



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 Guilford groups with at least 60% Guilford residents, 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. Non-residents may rent a room no sooner than 30 days prior to their meeting.

CONTRACT SUBJECT TO THE FOLLOWING CONDITIONS:

1. The maximum rental time is five (5) hours. Other arrangements may be approved by the Parks and Recreation Director. 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. If applicant hires a vendor to provide a moon bounce or other inflatable, the vendor must be present at all times to operate and supervise the inflatable. The vendor must provide a Certificate of Insurance, naming the Town of Guilford additional insured.
7. 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.
8. 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.
9. Smoking is prohibited in the building.
10. Alcoholic beverages are prohibited unless permission has been granted by both the Parks & Recreation Commission and the Board of Selectmen.
11. No organization will be scheduled in the building without the presence of a building supervisor employed by the Parks & Recreation Department.
12. The Parks & Recreation Department may require a police officer (to be paid by the applicant) to be on duty during the event.
13. Any group using the facility shall be responsible for the following:
 - a. Conduct of all participants.
 - b. Return of equipment to proper location
14. Replacement or repair of damaged equipment or fixtures.
15. 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. 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.

I have read and agree to abide by the rules and regulations:

Signature

Date



Nathanael B. Greene Community Center Use Form
 32 Church Street
 Guilford, CT 06437
 (203)453-8068

NAME OF ORGANIZATION/BUSINESS: _____

CONTACT PERSON: _____ PHONE (w) _____

ADDRESS: _____ (c) _____

E MAIL: _____ (h) _____

EVENT: _____ NUMBER ATTENDING: _____

DATE: _____ TIME: From _____ to _____

(Reservations may be made no more than three (3) months 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:

	<u>Municipal/Civic</u>	<u>Non Profit</u>	<u>Private</u>	<u>Non-Resident</u>
Meetings/Registration				
Weekday	No fee	No Fee	\$35/hr	\$50/hr
Friday PM/Weekend	No Fee	\$35/hr	\$35/hr	\$50/hr
Social functions – dinners, showers, dances, performances				
Weekday	\$20/hr.	\$20/hr	\$50/hr	\$65/hr
Friday PM/Weekend	\$20/hr.	\$50/hr	\$50/hr	\$65/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.

Note: See Rules and Regulations on opposite side of page.

Signature

Date

.....(For Office Use).....

APPLICATION Approved Disapproved Room Assigned _____

Certificate of Insurance Required _____

Kitchen Security Deposit Required _____

FEE: _____ COMMENTS: _____

DIRECTOR'S SIGNATURE _____ Date _____