

**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 30 days before the date of the 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 unless the audio-visual fee is applied and a representative is trained to utilize the system.
  3. Children accompanying adults must be supervised at all times.
  4. *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.*
  5. 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 at which alcohol will be served.*
  6. *The JCCS reserves the right to decline rental of the facility, rescind a rental contract, or require cash deposit as prerequisite to rental.*
  7. 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.
  8. 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.
  9. 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.
  10. Outdoor activities cease at 10:00 pm as required by local zoning laws and in consideration of our neighbors.
  11. 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.
  12. Taping, mounting or displaying items on any painted surface is not allowed.
  13. 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.
  14. 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.
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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: \_\_\_\_\_