

Conditions & Responsibilities for Indoor Facility Rentals

• 560 High Street Clinton, MA 01510 | Office Visits by Appointment Only | 978-365-4140 •

*Included Facility: **Clinton Parks & Recreation Building Function Room***

Booking Requirements

- **Bookings are on a first come, first served basis. There are no holds prior to receiving a signed rental agreement, \$100 refundable CASH security deposit, and at least 50% of the total hourly rental fee.** CLINTON PARKS AND RECREATION is unable to reserve your date without ALL the above materials submitted. The complete balance of one's rental fee is due at minimum one week prior to the rental date, all payments must be made via cash, check, or card.

PLEASE NOTE: A small processing fee is required for all credit and debit cards. All checks can be made payable to: "Town of Clinton".

Payment of \$100 Security Deposit

- The security deposit will only be returned to the renter if ALL outlined conditions are followed, and *the space is left how it was prior to your rental.*
- If there are damages and/or an unclean space left behind, the renter's security deposit will be forfeited.
- All security deposits must be remitted in cash.
- In the instance that a deposit is forfeited, a representative from the Parks & Recreation Department will reach out to the renter via email to provide notification and explanation of the rental violation.

***PLEASE NOTE:** If cash deposits are NOT picked up within 60 days of the rental the cash will be deposited as a donation to the department. Any bounced checks will require a cash payment and an additional \$35.00 bounced check fee will be charged.

Rental Fees

- The rental fee is required for *all reservations.*
- **The Clinton Resident fee is \$25/hr.**
- **The Out-of-Town fee is \$50/hr.**
- All set up and tear down time **must** be included in the reservation block, any additional time spent at the location exceeding the designated time *will result in one's deposit being forfeited.*

***PLEASE NOTE:** At least 50% of the rental fee is required prior to reserving your rental date, the remaining 50% must be remitted at least one week prior to your rental before getting your door code. *It is the responsibility of the renting party to complete the booking process during our posted business hours.*

Site Decoration

Capacity: The function room holds up to **70 people** with tables and chairs. CLINTON PARKS AND RECREATION provides the following:

- (8) 60-inch Round Tables
- (8) 6-Foot Rectangular Tables
- (50) Black Folding Chairs
- (25) White PREMIUM Folding Chairs

- Access to *any available* refrigerator space
- Microwave use
- 2 Unisex Restrooms

Indoor Space:

- Decorations may be used in the space, but *all* materials must be cleaned up and removed within designated rental time.
- All wall decorations must be hung using only painters tape so as to not affect the paint, and *absolutely no decorations are to be hung on smoke detectors, or fire alarms.*
- There is no landline phone in the building, in the instance of an emergency please use your cell phone.

Outdoor Space:

- Functions are limited to what can be hung from rafters or held in place through clamps or rubber bands.
- Use of nails, tacks, screws, staples, or any other item that will result in holes on the outside building are strictly prohibited.
- Renters must remove ALL decorations within designated rental time.

***PLEASE NOTE:** The following items are NOT allowed anywhere on the premises: glitter, smoke machines, inflatable water devices, silly string, commercial tents. If any outside vendors (entertainers, inflatables, etc.) will be present a copy of the company's liability insurance must be on file with the CPR office at least 14 business days prior to the rental to be permitted.

Rental Policies & Rules:

- The building is available to rent Monday thru Friday, from 5:00am-10:00pm & Saturday and Sunday from 12:00pm-10:00pm *Exclusions may be applicable upon advanced request.
- Renter must be present at all times during the rental and is responsible for their guests during the time of the rental. If an illegal or dangerous situation occurs, please call 911 or the Clinton Police Department at 978-365-4111.

Facility Cleaning/Trash/Equipment Removal

- As previously stated, all set up and tear down time must be included in the reservation block, any additional time spent at the location exceeding this time *will result in one's deposit being forfeited and the inability to rent in the future.*
- Any additional time needed must be added to your rental time at least one week prior and will be charged accordingly.
- All tables and chairs may be used BUT must be returned to the designated storage space after use.
- If using markers/paint/etc. on tables, then a tablecloth must be used to prevent damage to tables.
- Bathrooms may be used but must be left clean after the event.
- The function room must be swept of all food, trash, etc. once the event is complete, and trash must be removed.
- Cleaning supplies as well as brooms, mops, sanitizing wipes and trash bags are not provided and must be brought to the facility on a carry in/carry out basis.

***PLEASE NOTE:** Trash disposal will not be provided and may not be left at the facility following your rental. Personal/rental trash is not to be disposed of in the trash cans at Fuller Field or the facility's dumpster/thrown over the gate, your security deposit will be forfeited.

