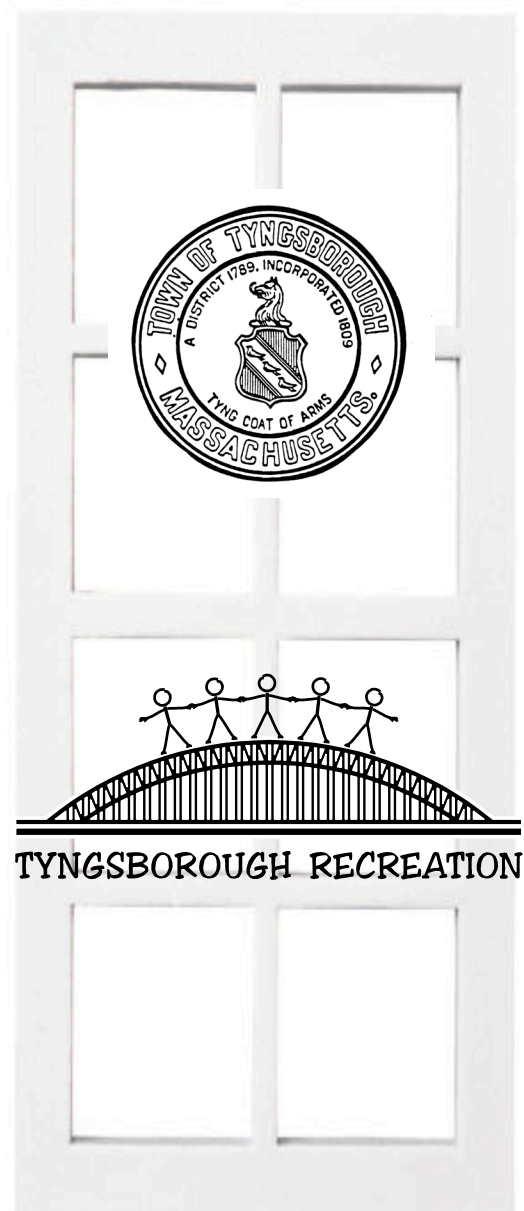


# Tyngsborough Recreation Center Rental Policy



## **Building use policy**

A refundable damage/cleaning deposit of \$50.00, in the form of a check, is due at the time of booking. This money will be returned to the lessee at the end of the rental period providing no damage has been done to the property and the facility has been cleaned. Fees will be assessed if damage has been done and the lessee agrees to pay any fee associated with repairing damage.

1. There shall be **NO SMOKING** inside the building.
2. Alcohol **IS NOT PERMITTED** on the premises (INSIDE OR OUT).

Violation could result in criminal prosecution.

3. LESSEE is responsible for:

- a. Setting a time for meeting Recreation Designee to open and close building or pick up and returning key to building at Recreation Office during normal business hours.
- b. Setting up tables and chairs and putting them away when finished.
- c. Seeing that the building is properly taken care of during use.
- d. Securely locking building before leaving.
- e. Completely cleaning building on same day as rented in areas such as, but not limited to, the list below:
  - i. Emptying trash cans. All litter, trash, and garbage must be deposited in the dumpster outside the building
  - ii. Vacuum floors of debris
  - iii. Mop up spills
  - iv. Bathrooms must be left in presentable manner
  - v. Kitchen is left clean
- f. Abiding by Town By-laws
- g. Abiding by NFPA 72 and the Town of Tyngsborough Fire Codes
- h. No nails and tacks, or scotch tape being used in building

4. All functions must terminate at 12 midnight and audience out by 12:15 unless the Recreation Director has given prior approval.

Security Guidelines: For events with children under 18, a minimum of 2 adult chaperones per 15 youth. A minimum of two adults are required at all times. The lessee assumes the responsibility and liability for injury to persons or damage to property.

**RENTAL FEES:** Meeting Rental (Max 25)

Upper Floor only– Resident- \$25.00 hour, Non-resident \$30.00. Two hour minimum

Lower Floor only– Resident- \$25.00 hour., Non-resident \$30.00. Two hour minimum

Both Floors- \$40.00 hour.- Resident. \$50.00 hour Non-Resident Two hour minimum

Event Rental (Max 120)

\$200.00 4 hour minimum. Additional hours past 4 at a rate of \$30.00 hour.- Resident only

**SEATING:**

Chairs 45 Stools 12

Tables- (6) round (8) 6' rectangular (3) 8' rectangular

**KITCHEN:** Use of kitchen area is allowed with prior knowledge to the Department. Restrictions may apply.

Lessee is to provide own paper service.

All rentals are subject to availability. Payment is due no later than 7 days prior to event.

No rental is guaranteed until the \$50.00 deposit is received.

Cancellations must be made at least 5 days prior to event for a full refund. A 25% penalty will be assessed if a cancellation is made less than 5 days before event.

**Failure to follow the rules and regulations will result in loss of deposit and prohibit any future rentals of the facility. This would include canceling all reservations that have been made.**

Date of Rental \_\_\_\_\_

Time Function will Begin: \_\_\_\_\_ AM PM      Time Function will End: \_\_\_\_\_ AM PM

Name of Sponsoring Organization/Group: \_\_\_\_\_

Responsible Party(ies) : \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Status of Sponsoring Organization/Activity:      Non-Profit      For Profit

Building will be used for: (Circle Appropriate)

School Activity      Meeting      Church Activity      Fundraiser

Family Reunion      Shower      Wedding Reception

Anniversary Party      Birthday Party      Other (explain) \_\_\_\_\_

Will admission fee/money be collected at door or tickets sold for activity:      fYes      fNo

**Schedule of Rental Fee/Security/Deposit**

Rental Fee \_\_\_\_\_

Deposit \_\_\_\_\_

TOTAL \_\_\_\_\_

PAID BY:      Check # \_\_\_\_\_      Cash \_\_\_\_\_

By the signatures affixed below, I, \_\_\_\_\_, acknowledge that the terms of rental, and deposit requirements have been thoroughly explained and a copy of same given to me; and I agree to abide by these rules and regulations. Failure to do so will result in loss of deposit and future rental privileges.

\_\_\_\_\_  
LESSEE

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
RECREATION DIRECTOR

