

**STONINGTON COMMUNITY CENTER ROOM  
FACILITY RENTAL AGREEMENT**



**RENTER INFORMATION**

Name of Group:		
Contact Name:	Phone:	
Address:		
City:	State:	Zip:
Email:		

**EVENT INFORMATION**

Name of Event:			
Event Type Meeting/Conference Class Special Event Performance Other (please specify): _____			
Brief Event Description:			
Rental Date(s):			
Set Up Time:	Event Start Time:	Event End Time:	Breakdown End Time:
Expected Attendance:	No. of Tables:  Linen Rental? Yes (\$) No	No. of Chairs:  Chair Upgrade? Yes (\$) No	COMO Staff Setup/Breakdown Req'd? Yes (\$) No
If COMO staff setup is requested, please describe desired setup:			
Will food or drink be served? Yes No If yes, will alcohol be served? Yes* No *Please see liquor/alcohol policy in rental regulations for liability requirements.			

## RENTAL SPACES & FEES

COMO Members receive a 20% discount on room rentals.

Please inquire about our themed staff-led birthday party packages and duBois Beach rental.

	<b>Rental Space</b>	<b>Rate per Hour</b>	<b>Total # of Hours</b> incl. setup & breakdown	<b>Total Cost</b>
	Auditorium (includes Kitchen) Capacity: 136 with Tables & Chairs 211 with Only Chairs	\$150 (2 hr minimum)		
	Kitchen Only Capacity: 12	\$50		
	Gymnasium Capacity: 200 with Tables & Chairs 418 with Chairs Only	\$75		
	Makerspace (space only) Capacity: 50	\$75		
	Conference Room Capacity: 5-8	\$35		
	Children's Garden Capacity: 50	\$100		
	Owens Field Capacity: 100+	\$50		
	Bears Field Capacity: 100+	\$50		
	Tennis/Paddle Courts Capacity: 4+	\$70/Court (2 court minimum for tennis)		
	COMO Staff Setup	\$75 fee	-	
	COMO Staff Breakdown	\$75 fee	-	
	Linen Rental	\$10 Rectangular \$12 Round	No. of Linens:	
	Chair Upgrade	\$2.75 each	No. of Chairs:	
Total Amount Due:				

\*Recurring rentals available and includes a 10% discount when booking multiple dates

**Payment is required in full to secure space and rental dates. A certificate of insurance may be required for particular groups and events. Please refer to the Rental Regulations.**

I have read and understood the attached rental pricing and regulation sheet. My group agrees to abide by the regulations as stated.

Group Contact Signature \_\_\_\_\_ Date: \_\_\_\_\_

COMO Rep Signature \_\_\_\_\_ Date: \_\_\_\_\_

The Stonington Community Center requires a signed credit card authorization form to guarantee payment of all event charges and any additional charges incurred or damage caused by the renter or their group. The credit card authorization form must be completed upon signing of this contract.

Visa Mastercard American Express

Name on card:

Card No.

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Expiration Date

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CVV# (Security Code)

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Zip Code

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## **RELEASE WAIVER OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT/PHOTO RELEASE**

This is to certify that I have read and understand this waiver and hold harmless agreement and release of liability and consent and agree to the release set forth. I hereby release and hold harmless the Stonington Community Center (COMO) and its agents, volunteers, employees and Board of Governors from any and all claims of negligence, injury or illness or demands from anyone arising from said participants in programming. I hereby give permission for any images captured by photo or video during all COMO activities to be used in promotional publications for the Stonington Community Center, Inc. and waive any rights of compensation or ownership thereto.

Group Contact Signature \_\_\_\_\_

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

### **Rental Regulations**

#### **RESERVATION TIMES & ROOM OCCUPANCY**

Times must include set up time for decorating and/or pre-activity organization. Rates are for approved times as stipulated on the reservation form. A charge equal to double the published hourly room rate will be added to any unstipulated occupancy (as per reservation) accrued through early arrival or late departure. Please keep your group in the appropriate rental room. Attendees are restricted from entering any part of the building other than the area arranged in the contract. Failure to comply with this regulation will result in a bill to the organization and or/individual for that space at a minimum rate of two hours. Any part of an hour shall constitute a whole hour. The staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation. The COMO reserves the right to re-assign or cancel any request for space due to unforeseen circumstances. If multiple spaces are being rented, you must rent all spaces for equal amounts of time. Room rentals may not be split between multiple rooms on an hourly basis.

