

Town of Chester  
203 Middlesex Avenue  
Chester Connecticut 06412



telephone: 860-526-0013  
facsimile: 860-526-0004  
www.chesterct.org

**APPLICATION TO USE THE COMMUNITY CENTER**

NAME/ORGANIZATION: \_\_\_\_\_  
REQUEST FOR USE OF: \_\_\_\_\_ FRONT ROOM \_\_\_\_\_ BACK ROOM \_\_\_\_\_ DOWNSTAIRS  
ON DATE(S): \_\_\_\_\_  
BETWEEN THE HOURS OF: \_\_\_\_\_ and \_\_\_\_\_  
(These hours should include set up time and clean up time.)  
FOR THE PURPOSE OF: \_\_\_\_\_  
ESTIMATED ATTENDANCE: \_\_\_\_\_  
ADMISSION CHARGED: \_\_\_\_\_ IF YES, AMOUNT: \$ \_\_\_\_\_  
CHESTER RESIDENT: \_\_\_\_\_ ARE YOU A CIVIC NON-PROFIT GROUP?

I have read and agree to the attached rules, regulations, instructions and fee schedule concerning use of the Community Center. I agree to hire and pay a Chester Police Officer and/or building custodian if required to do so. I also agree to reimburse the Town of Chester for any damage done to or loss of Town property resulting from my use of the Community Center and property. I further agree to pay in advance any required fee or charges to the Town of Chester. Approved application with paid fee and certificate of insurance is required to confirm reserved date.

The person signing this form is responsible for complying with all the rules and regulations as set forth on both pages of this application. For further assistance contact the Selectman's Office at 526-0013 ext. 202.

APPLICANT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_  
APPLICANT SIGNATURE: \_\_\_\_\_

**SELECTMAN'S OFFICE USE ONLY**

Accepted Rejected Date: \_\_\_\_\_  
Cert. of Insurance: \_\_\_\_\_ Fee Due: \$ \_\_\_\_\_ Paid: \_\_\_\_\_  
Chester Police Officer required? \_\_\_\_\_ (Resident Trooper: 526-3605)  
Building custodian required? \_\_\_\_\_ Fee Due: \$ \_\_\_\_\_

This application has been approved subject to receipt of required fee, certificate of insurance and compliance with other requirements.

\_\_\_\_\_ First Selectman

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## COMMUNITY CENTER RULES, REGULATIONS AND INSTRUCTIONS

Permission for use shall be under the jurisdiction of the Board of Selectmen.

Pick up a key to the Community Center and return it to the Selectman's Office. The person obtaining the key shall make arrangements for setting up necessary chairs, tables, and for all clean up. Clean up shall include placing all garbage, paper cups, plates, etc. in proper containers, leaving bathrooms clean and neat, and removing any equipment. Directions for use of lights, heat and air should be obtained when first inspecting the building. In the event of emergencies or problems contact Valley Shore Emergency Communications at 399-7921.

Town Board and Commissions shall have priority for use of the Community Center. No group shall have exclusive use on a regular basis so as to exclude others.

The Community Center shall be vacated and grounds cleared by 12:30 A.M.

The *No Smoking* and *Occupancy* rules shall be strictly observed.

Young children shall be under the supervision of a responsible adult at all times.

The upright piano, pool table and living room furniture is not to be moved.

No alcohol is permitted on the premises.

No animals are allowed on the grounds, except those aiding persons with disabilities.

No chairs or furniture shall be taken outside of the building. Only table decorations are permitted. All decorations must be removed from building and grounds after use.

Do not pull window shades all the way down, as this will break them. Upon leaving, return all shades to halfway.

At the conclusion of each use, thermostat settings shall be lowered to the indicated temperature, kitchen stove checked, all lights turned out and all doors locked. There will be an additional charge if not. Leave all outside lights and switches as you find them.

Arrangements and charges for Chester Police Officers and custodians are the responsibility of those using the Community Center. Applicant is responsible for making advance arrangements and paying for services.

