

NATHANAEL B. GREENE COMMUNITY CENTER - RULES AND REGULATIONS

The Nathanael B. Greene Community Center has been established to serve the residents of Guilford. The Center shall be administered by the Parks & Recreation Department. Rooms are reserved on a first come, first served basis, with Parks and Recreation Programs and Town Agency meetings given first priority.

The facility is available for use by public groups including Town of Guilford Boards and Commissions, school groups, civic organizations, youth groups, non-profit service organizations (at least 60% residents) and for private use by resident commercial businesses and private residents. Fees are applicable as per schedule listed on other side of form.

CONTRACT SUBJECT TO THE FOLLOWING CONDITIONS:

1. a) The maximum rental time is five (5) hours. Other arrangements may be approved by the Parks and Recreation Director.
1. b) Time on the contract indicates time in and out of the building.
2. All reservations expire at 10:00 pm., unless permission is received in advance from the Parks & Recreation Director.
3. Wall attachments and decorations must be approved by the Director. Helium balloons are not allowed.
4. All groups are responsible for general clean-up and disposal of trash in containers.
5. An insurance certificate may be required prior to the scheduled event.
6. Oven may be used for heating of food only and under the supervision of the building custodian. No cooking. \$50.00 kitchen security deposit must be provided and is refundable upon satisfactory inspection of the kitchen by Parks and Recreation Department staff following event.
7. Any group using a caterer at the Community Center will be required to furnish a \$1,000,000 Certificate of Insurance from the caterer. All necessary supplies and equipment must be furnished by the caterer.
8. Smoking is prohibited in the building.
9. Alcoholic beverages are prohibited unless permission has been granted by both the Parks & Recreation Commission and the Board of Selectmen.
10. No organization will be scheduled in the building without the presence of a building supervisor employed by the Parks & Recreation Department.
11. The Parks & Recreation Department may require a police officer (to be paid by the applicant) to be on duty during the event.
12. Any group using the facility shall be responsible for the following:
 - A. Conduct of all participants
 - B. Return of equipment to proper location
 - C. Replacement or repair of damaged equipment or fixtures
13. The Parks and Recreation Department reserves the right to decline rental of the Community Center if the facility is not available, the applicant has not followed the rules & regulations set forth, or if the use of the building is not in the best interest of the Community.
14. A private person and/or business who has rented space at the Nathanael Greene Community Center may not charge a fee for individuals to attend their event and may not sell merchandise.

APPLICATION FOR USE OF THE NATHANAEL B. GREENE COMMUNITY CENTER
GUILFORD PARKS & RECREATION DEPARTMENT
 32 Church Street, Guilford, CT 06437

NAME OF ORGANIZATION/BUSINESS: _____

CONTACT PERSON: _____ PHONE _____ (h)

ADDRESS: _____ (w)

EVENT: _____ NUMBER ATTENDING _____

DATE: _____ TIME: From _____ To _____
 (Reservations may be made no more than one (1) year in advance of event).

ROOM REQUESTED (1ST CHOICE) _____ (2ND CHOICE) _____
 (The Parks & Recreation Department has the authority to assign groups to an appropriate room.)

ROOM SET-UP REQUEST: _____

NAME OF CATERER (IF APPLICABLE) _____ Phone # _____

FEE SCHEDULE: Rental Fee \$25/hr. Custodial Fee \$15/hr.

	<u>Municipal/Civic</u>	<u>Non Profit</u>	<u>Private</u>
Meetings/Registration			
Weekday	No fees	No Fee	\$25/hr.
Friday PM/Weekend	No Fee	\$25/hr.	\$25/hr.
Social functions – dinners, showers, dances, performances			
Weekday	\$15/hr.	\$15/hr	\$25/hr. + \$15/hr.
Friday PM/Weekend	\$15/hr.	\$25/hr. + \$15/hr	\$25/hr. + \$15/hr.

\$50.00 kitchen deposit is required for use of the kitchen. Kitchen can be used for heating of food only. Kitchen supplies and utensils, other than cleaning supplies, **cannot** be used or deposit will be forfeited. Cleaning supplies are under the sink in kitchenette.

Full payment by individuals or groups reserving a room must be returned with the application. Groups using the building weekly or monthly must pay in full by the first of each month. Make checks payable to Parks and Recreation Department. FEES ARE NOT REFUNDABLE.

In consideration of the use of the Nathanael B. Greene Community Center, I certify that the information provided is accurate and I understand the regulations listed on the reverse side of this application. I accept full responsibility for the conduct of the group and any damage to equipment or the facility.

 Signature Date
(For Office Use).....

APPLICATION: Approved Disapproved Room Assigned _____

Certificate of Insurance Required _____ Kitchen Security Deposit Required _____

FEE: _____ COMMENTS: _____

DIRECTOR'S SIGNATURE _____ Date _____

