

PARSONS CONFERENCE ROOM USAGE POLICY: 2021

City of Milford Boards, Commissions and Departmental meetings will have precedence over other requests. Reservations for these meetings can be made by contacting Community Development at (203)783-3230.

Nonprofit Organizations: The Parsons conference rooms may be available for use by nonprofit organizations. Activities must be passive in nature. Dancing, exercise programs, karate demonstrations or other physical activities are not permitted. Organizations should be prepared to submit documentation as to their status, membership, function, etc. There may be rental fees that apply in which case organizations will be contacted by Public Works Department.

Reservations may be made by completing the **Parsons Conference Room Reservation Request Form** and sent by email to: cschull@milfordct.gov with the subject: **Parsons Conference Room Reservation Request**.

Limitations on Use: Food and/or beverages are not permitted in the Parsons conference rooms. Smoking or the consumption of alcoholic beverages is not permitted. Commercial transactions (selling), charging fees, soliciting [including asking attendees personal information or to sign attendance lists] are prohibited.

Availability: Parsons conference rooms are available Monday – Friday, 8:30pm and 9:00 pm

Parking: All of the conference rooms are located on the 2nd floor of Parsons Government Center, 70 West River Street Milford CT 06460. Parking and access to conference rooms:

Conference room B: municipal parking lot closest to Parsons gymnasium

Conference room C: on-street parking on West Main Street or in Wasson Field parking lot (this entrance may be locked after 5pm in which case one would enter via door #2 where handicap ramp is located)

Seating Capacity and Room Accommodations: Parsons conference rooms have (1) 20 foot long table and chairs to accommodate 25-30 people. No other equipment, including A/V equipment, is available. Rooms must be left in the same set-up and same condition as it was found. Comments on the condition of the room, including reports of damage to furniture and/or room contents, should be directed to the Public Works/Building Maintenance department at (203)783-3265.

The City of Milford is not responsible for the equipment, supplies and materials of an organization or individual using the Parsons conference rooms. Organizations assume the responsibility for damages to the conference room and its contents and must remove their materials at the end of their program. Materials, equipment, supplies, etc. cannot be stored in the Parsons conference rooms.

The City of Milford reserves the right to deny or revoke permission to any group who violates the **Parsons Conference Room Usage Policy**.

You may also contact Milford Recreation Department to schedule a meeting room at the Margaret Egan Center: 203-783-3280, RHayes@milfordct.gov

I have read the **Parsons Conference Room Usage Policy**

Signature: _____