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~ Directions ~

## **Chester Community Center**

61 Middlesex Avenue  
Chester CT 06412  
860-526-0016

### From the North:

Take Route 9 South to exit 6, Chester

At the end of the ramp at stop sign, turn left

Follow this road all the way to the center of town.

At the four-way stop sign at the center of town, turn right on Main Street.

Go straight at the next stop sign (rotary and flagpole on your right).

Proceed to the top of the hill.

Parking for the Community Center is on the left 100 feet before the intersection of Route 154.

Look for the Chester Police Department sign.

### From the South:

Take Route 9 North to exit 6, Chester

At the end of the ramp at stop sign, turn right

Follow this road all the way to the center of town.

At the four-way stop sign at the center of town, turn right on Main Street.

Go straight at the next stop sign (rotary and flagpole on your right).

Proceed to the top of the hill.

Parking for the Community Center is on the left 100 feet before the intersection of Route 154.

Look for the Chester Police Department sign.

Contact the Town Office Building with any questions at 860-526-0013

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**APPLICATION TO USE PIANO**

NAME/ORGANIZATION: \_\_\_\_\_

REQUEST FOR USE OF: \_\_\_\_\_ MEETING HOUSE - Hardman Grand  
\_\_\_\_\_ MEETING HOUSE - small upright  
\_\_\_\_\_ COMMUNITY CENTER - upright

ON DATE(S): \_\_\_\_\_

BETWEEN THE HOURS OF: \_\_\_\_\_ and \_\_\_\_\_

(These hours should include set up time and clean up time.)

FOR THE PURPOSE OF: \_\_\_\_\_

The pianos are tuned yearly. The user is responsible for covering the piano and returning it to its storage location after use. The Meeting House pianos are not to be moved onto the main floor.

I have read and agree to the rules, regulations, instructions and fee schedule concerning use of the building and piano. I also agree to reimburse the Town of Chester for any damage done to or loss of Town property resulting from my use of town property. I further agree to pay in advance any required fee or charges to the Town of Chester. Approved building use application, piano use application with paid fee and certificate of insurance is required to confirm reserved date and use.

The person signing this form is responsible for complying with all the rules and regulations as set forth on both pages of this application. For further assistance contact the Selectman's Office at 526-0013 ext. 202.

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

**SELECTMAN'S OFFICE USE ONLY**

Accepted Rejected Date: \_\_\_\_\_  
Fee Due: \$ 20.00 Paid: \_\_\_\_\_

This application has been approved subject to receipt of required fee, certificate of insurance and compliance with other requirements.

\_\_\_\_\_ First Selectman

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**RENTAL OF PUBLIC BUILDINGS - RATES**

***CHESTER BOARDS OR COMMISSIONS:***

There is no charge for Chester Appointed or Elected Boards and Commissions

***CHESTER POLITICAL TOWN COMMITTEES /NON PROFIT ORGANIZATIONS:***  
*Organizations must be registered in the Town of Chester*

EVENT - NO ADMISSION	\$ 100.00
EVENT - ADMISSION	\$ 150.00
MEETING (3 HOUR)	n/c
SET UP - TO 1/2 DAY	\$ 75.00
CLEAN UP TO 1/2 DAY	\$ 75.00

***OTHER INDIVIDUALS, GROUPS AND ORGANIZATIONS:***

EVENT - NO ADMISSION	\$ 175.00
EVENT - ADMISSION	\$ 325.00
MEETING (3 HOUR)	\$ 100.00
additional hours	\$ 25.00 per
SET UP - TO 1/2 DAY	\$ 100.00
CLEAN UP - TO 1/2 DAY	\$ 100.00

***WEDDINGS - CHESTER RESIDENTS ONLY***  
*copy of marriage license must be submitted with application*

BUILDING ONLY	\$ 300.00
GAZEBO/GREEN ONLY	\$ 150.00
BUILDING, GAZEBO & GREEN	\$ 400.00

*revised*  
*Board of Selectmen: January 7, 2003*