**Cromwell Community Center Cafeteria Rental Agreement**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Community Center Rental Rates are as follows:**

**Whole Day: $250.00 3 Hours (Minimum): $75.00 Each Additional Hour: $25.00**

**To reserve the Community Center, you must pay at least $50 of your rental fee at the time of reservation. Additionally, you must fill out this form, and bring a valid photo ID. If you need to cancel your rental, the $50 will be refunded to you as long as you notify the office at least 2 weeks prior to the date. If you notify the office 1 week prior to the date, $25 will be refunded. If you cancel less than 1 week before the date, no money will be refunded.**

**Failure to clean the Community Center after rental will result in a $50/hour Cleaning Fee.**

**I (Print Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to these terms and conditions, as well as the rules and guidelines stated on the following pages.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cromwell Community Center Rental Rules/Guidelines**

1. **No Reservations for the Community Center building will be placed until a rental agreement has been completed, a copy of a valid photo ID is obtained, and at least $50 has been collected.**
2. **There will be no exceptions or changes to the rental rates listed on the previous page.**
3. **The rental time you are given INCLUDES any time needed for set-up and clean-up, so please plan accordingly. If you run over on the time of your rental, a fee of $50 will be charged for each rounded hour over the amount.**
4. **If your rental time is on a weekend, you must come into the office no later than 5:00 on the preceding Thursday to pay the remaining balance on the rental, and to obtain a key to the building.**
5. **Failure to clean the Community Center and restore the building to its original, clean condition will result in an immediate cleaning fee of $50/hour, which the Town Marshal will deliver and must be paid within 7 days.**
6. **At the completion of your rental, the key must be returned to the town hall. Please drop the key into the drop box. If the key is not received within 24 hours of rental, all the locks to the building must be changed. The Town Marshal will deliver a bill for the cost that must be paid within 7 days.**
7. **If any damage is present in the building after your rental, the Town reserves the right to charge for the amount of replacement to the renter. The Town Marshal will deliver a bill for the cost that must be paid within 7 days.**
8. **No smoking is allowed inside the Community Center building.**
9. **No alcohol is permitted inside or outside of the Community Center building.**
10. **No tape or tacks are allowed on the wall. Please utilize the cork boards for decoration.**
11. **We recommend not using confetti, due to the difficulties involved with clean-up.**
12. **If you leave any items in the Community Center building, the Town will hold the items for no longer than 7 days…ask Mike.**
13. **Upon exiting the building, please make sure that all lights are turned off and all doors are locked.**
14. **If these rules are not followed, the Town of Cromwell reserves the right to deny future rental of the building.**

**When you first enter the building, there is a switch in the kitchen that says “Occupied” and “Not-Occupied” Turning the switch to “Occupied” will turn on the air conditioner or heater to the appropriate temperatures. When you are finished and ready to leave, please turn the switch to “Not Occupied” to conserve on electrical/heating/cooling costs.**

**Cromwell Community Center Rental Cleaning Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Main Room/Party Area | Completed | Kitchen | Completed |
| Empty all Trash Containers and replace liners (liners will be left out for you to use). |  | Empty all Trash Containers and replace liners (liners will be left out for you to use). |  |
| Place Trash in the dumpster outside of the building (West Side). |  | Place Trash in the dumpster outside of the building (West Side). |  |
| Wipe off tables and chairs if needed. |  | Wipe off all surfaces and appliances. |  |
| Put away all tables in chairs. Please do not slide the tables or chairs across the floor. |  | Sweep Floor |  |
| Sweep Floor |  | Mop up any spills, mud, etc. |  |
| Mop up any spills, mud, etc. |  |  |  |
|  |  |  |  |
| Restrooms | Completed | Hallways | Completed |
| Empty all Trash Containers and replace liners (liners will be left out for you to use). |  | Pick up all trash and clean up any messes. |  |
| Place Trash in the dumpster outside of the building (West Side). |  | Sweep Floor |  |
| Wipe off all sinks and mirrors. |  | Mop up any spills, mud, etc. |  |
| Sweep Floor |  |  |  |
| Mop up any spills, mud, etc. |  | Parking Lot/Building Perimeter | Completed |
|  |  | Pick up all trash in the parking lot and on the grounds. |  |
|  |  |  |  |

**Upon Exiting:**

* **Turn air conditioner/heat switch to “Not Occupied”.**
* **Turn out all lights.**
* **Lock all doors.**
* **Return key to Town Hall drop box.**