

REQUEST FOR TOWN OF BROOKLYN PROPERTY  
RECREATION FACILITIES

Brooklyn Parks & Recreation  
P.O. Box 356  
860-779-3411  
Brooklyn, CT 06234

To the Director of the  
Brooklyn Parks & Recreation Department

The \_\_\_\_\_ is requesting use of town owned property for the following:  
\_\_\_\_\_. Date of use. \_\_\_\_\_ to \_\_\_\_\_ Time of use. \_\_\_\_\_ to \_\_\_\_\_  
Attendance/#of teams \_\_\_\_\_.

Recreation Facility Use Fees – You will be informed if there are any fees associated with your use of  
the facilities, or any special conditions.

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**PLEASE READ CAREFULLY**

In making this request and signing below, I understand that the organization will be responsible for any damage to any buildings and/or equipment; that the above organization will be responsible for keeping the fields and surrounding areas clean of any debris; that the above organization will be responsible for locking any building for which they have keys for; and that will personally enforce the “**NO SMOKING**” statutes inside the buildings. Recreation regulation prohibits the use of liquor. I also understand that the Recreation Director has the authority to change a request if needed, to benefit everyone involved. The Recreation Director reserves the right to make any exceptions to this policy that circumstances may deem necessary. The Director also reserves the right to withhold or withdraw the request for Town of Brooklyn Property Use at his/her discretion when a request for use is not in the general best interest. The Recreation Director reserves the right to withdraw any request from any organization that utilizes other Town of Brooklyn Parks and Recreation property without prior authorization or disrupts another group or organization with permission at the facility. Any physical changes to Town of Brooklyn property must receive prior approval from the Recreation Commission and the Recreation Director. **Any organization using Town of Brooklyn property must provide proof of insurance to the Park & Recreation Department.**

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

Name Printed: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

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FOR OFFICE USE:

The following facility has been scheduled for your organization by the Director of The Town  
of Brooklyn Parks & Recreation  
Department: \_\_\_\_\_

The above mentioned arrangements are satisfactory to the Recreation Director, at the present time, and approval  
for use of the facilities is hereby given. If changes need to be made, the Recreation Director will contact you.

Signed: \_\_\_\_\_

Parks & Recreation Director

Revised 7/2015