

# SHARON COMMUNITY CENTER

## Rental Agreement

*Located on the shores of beautiful Lake Massapoag, the historic Sharon Community Center creates a unique setting for your special event.*



*The Sharon Community Center building, the former Sunset Lodge, is a two-story Federal style masonry structure encompassing 34,000 square feet. The building originally had 49 rooms and was used by city dwellers for summer vacationing.*

*This guide has been created in order to maintain a safe, well-organized facility and to preserve this local treasure for our community to use and enjoy well into the future.*

**Priority for use of the Sharon Community Center is in this order:**

- Town of Sharon Municipal Departments
- Town of Sharon Municipal Boards and Committees
- Sharon Residents/Groups
- Non-Residents/Groups

Sharon Community Center  
219 Massapoag Avenue, Sharon, Massachusetts 02067  
Phone: 781-784-1530 Fax: 781-784-1532  
Web: [www.townofsharon.net](http://www.townofsharon.net)

The Sharon Community Center is available for functions that do not conflict with the normal activities of the Recreation Department and Adult Center. Our foremost obligation is to the programs and security of our building. The Superintendent of the Department of Public Works or his/her designee reserves the final right of approval for use of the building.

General building hours are Monday-Thursday: 8:30am-10:00pm, Friday: 8:30am-12:30pm, Saturday-Sunday: Closed

Rentals are permitted during times that do not conflict with the Recreation Department or Adult Center event.

**Reservations may be made up to 24 months in advance.**

- Signature on the rental application form will constitute agreement to abide by the rules for use.
- Failure to comply with the rules will be considered sufficient grounds for refusal of further use of the Sharon Community Center.
- The Town reserves the right to refuse the use of the Sharon Community Center.
- The renter will be responsible for, and reimburse the Recreation Department, Adult Center, and/or the Town of Sharon, for any damage to the building, its contents, grounds, or equipment.
- The renter agrees to sign and return the attached Indemnification Form.
- The Town reserves the right to cancel a function at anytime, even when it is in progress, should the renter, any guest, employee or agent of the renter violate any of the terms of this agreement.
- Two weeks prior to function, a final count of attendees needs to be provided to the Sharon Community Center.
- The facilities at the Sharon Community Center can be rented Friday 1:00pm-11:00pm, Saturday & Sunday 8:00am-11:00pm at a minimum of 4 hours plus set up and clean up fees.
- Space may not be rented on the following dates: New Year’s Eve, New Year’s Day, Presidents’ Day, Patriots’ Day, Easter, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Veteran’s Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, or Christmas Day.

**FEE & DEPOSIT SCHEDULE\***

<b>DAVID I. CLIFTON LAKESIDE BALLROOM USER FEE SCHEDULE</b>			
	<b>Set-Up</b>	<b>Rental</b>	<b>Clean-Up</b>
<b>Resident</b>	<b>\$100</b>	<b>\$200/hour</b>	<b>\$200</b>
<b>Non-Resident</b>	<b>\$100</b>	<b>\$300/hour</b>	<b>\$200</b>

<b>ADULT CENTER MULTI-PURPOSE ROOM USER FEE SCHEDULE</b>			
	<b>Set-Up</b>	<b>Rental</b>	<b>Clean-Up</b>
<b>Resident</b>	<b>\$100</b>	<b>\$100/hour</b>	<b>\$200</b>
<b>Non-Resident</b>	<b>\$100</b>	<b>\$150/hour</b>	<b>\$200</b>

*\*Four hour minimum Fridays 1:00pm-11:00pm; Saturday/Sunday 8:00am-11:00pm*

**Deposits:**

A completed and signed application is required with a 50% rental deposit to secure a date at the Sharon Community Center. The rental deposit is non-refundable. Final payment is due 30 days prior to event with a \$250 refundable security deposit.

Note: All rates are subject to change. Receipt of application with required deposit will secure date.

# **RULES AND GUIDELINES FOR USE OF THE SHARON COMMUNITY CENTER**

## **I. AVAILABLE DATES AND HOURS**

- a. The Sharon Community Center is available for use as follows:

Friday	1:00pm to 11:00pm
Saturday & Sunday	8:00am to 11:00pm

*Space may not be rented on New Year's Eve, New Year's Day, Presidents' Day, Patriots' Day, Easter, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Veteran's Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, or Christmas Day.*
- b. Users have exclusive use of the allotted space during their event, including the porch and the entrance lobby.
- c. Community Center staff will be on duty for each event. No keys will be loaned out.
- d. All functions must end by 11:00pm.
- e. Children's parties must be supervised at all times. The Adult Center is **not available** for children's parties.

## **II. PAYMENTS, DEPOSITS AND REFUNDS**

- a. All checks should be made payable to the Town of Sharon.
- b. A completed and signed application is required with a 50% rental deposit to secure a date at the Sharon Community Center. The rental deposit is non-refundable. Final payment is due 30 days prior to event with a refundable \$250 security deposit.

## **III. LAWS AND REGULATIONS**

- a. Users and their guests must abide by all ordinances of the Town of Sharon and the Rules and Guidelines of the Sharon Community Center. Failure to abide by these requirements may result in termination of use and forfeiture of all or a portion of the user's damage/security deposit. User will be held responsible for any damage and extra cleaning costs.
- b. No animals are permitted in the building except service animals.

