

Facility Rental Request Form

Please complete and return this request form to the Mansfield Community Center **with a 50% 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 dependent upon seasonal availability. We recommend that you contact staff at 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 Contact Information _____ Group Size _____

Address _____
 Street _____ City _____ Zip _____

Rental Type

___ Family/Personal ___ Business ___ Family/Personal ___ 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

Please check your choices and write in prices in right column

	Mem.	Non.Mem	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	
1/2 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 a.m.-4 p.m., Monday-Friday	Business Partnership Agency*	All other business	
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	\$10/use	\$20/use	
___coffee service	Free	\$10/10	
12' Inflatable Gym Slide (includes 1/2 gym)	\$100/hr	\$150/hr	
Full Gym	\$50/hr	\$80/hr	
1/2 Gym		\$25/hr	\$40/hr
Pool Use	\$50/hr	\$80/hr	
Pool with Basketball or Volleyball	\$100/hr	\$150/hr	
Total			



Mansfield
Community Center

Credit Card Info
 Number _____
 (required if faxing)
 Expiration Date _____

For Office Use Only		
Received	Date	Initials

Facility Rental Information

Special Business Packages at Mansfield Community Center

Package Option	Details	Business Partnership Agency*	All Other Businesses
Lecture Room in People's Bank Community Room.		\$20/hr	\$40/hr
Miscellaneous Rental Add-Ons			
Visual Aids	TV/VCR, LCD projector/screen, overhead projector, white boards	\$20	\$30
	Podium and microphone	\$5	\$10
Kitchen	Full use of warming kitchen appliances.	\$10	\$20
Coffee	Unlimited at arrival and lecture	No Charge	\$10 per 10 attendees
12' Gym Slide	Inflatable (includes 1/2 gym)	\$100	\$150
Gymnasium (1/2)	With general gym equipment	\$25/hr	\$40/hr
Gymnasium (full)	With general gym equipment	\$50/hr	\$80/hr
Pool Use	Pool use without equipment	\$50/hr	\$80/hr
	Pool volleyball or basketball	\$100/hr	\$150/hr

*Pool availability is limited and not exclusive.

Incorporate a little fun into your next business training or meeting!

Tour our facility at www.mansfieldct.org (follow the link from the community center logo) or arrange for a tour by calling us at 429-3015.

Step out of the box and offer your staff a creative offsite training or meeting experience that incorporates fun, hands-on activities to reinforce business concepts. We will provide you with a formal business training room complete with audio, white boards, sound system, and coffee. You can even arrange for catering. A warming kitchen is available. As an option, you can create and plan group activities using our gymnasium, equipment and swimming pool. Some exciting options include:

- **Gym:** Volleyball, parachute, the 12' Giant Inflatable Gym Slide, and team activities
- **Pool:** Water basketball, Water relays and open swims!

Business Packages are available, 7 a.m.-4 p.m., Monday - Friday. To qualify, the business must be a valid business recognized by the State of Connecticut. Proof of authenticity may be required; business must be facility appropriate and approved by staff.

*Call 429-3015 to ask how your business can become a business partner.

General

Rental Request Forms are available at the Parks and Recreation office. 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 up to 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. There is 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.

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, tumbling mats, multipurpose balls, bleachers, 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 80-82.

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.

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.



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