#### **BUILDING ACCESS**

If your rental is not during normal building hours, your group may be provided with a key fob to access the building. This key fob will unlock the exterior and interior front doors. Upon completion of rental, key fobs must be placed in the drop box located outside adjacent to the front doors. Keys that are not returned will be charged an additional fee.

#### **EVENT STAFFING**

Your group must provide a supervisor(s) of 21 years of age or older. There will need to be one (1) supervisor per every 15 youth guests. The supervisors need to be in the areas with the

guests. The COMO reserves the right to assign the appropriate number of staff necessary to attend any function at the group's cost.

### **SETUP & CLEANUP**

Your group is responsible for all setup/breakdown of the space unless previously agreed upon with COMO staff. Room rental hours must include time for set up and break down. If room set up & break down by COMO staff is requested, a detailed floor plan/seating arrangement must be provided to COMO staff at least 72 hours prior to the rental date. A \$75.00 set up fee is required for all spaces that are set up and an additional \$75.00 for break down by COMO staff. All spaces must be left in the condition in which they were found including tables and chairs returned to their correct storage location. All trash must be removed and spills and food must be cleaned off of tables and floors. **Trash must be removed from site.**

### **DAMAGES**

Please understand the COMO is a nonprofit and your rental group is responsible for any damages or breakage incurred at the COMO during the rental period. A credit card must be provided for all rentals. In the event of damages or additional costs resulting from your group's rental, the credit card on file will be charged.

### **DECORATION**

The use of helium balloons, glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited throughout the campus. Candles must be completely enclosed in a glass or non-flammable holder. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. While decorations are permitted, they mustn't damage walls, ceilings, or flooring and must be completely removed from the facility upon completion of the rental period. In order to preserve our space, the use of tape, staples, or nails to adhere decorations is prohibited. When in doubt about decorations deemed acceptable, client must consult with COMO staff. Failure to do this may result in damages and/or excessive wear and tear.

### **FOOD**

Food is not permitted in the following rental spaces:

- Makerspace
- Gymnasium
- Tennis & Paddle Courts

### **PAYMENT & CANCELLATION**

Payment in full is required at the time of the contract signing in the form of a check made out to the Stonington COMO, cash, or credit card. In the event of a cancellation by the COMO due to weather or scheduling issues, groups will have the option to reschedule the

event, or cancel for a full refund. Should the group choose to cancel for other reasons, the cancellation policy is as follows:

90 days - 100% refundable

60 days - 75% refundable

30 days - 50% refundable

14 days - 25% refundable

### **LIABILITY**

Rentals are limited to the renting groups only. The COMO, its Board of Directors, and its employees are not responsible for the actions or omission of user groups utilizing the COMO facilities. Accidents, injuries, loss of property, damages to facility or other losses will be the responsibility of the user group requesting the use of the facilities. In addition, user groups are responsible for providing on-site supervision and notification of cancellation. Failure to provide notifications of cancellation will result in the user group being charged for expenses incurred by the COMO. Organizations are required to initially contact the COMO in regards to appropriate insurance. The COMO assumes no responsibility for property brought into the COMO building. Smoking and/or illegal drugs is specifically prohibited anywhere on the property. The COMO supervisor or COMO professional staff have the right to close or restrict any areas of the COMO if they see fit.

### **LIQUOR/ALCOHOL POLICY**

Consumption of alcoholic beverages without explicit permission is prohibited. If liquor/alcohol will be served at your event, a one-day event policy with liquor liability, listing the Stonington Community Center, Inc. as additionally insured, is required with payment. Such policies can be obtained through any local or national insurance carrier.

**When necessary, a certificate of liability form and payment in full are required to finalize reservation and reserve date.**

**WARNING:** In the case of recurring rentals, if the rental group fails to follow this contract you will receive one warning. If your group fails to follow the contract after that warning you will be asked to leave the building. No refunds. The rental is not guaranteed until the contract is completed and payment is received in full. Please note: You are responsible for the actions of the people in your group.