



FOR OFFICE USE ONLY

Approved by _____

Date _____

Sportsman _____

Confirmation _____

**NORWOOD RECREATION DEPARTMENT
CIVIC CENTER**

ROOM RESERVATION FORM

Contact Information

Today's Date: _____

Name of Organization: _____

Contact Person: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Usage Information

Room Requested: _____

Date(s) Requested: _____

Time(s) Requested: _____

Type of Meeting: _____ # of People Expected: _____

of Tables: _____ # of Chairs: _____ Other: _____

Set-Up Requested: _____

INSURANCE

A copy of a standard 1:3 million insurance certificate naming the Town of Norwood as an additional insured is required to be filed with the application for any equipment or outside vendors [entertainers, caterers, bouncy houses, etc.] being brought into the facility for the event.

General Rules

- All functions must end by 6:30pm during summer hours and by 9:30pm Sept.-May.
- You **MUST** clean up after yourself. Please return the room to its original state.
- This is a multi-use facility, please be respectful as you will be sharing the building.
- **NO** food or drinks allowed unless given approval.
- Children must be supervised at all times.
- Furniture in a room stays in the room.
- Recreation Department programs take priority for use of space.
- Please inform us should you decide to cancel or reschedule your function.

Filing this request does not automatically constitute approval. Please allow 3 working days for a response and confirmation via email. All requests will be reviewed and accepted/denied based on department policy, nature/scope of function, and facility/staff availability

Fees

| ROOM | CAPACITY | FEE DURING BUSINESS HOURS | FEE NON-BUSINESS HOURS 4HRS MINIMUM |
|----------------|-----------------|----------------------------------|--|
| WALL RM | 12 | \$10 max of 2hrs | \$55 per hr |
| ROOM 12 | 12 | \$10 max of 2hrs | \$55 per hr |
| LYDON ROOM | 25 | \$20 max of 2hrs | \$60 per hr |
| WILLETT ROOM | 40 | \$35 max of 2hrs | \$65 per hr |
| BASKETBALL GYM | 400 | \$50 per hr | \$80 per hr |