

APPLICATION & CONTRACT FOR USE OF TOWN OF ROCHESTER SENIOR CENTER (revised 7/22)

Today's Date: _____

Function Date: _____

Requester's Name: _____

Internal Use Only

Director Approval: _____

Date: _____

Deposit Paid: _____

Balance Paid: _____

Entered on Calendar: _____

Name of Responsible Party: _____

Address: _____

Telephone:(home) _____
_____ (work) _____ (cell) _____

Email: _____

Name of Organization, if applicable: _____

Purpose for Use of Facility: _____

Anticipated Length of Function: _____ Hours (**Must include set-up, break-down, & clean-up time**)

Start Time: _____ End Time: _____

Area of Facility Requested: (check all that apply) _____ Outside Grounds

_____ Large Function Room _____ Half-Function Room _____ Kitchen _____ Conference Room

Approximate number of people attending: _____ Approximate number of cars in lot: _____

FEE STRUCTURE:

Large Function Room Only.....\$50/hour or any portion thereof
Large Function Room **with Use of Kitchen**.....\$75/hour or any portion thereof
Half-Function Room Only.....\$35/hour or any portion thereof
Half-Function Room **with Use of Kitchen**.....\$60/hour or any portion thereof
Kitchen Only.....\$30/hour or any portion thereof
Conference Room.....\$25/hour or any portion thereof
Outside Grounds.....\$30/hour or any portion thereof

TOTAL FEE CHARGED \$ _____

Half due on Approval \$ _____, date paid _____

Balance Due Prior to Event \$ _____, date paid _____

Furniture Needed: (write the number needed on the line)

6 ft. long tables (seats 6) _____ Round tables (seats 6) _____ Card tables _____ Chairs _____

Do you need a podium? (circle) Yes No Do you need the piano? (circle) Yes No

Electronic Equipment Needed: (check all that apply) _____ Large screen TV _____ DVD player

_____ microphone system _____ display screen (must provide your own HDMI cord)

_____ extension cord(s)

Other equipment: (check all that apply) _____ exterior awnings _____ exterior lights

_____ stove top _____ oven _____ ice machine _____ sink

_____ Keurig coffee maker (in function room, must bring your own K-cups)

PLEASE NOTE: NO REFRIGERATION IS AVAILABLE WHEN RENTING THE COA

If this event will be catered?

Name of Catering Company: _____

Address: _____

Telephone #: _____

Contact Person: _____

Please provide a copy of the Caterer's food service license/certification no later than 1 week prior to event.

Received by COA – (circle) Yes No

If you are serving alcohol of ANY kind, a bartender must be present!

Name of Bartender: _____

Address: _____

Telephone #: _____

Please provide a copy of the bartender's TIPS certification no later than 1 week before the event.

Received by COA – (circle) Yes No

COA Director must approve the named caterer and bartender. **Approved (circle)** Yes No

****If you are serving alcohol, it is your responsibility and additional expense to obtain a "one-day liquor license" through the Town of Rochester. ****

COA Director must receive a copy of this "one-day liquor license" no later than 1 week before the event.

Received by COA – (circle) Yes No

****Please note: If you are preparing food in the COA kitchen to sell, at least one food preparation CERTIFIED individual must be present (i.e., Serv Safe)**

****If traffic control or a security detail is needed at this event, you, as the renter, are responsible for securing the services of the Rochester Police Department (for an additional expense not included in the COA fee).****

RULES AND REGULATIONS for the USE of the ROCHESTER SENIOR CENTER

(Senior Center maintains the original copy and a copy is made for the renter)

All reservations are subject to the approval by the Director of the Senior Center, otherwise known as the "COA".

While fees will be waived when a reservation is requested from a Town of Rochester Department/Committee and non-profit organizations, it is expected that they will comply with said regulations. Non-profits must provide proof of their non-profit status, either a copy of their 501c3 federal tax exemption form (from the IRS) or their ST-2 state tax exemption form (from the MA Department of Revenue).

Any group whose majority membership includes individuals under the age of 16, must have 1 adult supervisor for every 2 children. In addition, these organizations must provide proof that the adults working with these children have received a CORI check.

****If the applicant is a corporation, the individual executing this form must provide proof of their title within the corporation and authority to execute the document within.**

1. Reservations will be made on a "first-come, first serve" basis. Reservations are not considered "CONFIRMED" until the application form, fee deposit, if applicable, and required documentation is submitted to the COA, no later than **1 week prior to the event**.
2. Absolutely **No Alcoholic Beverages**, of any kind, are allowed in the COA or on its property. The only exception is **"if, and only if,"** a one-day liquor license is obtained.
3. Absolutely **NO Smoking** on the COA property.
4. **Do Not Turn Off Any Lights or Appliances** that are on when you arrive.
5. **Do Not Touch Any Electric Panel Box or Any Switches in it.**
6. Use of tape, tacks and nails are forbidden on the walls, ceiling, and doors of the COA building.
7. Except for tables and chairs, **Do Not Rearrange Any Furniture or Equipment!!**
8. **You are NOT authorized to use/touch any computers in the building; nor may you use the commercial coffee making system.**
9. **We expect our facility to be left in the same condition as you found it.** At the end of your event, please remove any decorations, food, beverages, equipment, materials belonging to your group; in addition, please take ALL trash out to the dumpster, which is located outside of the kitchen.
10. **Applicant(s) agree to be financially responsible for the repair or replacement (whichever is necessary) of any damages/losses caused by an individual in attendance at your event. This includes, but is not limited to, the building and its contents (furniture, appliances, equipment, electronics, floors, walls, etc.).**
11. **Renter agrees to hold harmless the Town of Rochester, COA or any employee or agent acting on behalf of the town and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of any activity not sponsored by Town of Rochester or on the Town's Property that occurs as a result of the rental of Town Property including, but not limited to, its establishment, construction, use, maintenance, configuration or existence.**

THE TOWN OF ROCHESTER IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, OR INJURY INCURRED WHILE USING ANY AREA IN THE SENIOR CENTER BUILDING OR ON THE COA GROUNDS AND PARKING LOT.

I have read and understand the above conditions and agree to the same:

Applicant signature: _____

Date: _____

COA Approval: Director's signature: _____

Date: _____