

**STONINGTON COMMUNITY CENTER
RENTAL AGREEMENT**



RENTER INFORMATION

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

EVENT INFORMATION

Name of Event:			
Event Type <input type="checkbox"/> Meeting <input type="checkbox"/> Class <input type="checkbox"/> Special Event <input type="checkbox"/> Performance <input type="checkbox"/> Other _____			
Brief Event Description:			
Rental Date(s):			
Set Up Time:	Event Start Time:	Event End Time:	Breakdown Time:
Expected Attendance:	No. of tables:	No. of Chairs:	
Setup Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe desired setup:		
Is event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Free of charge? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, list price:	
Will food or drink be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, will it be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list caterer	

RENTAL FEES & ROOM SELECTION

	Rental Space	Rate Per Hour	Number of Hours	Total
<input type="checkbox"/>	Meeting Room	\$30		
<input type="checkbox"/>	Kitchen	\$30		
<input type="checkbox"/>	Gym	\$50		
<input type="checkbox"/>	Annex	\$30		
<input type="checkbox"/>	Tennis Courts	Double Court: \$35 Single Court: \$20		
<input type="checkbox"/>	Children's Garden	\$25		
<input type="checkbox"/>	Owens Field	\$25		
<input type="checkbox"/>	Bears Field	\$20		

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<input type="checkbox"/> Auditorium – our auditorium rentals are \$150 per hour, with a two-hour minimum rental. The two hour rental will include an additional hour for setup, and an additional hour for breakdown, totaling a 4-hour rental. Each additional event hour will be billed at \$150 per hour.	Total Hours: Total Cost:
The rental fee payment is required in full to secure space and dates. Please refer to Rental Regulations. Per Rental Regulations: Damages to property or equipment will require repair/replacement at your group's cost.	
* A 10% Discount Rate applies to COMO Members Only*	
TOTAL DUE:	
I hereby agree that I have read and understood the attached rental pricing and regulations sheet. My group will agree to abide by the regulations as stated.	
Signature of Group Contact:	Date:
Signature of COMO Representative:	Date:

Rental Regulations

WARNING: 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.**

RESERVATION TIMES & ROOM OCCUPANCY

Times must include set-up time for decorating and/or pre-activity organization and cleanup time post event. 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. Should you be renting more than one space, you must rent both spaces for equal amounts of time; there may be no room rentals split between two rooms on an hourly basis.

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 participants. The supervisors need to be in the areas with the participants. In addition, The COMO reserves the right to assign the appropriate number of staff or police protection necessary to attend any function at the group's cost.

DAMAGES, SETUP & CLEANUP

Your group is responsible for all setup/ cleanup of the space. All spaces must be left in the condition that they were found in, with trash removed, spills and food cleaned off tables and floors, and chairs placed where they were found. **Trash must be removed from site.** Please understand the COMO is a nonprofit, your rental group is responsible for any damages or breakage incurred at the COMO during the rental period.

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. When in doubt about decorations deemed acceptable, client must consult with COMO staff. Failure to do this may result in damages and/or

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excessive wear and tear. 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. Please understand the COMO is a nonprofit, your rental group is responsible for any damages or breakage incurred at the COMO during the rental period.

PAYMENT & CANCELLATION

Payment is required at the time of the contract signing in full, 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 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 and 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 property. Consumption of alcoholic beverages without explicit permission is prohibited. Smoking and/or illegal drugs is specifically prohibited anywhere on the property. The COMO supervisor or COMO professional staff has the right to close or restrict any areas of the COMO if they see fit.

All groups must provide a certificate of liability form and payment in full to finalize reservation and reserve date.

I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by the COMO, in its sole discretion. I understand and agree that, in addition, I/we will be responsible and liable to the COMO for any costs exceeding the amount of the rental should property be damaged.

Signature of Group Representative

Date

Signature of COMO Representative

Date

Thank you for choosing the COMO!

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RENTAL CHECKLIST

As a reminder, before you leave the space you just rented from the Stonington Community Center (COMO), please take the time to review this checklist to ensure that you have left the space as you found it:

1. Clean any and all tables you have used
2. Chairs are put away
- 3. All trash and/or debris have been removed from the site**
4. No equipment, classroom items and/or toys have been disturbed, touched or removed unless otherwise specified in previous rental contract and approved by COMO Director
5. If use of equipment was permitted, please make sure to put away items properly and ensure there is no damage or breakage
6. If the kitchen has been used, please be sure to clean all surfaces and return any or all items to their proper places. Do not use any COMO pots, pans, cooking utensils, coffee machines, or any equipment, material, or food item stored in the COMO cabinets or storage areas.
7. Lights are turned off upon departure