr	
½ Gym	\$25/hr	\$40/hr	
Pool Use	\$50/hr	\$80/hr	
Pool with basketball or volleyball	\$100/hr	\$150/hr	
Total			

Credit Card Information (required if faxing)
 Card # _____ Exp. Date ____/____
 Name on Card _____

For Office Use Only

	Date	Initials
Received		

Mansfield Community Center Rental Information

General

Rental Request Forms are available at the Mansfield Community Center. Interested parties must return completed forms to the main office no later than two weeks prior to the visit date and most indoor facilities may be reserved earlier than three months ahead of the requested date. Requests made with less than a two-week notice are welcome, however, approval is dependant upon availability, staffing and required preparation.

Qualified Renters and Options

We offer various rental options to choose from and upon inquiry can often make individual accommodations beyond our general rental packages. Rental facilities are available for both residents and non-residents. A for-profit business or individual is restricted from renting space at a town facility to make a direct financial gain. However, businesses are welcome to rent space to conduct meetings and training as long as there are no fees charged to participants.

Community Room

A multi-purpose room accommodating up to 50 people. Tables and chairs may limit space to 30-35 comfortably. Typical uses are for meetings, training, seminars, luncheons, and birthday parties. Best room for power point and other formal presentations. Has an adjoining warming kitchen with commercial stove, refrigerator, and freezer. You can even supply your own caterer. Special features: dry erase board, video screen, large windows with blinds, tables and chairs.

Arts and Crafts Room

A multi-purpose room that can comfortably accommodate up to 15 people at tables and chairs with 25 without tables. Typical uses are for birthday parties, social gatherings with food, and small meetings. Not recommended for formal power point-type presentations.

Teen Center

A game room with a pool table, air hockey, foosball, ping-pong, music stereo, cable TV and computers. Typical uses are for social gatherings and birthday parties.

Dance/Aerobics Room

A bright exercise room with a floating wood floor, mirrors, ballet bars, music system and lots of natural light. Typical uses are for non-profit club and individual exercise and health use.

Gymnasium

A multi-purpose maple floor gymnasium with 6 basketball hoops (4 adjustable height), 2 competitive volleyball systems, small tumbling mats, multi-purpose balls, and lots of natural light. Typical uses are for non-profit clubs, leagues, birthday parties, community events and performances.

Main Swimming Pool

A 6 lane, 25 yard pool; including a 1 meter dive board. The pool is the home site for E.O. Smith High School swim teams and has the ability to host competitive swimming competitions in addition to recreational/leisure use. Typical uses are for leagues, social gatherings and birthday parties. Pool depth is 4' – 12' with a pool temperature of 82 - 84.

Therapy Pool

A shallow 4' – 5' deep pool with a warm a water temperature of 91-93. Designed mainly for therapeutic use. Typical uses for rental are birthday parties and individual therapy use.