

CITY OF NORWALK • RECREATION AND PARK SERVICES DEPARTMENT  
NORWALK ARTS & SPORTS COMPLEX  
**FACILITY RESERVATION  
RULES AND REGULATIONS**

Applicant agrees to abide by the Rules and Regulations governing the use of City facilities adopted by Norwalk City Council.

### **APPLICATION PROCESS**

Proof of Norwalk residency is required at time of application. A current driver's license or identification card issued by the Department of Motor Vehicles is the only acceptable proof. **No exceptions.**

### **APPROVAL**

The approval process takes a maximum of fourteen (14) working days. Applications will be reviewed by the Director of Recreation and Park Services. Please do not advertise your event or order/print any invitations prior to receiving written approval.

### **ALCOHOL**

- Security is required at an additional cost for reservations where alcohol is being served.
- Red alcoholic beverages are not permitted.
- Applicant must designate the person(s) who will serve alcohol from the bar (no self-serve).
- Alcohol may only be served to those who are 21 years of age or older.
- The applicant shall provide guests over the age of 21 with wristbands.
- The serving of alcohol at any reservation shall be limited to a maximum of five (5) consecutive hours. Applicant must decide the time frame for the serving of alcohol and note it on the application. Alcohol may not be served once the time frame has expired.

### **CONDUCT**

- Applicant shall ensure that no profane language or other disorderly or unseemly conduct be allowed in any City facility. Applicant may be liable for additional charges requiring law enforcement callouts.
- Applicant is required to have no less than one adult chaperone for each twenty (20) minors present during use of City indoor facilities. The Recreation and Park Services Department may require security officers and/or Sheriff's Deputies, at applicant's cost, for additional supervision.

### **DATE OF EVENT**

- THE GROUP MUST APPEAR WITHIN THIRTY (30) MINUTES OF THE START TIME SPECIFIED OR PERMIT WILL BE CANCELLED AND ALL FEES FORFEITED.
- Doors will open at stated time.
- Only the "time stated" on application will be granted for decorating, the event, and clean up. Additional hours may not be purchased on the day of the reservation.
- The event "end time" is when all guests must vacate the building for the purpose of clean up.

### **DECORATIONS**

- The use of candles, open flames, smoke or fog machines is strictly prohibited. Applicant may be liable for Fire Department charges for false fire alarms.
- Decorations may not be placed on walls, glass, windows, or doors. Only table decorations are permissible.
- Decorations cannot be hung or suspended from ceilings, drapes, or other City structures.
- Staples, tacks, pins, or tape may NOT be used on any surfaces including walls, glass, tables, windows, or doors.
- Rice, confetti, glitter, or birdseed may not be used.
- All reservation decorations must be removed by applicant at the conclusion of the event. The City of Norwalk will not be responsible for remaining equipment or supplies.

### **FEES**

The balance of room rental fees is to be paid one (1) full month prior to event. Failure to pay fees as scheduled will result in cancellation of the event.

## SECURITY DEPOSIT

- Upon approval of an application, half of the security deposit shall be due within seven (7) working days. The balance must be paid one month before the event. A portion of this deposit is non-refundable if reservation is cancelled. For more details, please refer to the cancellation policy.
- Refund of security deposit will take approximately three (3) weeks from the reservation date if there were no problems with the reservation. There may be deductions from the deposit for the following items: Additional cleaning, repair or replacement, deviations from the rental agreement, extra staff time cost related to the reservation, and disturbances requiring law enforcement.

## SMOKING

**All facilities are non-smoking (Norwalk Municipal Code Section 11-3). This includes all patio areas and twenty (20) feet from any entrance or exit.** Violation of this regulation will result in immediate cancellation of the reservation with no refund of fees.

## OTHER RULES

- **No red food coloring, fruit punch, red wine, or red beverages may be used in the facility. (Red stains are difficult to remove from carpeting.)**
- **No solicitation of donations, contributions, or sale of anything of value for any purpose shall be made on City facilities without prior and written approval from the Director of Recreation and Park Services Department.**
- Gambling of any kind is not allowed at any City facility.
- Vehicles are not permitted to park on the facility pavers or grounds.
- City equipment shall not be removed from any City facility.

## APPLICANT'S RESPONSIBILITIES

- Conduct a "walk through" of facility with staff prior to the reservation, and sign off the facility checklist.
- See that all decorations and balloons are removed.
- Place all trash and recyclables in appropriate containers.
- Wipe down tables, chairs, and kitchen facilities used.
- Conduct a "walk through" of facility with staff following the reservation, and sign off the facility checklist.

**ALL ACTIVITY SHALL CEASE AT 12:00 A.M. FACILITY MUST BE THOROUGHLY CLEANED AND VACATED NO LATER THAN 1:00 A.M. EXCEPTION: THE SPROUL RECEPTION CENTER MUST BE VACATED BY 11:00 P.M.**

Applicant shall not practice or tolerate any discrimination because of race, color, or creed in the use of the public facilities covered by the application.

Applicant shall not falsify any information on the Facility Rental Application and Agreement. The penalty for false information shall be forfeiture of room rental fees and security deposit.

## STAFF RESPONSIBILITIES

- Staff will conduct a "walk through" with applicant prior to and after the reservation time to review the condition of the facility.
- The staff person will open the facility at the start of the applicant's reservation time. Applicant is to call on the staff person assigned to the reservation for assistance or questions.
- Staff is additionally responsible for clean up of the facility including: Putting away tables, chairs, and any City equipment used after the applicant has cleaned them; sweeping or vacuuming as necessary; and removal of garbage to dumpsters.

***I, the undersigned applicant, agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Norwalk. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.***

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**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff's Signature**