



TOWN OF EAST LYME Community Center Rental

Today's date

Group requesting use of the facility

Name of responsible person

Address

City, ST Zip

Phone Alternate Phone

Email Address

Other persons responsible (if any)

Date(s) of requested use Day of the week

Event Time (from) (to)

Arrival time Departure time

Please include the time when you will enter and leave the building, accounting for any set-up or tear-down.

Room Requested

Senior Center

Contact 860-739-5859

Meal Site *after 5pm weekdays*

Senior Day Room *after 5pm weekdays*

Craft Room *after 5pm weekdays*

Parks and Recreation

Contact 860-739-5828

Activity Room

Olive Tubbs Chendali Room

Youth Center

- *Users will be assessed a rental fee per hour for each additional hour exceeding the first four hours*
- *Use of these facilities outside of normal building operating hours, or those requiring more than normal custodial support, will result in custodial charges.*

Purpose of use

Number of participants expected (per session)

Special considerations or equipment requested (e.g. number of tables and chairs)

Groups are responsible for room set-up and tear-down. Any requests for rooms to be set up by Town staff may be billed at customary custodial rates.

Insurance: Users must provide a certificate of liability insurance coverage per Town requirements five (5) days prior to the event. For Individuals not having commercial insurance, a certificate of insurance can be obtained by purchasing a policy through an insurance agent or by purchasing a policy through the TULIP program at <https://www.eventsure.com/>.

The requirement of insurance may be waived by the First Selectman or designee.

Payment of fees: Users may be required to pay the room fee and associated extra costs five (5) working days before the start of the event. If a custodian is required outside of normal building hours, a minimum of three (3) hours of custodial coverage will be added. If additional custodial hours are required, they will be billed after the event. For recurring use, other arrangements may be made for billing and payment.

If additional costs are incurred and payment is not made within 30 days, the user will be liable for an interest charge of one percent (1%) per month from the invoice date on the unpaid balance along with costs associated with the collection of such fees. A security deposit may be required for groups larger than 50 and is due 14 days prior to the event. The deposit will be applied directly to the final bill unless there are any cleanliness/maintenance issues. In those instances, the security deposit will be used to offset any of these costs and any remaining amount will be applied to the final bill.

Additional Rules:

- Consumption of alcoholic beverages is prohibited.
 - Garbage removal is the responsibility of the User. Plastic bags will be provided by the Town and garbage is to be disposed of as directed by the on-duty custodian. Failure to clean up/dispose of garbage will result in additional fees.
 - Additional custodial staff may be assigned for assemblies involving more than fifty people at one time.
 - Use of the Community Center is limited to the requested room and restrooms only.
 - If preparing food in the kitchen, someone with food safety certification may be required. (call Senior Center at 860-739-5859 for details)
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Agreement: It is understood and agreed that by signing this document, the undersigned and/or represented group will adhere to the policies and regulations of the Town of East Lyme. The undersigned further understands the Town of East Lyme is not responsible for any claims now or in the future for any personal injuries or property damage resulting from this activity, and further, the undersigned does have sufficient insurance in their name to guarantee this.

Authorized Signature

Date