Facility Entry & Exit Procedure

- Upon receiving a signed rental agreement, a \$100 refundable security deposit, and the total hourly rental fee, a code will be issued to the renter and may be used *exclusively during your reservation block. This code should not be shared.*
- Access to office space, closets, cabinets, drawers and garage space are **strictly off limits during your event.**
- Any disruption, damage, or theft occurring in these areas will result in a forfeited deposit, the inability to rent in the future and necessary legal action.
- Any damages to our entry display or departmental belongings will result in one's deposit being forfeited and the inability to rent in the future.
- The door may be unlocked for participant access during your rental but **may not be propped open for any reason.**
- CLINTON PARKS AND RECREATION staff may enter and exit premises during the event if needed.
- Upon entering the building, be sure to note any damages or violations prior to your event by taking a timestamped cell phone video.
- Prior to exiting the building, the renter must ensure that the facility is in good condition, all lights are turned off, and lock up the facility by pressing the button on the inside handle of the door at the end of one's designated time.

Town, County, State, & Federal Laws

- Renter agrees to comply with all applicable Town, County, State, and Federal laws and shall conduct no illegal act on the premises.
- Renter shall not serve/sell alcohol on premises at any time; this is a dry facility.
- CPR Building is always DRUG FREE and a non-smoking facility. NO EXCEPTIONS. *This includes tobacco, and vaping of any kind.*
- This facility is in a residential area; please be mindful of the neighbors and adhere to the Town of Clinton's 10:00pm noise ordinance.

Cancellation Policy

- If a cancellation is requested by the renter all remitted deposits will be kept without refund.
- IF renter fails to pay the FULL balance due one week prior to your rental date or fails to make an appointment for entry code instructions prior to rental date, the reservation will be released, AND all prior payments paid will be kept without refund.
- Our building is an emergency shelter for CEMA under the Town of Clinton, for this or any reason if an event is canceled by the department, an option to reschedule will be available or you will receive a full reimbursement.

Event Reminder

- **Rental Date:** _____
- **Rental Time:** _____
- **Balance Due:** _____

Building Rental Form

Do you have a RecDesk account? ☐ Yes ☐ No

Event Information:

Event Type: _____ Est. Number of Guests: _____

Please provide a brief description of your event, include any special details such as use of inflatables, musical performers, etc.:

Will any outside vendors/entertainers be present? ☐ Yes ☐ No

**If yes, we will need proof of insurance from the company prior to your rental date.*

Event Date:

Event Start Time: _____ Event End Time: _____

**Please be sure to include time needed for set up/clean up.*

(Total Hours: _____ x Hourly Fee: _____ = Total Due: \$_____)

Primary Contact Information:

Full Name:

Address:

Phone Number: _____ Can you receive text messages? ☐ Yes ☐ No

Email Address: _____

Alternate/Emergency Contact:

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Rental Agreement Acknowledgement

* Please do not hesitate to contact our office with any questions about the above rules prior to your event during our posted business hours.

- (Initial): _____ If a cash security deposit and is not picked up within 60 days of the rental I agree and understand that the balance will be deposited as a donation to the department

- (Initial): _____ Any damages above and beyond the security deposit will be charged to the renter. If not paid the Clinton Police Department will be involved.

- (Initial): _____ I have read and understand that ALL policy and procedure must be followed in order to receive my rental deposit and have the eligibility to rent in the future regardless if otherwise stated in the description.

All Fire Department, Police Department, and Parks & Recreation, and Board of Selectmen rules and regulations pertaining to the use of the Parks & Recreation building must be strictly followed. The user will be held responsible for all damage to the facility and/or equipment, furniture, etc. therein. A fee will be charged to the user if cleaning is needed after use. Children must always be supervised. User is responsible for making sure the building is locked and secure after use and must work with the department to confirm these details. User also agrees to comply to the above statements of rules and regulations. **The CPR reserves the right to decline any rental requests depending on failure to comply with agreed upon policies, conflict of interest and/or nature of the event.**

By signing below, I acknowledge that I have read and understand all the terms & conditions that apply and agree to adhere to all rules & responsibilities put forth by the Clinton Parks & Recreation Department for the duration of the rental process.

(Print Name)

(Signature)

(Today's Date)

Office Use Only

Deposit Received: _____ Form of Payment: ☐Cash ☐Card ☐Check # _____ Date: _____ Staff Initials:

Amount Received: _____ Form of Payment: ☐Cash ☐Card ☐Check # _____ Date: _____ Staff Initials:

Amount Received: _____ Form of Payment: ☐Cash ☐Card ☐Check # _____ Date: _____ Staff Initials:

Deposit: ☐Returned ☐Kept If kept please detail reason below: