

FACILITY RENTAL REQUEST FORM

Parks & Recreation
10 S. EAGLEVILLE RD, STORRS, CT, 06268
860-429-3015 WWW.MANSFIELDCC.COM

MANSFIELD COMMUNITY CENTER & LENARD HALL

Please complete and return this request form to the Mansfield Community Center with full payment (refundable if canceled at least 2 weeks in advanced of rental date). Facilities must be reserved at least two weeks in advance for scheduling purposes and are dependent upon seasonal availability. Please see other side for additional facility rental information. Confirmation of your facility request will be provided by email and a receipt of payment will be issued. Reservation is not confirmed until your payment is received and a receipt has been processed. Alternative date/time choices are highly encouraged.

Renters Name _____ **Agency Name** _____

Phone # _____ **Email** _____

Address _____ **City** _____ **Zip** _____

RENTAL TYPE

_____ Family/Personal _____ Business _____ School _____ Other: _____

Group Size _____ Set-Up Needed _____

Please check your choices and write in prices in right column. **Prices are per facility hour*

Mansfield Community Center		Member	Non-Member	Fee
	Community Room (holds up to 50 people)	\$50/hour	\$100/hour	
	Community Room WITH Serving Kitchen (use of space in refrigerator/freezer &/or stove)	\$75/hour	\$135/hour	
	Arts & Crafts Room (holds up to 20 people)	\$25/hour	\$50/hour	
	Teen Center	\$30/hour	\$60/hour	
	Full Gymnasium (with standard equipment)	\$60/hour	\$120/hour	
	1/2 Gym (with standard equipment)	\$30/hour	\$60/hour	
	1/2 Gym WITH Inflatable Slide	\$150/hour	\$190/hour	
	1/2 Main Pool	\$160/hour	\$310/hour	
	Therapy Pool	\$85/hour	\$160/hour	
	Dance/Aerobics Room	\$40/hour	\$80/hour	
MCC Business Package Options		Business Partner	Other Businesses	Fee
	Lecture Room (seats 35 comfortably with tables, 50 with just chairs)	\$25/hour	\$50/hour	
	Add-on: Audio Visual Package	\$20/use	\$30/use	
	Add-on: Serving Kitchen	\$25/hour	\$35/hour	
	Add-on: Coffee Service	Free	\$10/hour	
Lenard Hall		Resident	Non-Resident	Fee
	Lenard Hall Recital Room	\$90/hour	\$100/hour	
TOTAL				

Credit Card Information (required if faxing)

Card # _____ Exp Date ____/____

Name on Card _____

For Office Use Only

Received By _____

Date _____ Time _____

Mansfield Community Center/Lenard Hall Rental Information

General

Rental Request Forms are available at the Mansfield Community Center. Interested parties must return completed forms to the main office no later than two weeks prior to the visit date and most indoor facilities may be reserved earlier than three months ahead of the requested date. Requests made with less than a two-week notice are welcome, however, approval is dependent upon availability, staffing and required preparation.

Qualified Renters and Options

We offer various rental options to choose from and upon inquiry can often make individual accommodations beyond our general rental packages. Rental facilities are available for both residents and non-residents. A for-profit business or individual is restricted from renting space at a town facility to make a direct financial gain. However, businesses are welcome to rent space to conduct meetings and training as long as there are no fees charged to participants.

Community Room

A multi-purpose room accommodating up to 50 people. Tables and chairs may limit space to 30-35 comfortably. Typical uses are for meetings, training, seminars, luncheons, and birthday parties. Best room for power point and other formal presentations. Has an adjoining warming kitchen with commercial stove, refrigerator, and freezer. You can even supply your own caterer. Special features: dry erase board, video screen, large windows with blinds, tables and chairs.

Arts and Crafts Room

A multi-purpose room that can comfortably accommodate up to 15 people at tables and chairs with 25 without tables. Typical uses are for birthday parties, social gatherings with food, and small meetings. Not recommended for formal power point-type presentations.

Teen Center

A game room with a pool table, air hockey, foosball, ping-pong, music stereo, cable TV and computers. Typical uses are for social gatherings and birthday parties.

Dance/Aerobics Room

A bright exercise room with a floating wood floor, mirrors, ballet bars, music system and lots of natural light. Typical uses are for non-profit club and individual exercise and health use.

Gymnasium

A multi-purpose maple floor gymnasium with 6 basketball hoops (4 adjustable height), 2 competitive volleyball systems, small tumbling mats, multi-purpose balls, and lots of natural light. Typical uses are for non-profit clubs, leagues, birthday parties, community events and performances.

Main Swimming Pool

A 6 lane, 25 yard pool; including a 1 meter dive board. The pool is the home site for E.O. Smith High School swim teams and has the ability to host competitive swimming competitions in addition to recreational/leisure use. Typical uses are for leagues, social gatherings and birthday parties. Pool depth is 4' – 12' with a pool temperature of 82 - 84.

Therapy Pool

A shallow 4' – 5' deep pool with a warm a water temperature of 91-93. Designed mainly for therapeutic use. Typical uses for rental are birthday parties and individual therapy use.

Lenard Hall

A multi-purpose room that can comfortably accommodate up to 60 people. Tables and chairs limit seating to 35-40. Typical uses are for meetings, training, seminars, luncheons, small concerts/performances, and birthday parties. A refrigerator is available on site. Large rentals require special parking accommodation's and may include added fees.