

**Borough of New Milford Recreation Department**  
Recreation Building Meeting Room Request Form  
For Recreation Department, related events only

Name of Team/Group \_\_\_\_\_

**Each team/group requesting use of the meeting room must list a coach and a second adult contact.**

*Coach Information:*

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

*Second Adult Information:*

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Event: \_\_\_\_\_ No. of participants \_\_\_\_\_

Max. Occupancy is 25 persons

Date of Event \_\_\_/\_\_\_/\_\_\_ Day of Event \_\_\_\_\_ Set up Time \_\_\_\_\_ Start Time \_\_\_\_\_

End Time \_\_\_\_\_ Will food be served? Yes \_\_\_ No \_\_\_

Please attach any additional details.

**A coach and least one (1) parent must present at all times during the event.**

**The room must be left in clean condition. All food must be removed from the building upon end of event. All garbage must be disposed of outside the Recreation Building.**

**Consumption of alcohol in the Recreation Building or on the grounds around the building is prohibited. Smoking in the Recreation Building or on the grounds is prohibited.**

New Milford Recreation Department - Office Use Only

Approved by: \_\_\_\_\_

Date(s) of Permit \_\_\_\_\_

Time(s) \_\_\_\_\_

Insurance Certificate Received: Yes  No  N/A  Fee Assessed \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**  
Between the BOURGH OF NEW MILFORD and

Participant \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Entity, Individual, Partnership, Nonprofit Corporation \_\_\_\_\_

In connection with participation for: \_\_\_\_\_

To take place on the following dates: \_\_\_\_\_

For the purpose of: \_\_\_\_\_

The undersigned agrees to indemnify and hold harmless from any and all liability, claims costs and attorney's fees arising out of any occurrence related to this agreement.

I understand that the Borough of New Milford is indemnified from any loss or damages resulting from the acts or omissions by the participants, his officers, employees and agents.

Signed this Day of \_\_\_\_\_ 20\_\_\_\_ as the binding act in deed of

Participant \_\_\_\_\_

**New Milford Recreation Department - Office Use Only**

Approved by: \_\_\_\_\_

Date(s) of Permit \_\_\_\_\_

Time(s) \_\_\_\_\_

Insurance Certificate Received: Yes  No  N/A  Fee Assessed \_\_\_\_\_