



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 8:30pm 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