

**The JCC in Sherman**

9 Route 39 South, Sherman, CT 06784 / PO Box 282

**Phone:** 860.355.8050 **E-mail:** info@jccinsherman.org **Website:** www.jccinsherman.org

Non-Profit Organization

**FACILITY RENTAL / USE REQUEST**

Granting of permission to use the community center facilities does not in any way constitute an endorsement of an individual's or group's particular beliefs or purposes by the JCC IN SHERMAN, INC., BOARD OF DIRECTORS, and STAFF OR ANY AFFILIATE OF THE ORGANIZATION.

For consideration of request for use of the community center, this form must be completed in its entirety and returned to the Executive Director as soon as possible.

**\$100 Security Deposit is required to hold the date of your event.**

An invoice for payment will be presented to the host with an approved use form. Payments must be received 10 business days before the event unless otherwise noted.

**ALL CHECKS ARE PAYABLE TO "THE JCC in Sherman"**

RENTAL TYPE: \_\_\_\_\_ RENTAL FEE: \_\_\_\_\_ CLEANING FEE: \_\_\_\_\_ SET UP/DOWN: \_\_\_\_\_  
**TOTAL RENTAL FEE:** \_\_\_\_\_

**RENTER INFORMATION (PLEASE PRINT CLEARLY)**

Organization/Name: \_\_\_\_\_

Individual/Contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**EVENT INFORMATION**

Day & Date requested: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Total Expected Attendance: \_\_\_\_\_

Request of Rental of:  Auditorium  Library/Garden Room  Kitchen  Entire Facility

Time of Rental (including set up/clean up): \_\_\_\_\_

Are you charging fees for any aspect of your activity?  Yes  No

If yes, please explain (including fee): \_\_\_\_\_

**FOOD**

Do you intend to serve food?  Yes  No

Do you intend to prepare food on premises?  Yes  No

Name of food Provided/Caterer: \_\_\_\_\_

**CONDITIONS OF ALCOHOLIC BEVERAGE USE:**

1. The individual or organization in whose name the facility is rented shall be responsible for securing a temporary liquor permit from the State Liquor Control Commission if required, and shall provide a copy of said permit to the Administrator at least one day prior to the event. (State guidelines for obtaining permit available upon request).
2. Lessee acknowledges and agrees to uphold state law in prohibiting the dispensing or serving of alcohol to any person under the age of 21 years old.
3. Lessee is responsible for the removal of all alcohol beverage containers from the JCC’s property at completion of event including empty bottles and cans.
4. Liquor Liability Insurance Coverage must be provided by the renter

**GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW**

1. Smoking is prohibited in all areas of the facility.
2. JCCS sound system use of projector/DVD player ***is not included*** in facility rental.
3. Children accompanying adults must be supervised at all times.
4. No one is to use or move the piano on the stage. No one is to place anything directly on the piano.
5. *Lessee is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles. All bottles and cans are to be removed from property by lessee. An additional disposal fee of \$25 may be applied if necessary. Green is for garbage only. DO NOT place any black garbage bags in Green trash bin. Blue is for recyclables only! If you are unable to fit all the trash/recyclables in bins, Lessees are required to take their trash with them*
6. *Lessees are not permitted to use any of the JCC table linens, paper products, water cooler, dishes, and coffee makers unless otherwise approved by the JCC.*
7. *All tables and chairs must be put away properly. DO NOT pile or shove tables and chairs into closet. Tables and chairs should be put away they way you found it when you arrived. If you move the large glass able in the Library or in the garden room, please put back they way it was when you found it. This may result in no getting deposit back.*
8. *If you need to set up a day before and clean up the day after your event, there will an extra \$50 charge to do so.*
9. *All those using the facility must supply a copy of their Homeowner’s or Liability insurance to the office listing JCCS as Additional Insured. Host group or individual will be notified upon submission of a completed facility use request form. Insurance is mandatory for all events, including those at which alcohol will be served.*
10. *The JCCS reserves the right to decline rental of the facility, rescind a rental contract, or require cash deposit as prerequisite to rental.*
11. The Lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or Center’s property resulting from Lessee’s use.
12. The JCC in Sherman does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
13. Additional attendants, i.e. parking attendants, cleaning personnel, Police/Fire supervision, etc. may be required as a condition of approval, the cost of which shall be the lessee’s responsibility.
14. Outdoor activities cease at 10:00 pm as required by local zoning laws and in consideration of our neighbors.
15. The telephone is to be used for emergency or local calls only. Any long distance expenses incurred during a function will be charged to the Lessee.
16. Taping, mounting or displaying items on any painted surface is not allowed. You may not hang any items on walls.
17. Any items/supplies brought into the facility or placed on the Center’s property must be removed within 24 hours of the conclusion of the Lessee’s event. Items remaining after 24 hours may be disposed of as abandoned property.
18. The \$100 deposit will be returned after the event as long as the building is cleaned and returned to its original status. Balloons left on the ceiling/light fixtures will result in the non-return of your deposit.

In requesting the use of The JCCS, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Agent of the JCCS Approval: \_\_\_\_\_ Date: \_\_\_\_\_