

Party Planning Form

10 South Eagleville Road • Storrs/Mansfield, CT 06268 • (860) 429-3015 • fax (860) 429-9773 (If paying with credit card)

Please take the time to review the information below and return this form to the Mansfield Community Center **with payment in full** to reserve a room for your party. Parties **MUST** be reserved at **least two weeks in advance** for planning purposes. Please call 429-3015 for more information. **Please note that parties must include the Arts and Crafts Room or the Community Room.** Your reservation is not confirmed until we call you. Please pick a second choice in case your first choice is not available.

Name _____ Child's age _____ Child's Gender _____ # of party guests _____

Daytime Phone _____ Evening Phone _____ # of extra adults _____

Address _____
Street City Zip

Community Room Times

Arts and Crafts Room Times

Friday, 7-9 p.m.
 Saturday, noon-2 p.m.
 Saturday, 4-6 p.m.
 Saturday, 7:30-9:30 p.m.

Sunday, 12:30-2:30 p.m.
 Sunday, 4-6 p.m.

Friday, 7-9 p.m.
 Saturday, noon-2 p.m.
 Saturday, 4-6 p.m.
 Saturday, 7:30-9:30 p.m.

Sunday, 11-1 p.m.
 Sunday, 2:30-4:30 p.m.
 Sunday, 6-8 p.m.

Room requested 1st choice _____ 2nd choice _____

Date requested _____ Alternate date _____

Time requested _____ Alternate time _____

Please check your choices and write the prices in the prices in the right column.

		Mem.	Non Mem.	Price
Community Room (holds up to 50 people)	ROOM ONLY	\$75	\$150	
Community Room WITH kitchen (use of space in refrigerator/freezer and or stove)	ROOMS ONLY	\$90	\$180	
Arts and Crafts Room (holds up to 20 people)	ROOM ONLY	\$50	\$100	
Arts and Crafts Room WITH Teen Center (Available on Sat. noon to 2pm and all times Sun.)	ROOMS ONLY	\$80	\$160	
SPLASH PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in the pool, 1 pool inflatable) Pool Time? _____ (\$15 for additional inflatable) Circle 1: snake star fruit slice saucer sea saw Therapy pool may or may NOT be available	Up to 10 people	\$40	\$60	
	11+ people	\$65	\$85	
FUN AND GAMES PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in 1/2 the gym with MCC staff to run your child's favorite games, all gym equipment needed) Gym Time? _____		\$50	\$75	
SLIDE PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in 1/2 the gym with the 12 foot inflatable slide and MCC staff to supervise) Gym Time? _____		\$150	\$250	
INDOOR SPORTS PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in 1/2 the gym with MCC staff to organize and lead your child's favorite indoor sport) Circle 1: basketball futsal (soccer) volleyball kickball flag football other: _____ Gym Time? _____		\$50	\$75	
PRE-SCHOOL PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in 1/2 the gym with MCC staff to set up our tot toys. Appropriate for ages 5 and under) Gym Time? _____		\$30	\$45	
Cheese Pizza/Soda or Juice (2-3 slices per person) _____ people@		\$5	\$6	
Ice Cream Cake Name on Birthday Cake _____ _____ people@ Ice Cream Flavor (Circle One) Vanilla Chocolate Both		\$3	\$4	
Refundable Security Deposit (returned after the party if no damage is done) (separate check)		\$25	\$25	
TOTAL PARTY PACKAGE (forms will not be accepted and room will not be reserved until payment is made in full)				



Mansfield
Community Center

Credit Card Info Number _____ (required if faxing)	Security Code _____
Expiration Date _____	

For Office Use Only		
Received	Date	Initials

Party Planning Form

Mansfield Parks & Recreation

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Party Rental Policies

The following policies are designed to ensure that facility members and party guests have a safe and enjoyable experience while at the Community Center. All party guests must abide by the facility policies as well as specific party policies. If you have any questions please see facility staff.

General

- Reservation requests must be made at least two weeks in advance of the requested date and cannot be made more than two months before the date. All parties **MUST** include the rental of either the Arts and Crafts Room or the Community Room.
- *Reservations are not confirmed until full payment is received, including security deposit (paid by separate check), and a confirmation receipt from Community Center staff is provided.*
- Rental groups may bring in their own food and decorations or have Community Center Staff provide them (see rental form)
- Renters may come in ½ hour before rental time to set up and remain ½ hour after rental time to clean up.
- Decorations may not be taped or tacked to the walls. Tape may be used on the doors and windows only. Pinatas will only be allowed in the arts and crafts room (none in the community room).
- Cancellations within two weeks of the rental will result in loss of security deposit.
- All party guests must check in at the Reception Desk and be directed to the appropriate room.
- All party guests must remain together and in the spaces reserved for party use.
- All party guests must be overseen by a responsible adult (no matter what age)
- Smoking and tobacco products and alcoholic beverages of any kind are prohibited throughout the entire facility and grounds including all restrooms, front entrance area, parking lots and other outdoor areas.
- Food and beverages are allowed only in the Arts and Crafts Room and/or Community Room. All food and beverages brought in with the party group must remain in the assigned room.
- Rental groups are responsible for general clean up of their assigned room.
- The Community Center is not responsible for lost or stolen items.

Aquatic Center

- All children may be swim tested at the discretion of the lifeguard staff. Any child who does not pass and is under 4 feet tall will be considered a non-swimmer and must swim with an adult (one adult per child). To pass, the child must swim one 25-yard length of the pool comfortably, as determined by the lifeguard staff. Non-swimming children who are at least 4 feet tall can be in the shallow end of the pool without an adult.
- Lifeguard staff will clarify/enforce pool rules.
- The therapy pool may or may NOT be available for use, dependent on the weekly pool schedule.

- Children 5 years or older must use gender appropriate locker rooms. We encourage families and individuals with special needs to utilize family changing rooms.
- All children who are not toilet trained must be wearing an appropriate swim diaper while in the water.
- Soap showers are required before swimming.
- Only inflatables rented from the Community Center are allowed in the water during the party. No other inflatables (including water wings, rafts, etc.) will be allowed.
- Proper bathing attire is required. No jeans/casual shorts, t-shirts, or pants are allowed in the pool. Swimwear is not permitted in other areas of the facility outside of the pool.
- Masks covering the nose and snorkels are prohibited. Swim goggles are permitted.
- No glass containers or food allowed on the pool deck.

Gymnasium

- The gymnasium is designed for multi-use activities such as basketball, volleyball, gymnastics, etc.
- Inappropriate use of court equipment is prohibited.
- Food and drinks are not allowed in the gym, with the exception plastic bottled water.
- Proper attire, including non-marking shoes, shorts/pants and t-shirt must be worn at all times.

Locker Rooms

- For your convenience, both family changing areas and individual lockers are available at no charge. Both have been equipped with daily use lockers, showers, changing areas and bathroom facilities. The family locker area is located just outside the doors of the three family changing rooms.
- Guests are required to provide their own locks. Locking valuables, clothing, backpacks/equipment bags, etc. in a locker while using activity areas of the building is recommended. The Community Center is not responsible for lost or stolen items. All lockers are for daily use only.
- Cell phone use is prohibited in the locker rooms.



3 convenient Mansfield Locations

125 N. Eagleville Rd.	429-6806
Eastbrook Mall	423-3611
Inside Store 24	429-1515

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