

**Town of Scituate
Town Building Rental Agreement**

Applicant Name: _____

Company/Organization (if applicable): _____

Address: _____

Phone: _____

Email: _____

Caterer Name (If Applicable): _____ Phone: _____

Date of Use: _____ Time: _____ People Expected: _____ **(Max Capacity
w/tables 134
w/o tables 180)**

** Any changes to date/time must be made 48 hours in advance of event to be honored**

Indicate nature of the event and business status (if applicable):

TYPE

- Wedding Ceremony (Special Fees Apply)
- Meeting/Class
- Private Party (birthday party, shower, anniversary, etc.)
- Other (Please specify) _____

STATUS

- Resident
- Non-Resident (ONLY allowable for weddings)
- Non-profit group
- Town Organization

REQUESTED BUILDING:

- Community House (546 W. Greenville Road, N. Scituate, RI 02857)
- Use of Kitchen at Community House (Please note there is an additional fee for usage.
Kitchen will be locked unless stated here)
- Senior Center (1315 Chopmist Hill Road, N. Scituate, RI 02857)
- Congregational Church (554 W. Greenville Road, N. Scituate, RI 02857)
- N. Scituate Gazebo

FEE SCHEDULE

Community House Rental: \$150.00 usage fee (resident) \$200.00 refundable security deposit

Use of Kitchen (Community House): \$50.00 usage fee

Church Rental: \$300.00 usage fee (resident) \$200.00 refundable security deposit

Church Rental: \$500.00 usage fee (non-resident) \$200.00 refundable security deposit

****Scituate Non-Profit Organizations: the above fees may be waived**

Please note: For weddings, if you would like use of the bathrooms in the Community House next door, you will need to rent the community house separately (**additional \$100.00**)

The person or organization may be billed for any damages occurring as a result of this event; the Security Deposit may be applied towards the remediation of any damages to the property. If damage is assessed by the DPW employee and DPW Director to warrant additional services, you will be notified of additional charges within 7-business days of your event.

If it is deemed that a Police Detail is necessary, it must be arranged directly with the Scituate Police Department, Chief of Police, 401-821-5900

Terms and General Rules

1. The hours of operation for rental are 8:00 AM to 8:00 PM, Monday – Thursday for Senior Center and Monday – Thursday, Saturday and Sunday only for the community house (NOT available on FRIDAYS). Events must be concluded by 8:00PM.
2. Before the event, you must submit your building use agreement paperwork, proof of event insurance for the date and time of your event, and two separate checks – one for the usage fee, one for the security deposit. Event Insurance can be obtained from your Homeowner’s insurance agent. If these items are not all provided prior to your event, the building will NOT be unlocked.
3. Please clean up after your event. The attached checklist must be completed and left at the building at the conclusion of your event. A final inspection will be done by a DPW employee. You will be contacted within 7 business days of your event to inform you if your deposit will be returned, or if additional fees were incurred due to damage/insufficient cleaning.
4. Town buildings are rented ONLY to Scituate residents (exception of the Congregational Church for weddings or similar events). The person who signs this agreement, whether on behalf of an entity or personally, must be present at the event at all times. This person will be held personally liable and accountable, whether on behalf of an entity or personally, for the behavior of all participants at the event, and must insure the facility is left in a clean, safe, and orderly condition, without physical damage.
5. For rentals of the Community House, you may use the front kitchen ONLY. You must denote use of the kitchen on this form prior to your event. There is an additional fee to use the kitchen. **THERE IS NO USE OF THE KITCHEN AT THE SENIOR CENTER.**
6. For rentals of the Community House, please empty trash bags into the dumpster located behind building; please put new trash bags in barrels.
7. There is **NO** alcohol allowed on town properties.
8. Tables and chairs are to remain **INSIDE** all buildings. Please do not bring outside.
9. The buildings may be rented for fundraisers for non-profit groups; however, the town buildings may NOT be used to hold events where profit is made for private entities.

10. Sub-renting/sub-leasing and/or allowing outside vendors to set up are prohibited.
11. All town buildings and surrounding grounds are NON-SMOKING facilities.
12. No nails, tacks, adhesives, glue, 3M removable fasteners, or tape can be used on the walls, floors, or trusses. Damage to any building will result in additional charges.
13. For rentals of the Community House, additional tables and chairs are available for use; please make sure you return them back to where you originally found them. Please do not drag tables/chairs across the floor.
14. Please wipe down tables, chairs, sinks, stove, and any other area you use before leaving. Please sweep the floor. The space should be left in the condition in which you found it. (Please see attached checklist; checklists are also available at the Community House and Senior Center)
15. Use of Town facilities may be revoked at any time for misuse of the facility, violations of any Town Ordinances, regulations, or violation of any special requirement(s) or condition(s) outlined above. Serving alcohol without proper approval may result in citation by Police, immediate cancellation/shut down of your event, forfeiture of Security Deposit and/or additional fees/penalties.
16. Use of Town facilities also requires property and liability insurance, typically in the form of a rider on homeowners' insurance or certificates of insurance naming the Town as an additional insured entity.
17. If any issues, questions, concerns arise please call **401-447-9068, Scituate DPW Maintenance.**

FACILITIES USE PERSONAL GUARANTY, RELEASE, WAIVER AND ASSUMPTION OF RISK; ACKNOWLEDGEMENT

In using the Town of Scituate ("Town") properties pursuant to the Building Use Agreement ("Agreement"), I, **on behalf of the entity listed below and myself as Personal Guarantor**, hereby assume all the risks of injury, including serious injury or death and agree to indemnify and hold the Town, the Council, and its employees harmless from liability. I further understand and agree that in consideration for being granted access to and the use of the property and facilities of the Town, I assume any and all risk with respect to such access and use, and hereby release the Town, its representatives, agents, servants and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained. I also acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the hall rules and restrictions.

Signature

Date

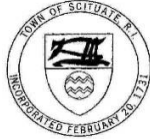
Signature of Personal Guarantor if entity signed above

Date

Approved by: _____

Date

Revised: 5/17/2021



HALL RENTAL
MAINTENANCE CHECKLIST

Renter Name: _____ Date of Event: _____

Please complete this maintenance form and place in the slot next to the bulletin board before leaving. To receive your deposit refund, Scituate DPW Maintenance staff will inspect the hall after your event and confirm that your group completed the following items. Cleaning supplies and trash bags are available. **The Town of Scituate reserves the right to hold your security deposit for neglect to any of the following items or damage assessed by the DPW Maintenance employee and/or DPW Director.**

- _____ Leave room in same condition as you found it; put tables and chairs back to appropriate locations. Return tables and chairs to original location. Diagrams are available at the community house.
- _____ All personal items, party decorations, etc. are removed. Anything you brought in, please bring back out.
- _____ Food removed from refrigerator, freezer, stove, oven, microwave
- _____ Grass area and surrounding outside areas are clear of personal items and decorations
- _____ Kitchen counters, sink, stove cleaned
- _____ Garbage removed to dumpster, replace barrels with provided garbage bags
- _____ Restrooms presentable and garbage removed
- _____ Floors swept
- _____ Lights turned off, doors firmly closed

** If you have any issues or concerns, please call 401-447-9068, Scituate DPW Maintenance.

----- FOR DPW DEPT. USE ONLY -----

- No damage
- Neglected to clean
- Minor damage
- Severe damage/need to withhold security/additional funds required

Description of damage/other issues/notes:

Inspected by: _____ Date/time: _____
DPW Employee/Director

Community House Diagram

