



6249 MAIN ST COMMUNITY CENTER RENTAL POLICY

Fees and Cancellations:

\$75 non-refundable deposit for rentals either front or back

\$50/hr. for in-town residents

\$75/hr. for out-of-town renters

\$100 non-refundable deposit for the entire building

\$100/hr. for in-town residents

\$125/hr. for out-of-town residents

*2 hour minimum for all rentals

*All fees must be paid up front to secure the date of rental.

*Cancellations must be made within 14 calendar days of rental date to be eligible to be refunded fees.

*If Community Center is not used during the day/time rented for any reason, other than inclement weather, a refund will not be given.

Usage and Clean-up

- All set-up and clean-up must be done during the times rented, which are specified in the rental agreement.
- Please be courteous and keep your rental during your allotted times, as someone may have rented the area after you. For any rentals extending beyond the times assigned, the renter will be charged for the additional hours.
- Do not share keys for the Community Center with anyone. If given a key to the Community Center for your rental, please return it to Town Hall immediately following the completion of your rental. You may leave it in the drop box on the front of the building or the drop box by the drive-through window.
- Please clean up your rental area before leaving. Return all chairs/tables to original set-up, if applicable. The kitchen must be cleaned and left the way it was found at the beginning of rental. Empty garbage cans into Town Waste bins located at rental site.
- Failure to carry out these rules or your rental agreement will forfeit any future right to rent the Community Center

I have read this document and my rental agreement, and I agree to abide by the rules and policies listed, as well as all town ordinances. I understand I will be given a copy of this document for my convenience.

Renter's Signature _____ Date _____