## **IV. SMOKING**

- a. The Sharon Community Center is a non-smoking facility. Per Town of Sharon bylaws, no smoking is allowed in any part of the building including the outside porch, patios, ground area, or parking lot.

## **V. CAPACITY**

To ensure the comfort and safety of guests, please adhere to the following occupancy limits.

- a. David I. Clifton Ballroom:
  - i. Table Seating – 130 person capacity with dance floor.
  - ii. Table Seating – 150 person capacity without dance floor.
- b. Adult Center Multi-Purpose Room:
  - i. Table Seating – 50 person maximum

## **VI. APPROVED FLOOR PLANS**

- a. The user is entitled to the use of tables and chairs that are available in the rented space.
- b. Floor plans must be submitted for approval one week before function.
- c. Tables available: 6ft round, 6ft x 2.5ft rectangle, 4ft x 4ft square – 10 chairs per round table.
- d. Lobby can be used as is: equipment is not to be removed from the building at any time, for any purpose. Any furniture, and/or fixtures cannot be moved or rearranged.

## **VII. CATERERS**

- a. Caterers must be licensed by the Sharon Board of Health. A one day catering license must be obtained.
- b. The Sharon Community Center provides caterers preparation room. The preparation room is an up-to-date, full-service preparation room.
- c. Caterers/users are responsible for the preparation and clean up of their events. The floor as well as the rest of the building must be left in the same condition as it was upon arrival. Trash containers are location in the rear of the building.
- d. All of the caterer's equipment and/or rentals must be removed after the event.
- e. Alcoholic Beverage
  - i. A one day Liquor license must be obtained through Sharon Town Hall Board of Selectmen's Office one month before function.
  - ii. A one day Liquor license must be submitted to the Sharon Recreation Department/ Adult Center 2 weeks prior to your event.
  - iii. Wine, beer, and spirits must be purchased through a Massachusetts licensed supplier.
  - iv. If you wish to serve alcoholic beverages, a police detail is required. To arrange for a police detail and for payment information, please call the Sharon Police Department at 781-784-1587.

## **VIII. DECORATING AND SET UP**

- a. All equipment to be used at your function must be approved by the Recreation Department or Adult Center 72 hours prior to the event.
- b. The user fee includes one hour for set up and decorating immediately prior to the start of the event. If the Ballroom schedule allows, the user may arrange for additional set up time in accordance with the schedule of user fees.
- c. All decorations must meet fire code requirements
- d. Candles for lighting ceremonies can be used by must be extinguished immediately following the ceremony. Birthday candles are only allowed on cakes.
- e. No nails, staples or tacks may be used to hang or mount anything. Only non-permanent, non-marking materials may be used to hang or mount anything in the Sharon Community Center. All such mounting materials must be approved by the Recreation Department or Adult Center. All decorations must be flame retardant and removed at the end of the function.
- f. Food, equipment, supplies and other things are to be brought to the function on the day and time of rental, there will be no pre or post event storage (unless you wish to rent the space for that length of time).

## **IX. EVENT SHUT DOWN AND CLEAN UP**

- a. Music, entertainment and bar service must be suspended 30 minutes prior to the scheduled termination of the event. Users are responsible for the prompt departure of their guests at the termination of the event. All guests must be out of the building at that time. If guests remain in the building past the scheduled time of termination, the user's security deposit may be forfeited.

# THE SHARON COMMUNITY CENTER RENTAL APPLICATION

Facility Rented: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Event Type: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time-From: \_\_\_\_\_ To: \_\_\_\_\_

Caterer: \_\_\_\_\_ (must be registered with Sharon Board of Health)

**My application for use of the Sharon Community Center is submitted subject to the following:**

**All requests will be reviewed and accepted/denied based on: department policy, nature/scope of rental, as well as facility and staff availability. I have visited The Sharon Community Center and familiarized myself with its features and limitations.**

**Space may not be rented on New Year's Eve, New Year's Day, Presidents' Day, Patriots' Day, Easter, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Veteran's Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, or Christmas Day.**

**Payment and Reservation Information**

- A completed and signed application is required with a 50% rental deposit to secure a date at the Sharon Community Center. The rental deposit is non-refundable.
- Backup dates for cancelled events must be applied for in the same manner as original date.

**Acceptance:**

I, \_\_\_\_\_, on today's date \_\_\_\_\_, have read and fully understand the above stated policies, rules, procedures, and regulations set forth by the town of for rental of The Sharon Community Center facilities, rooms, and equipment, and agree to adhere to these policies under any and all circumstances. **Rates and policies are subject to change.**

**REQUIRED ITEMS:**

Application: \_\_\_\_\_ Insurance: \_\_\_\_\_ Indmn. Agmt.: \_\_\_\_\_

Rental Deposit: \_\_\_\_\_ Final Payment: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Liquor License: Y / N Catering License: Y / N

**SHARON COMMUNITY CENTER  
219 MASSAPOAG AVENUE, SHARON, MA 02067**

Recreation Department ~ 781.784.1530    Adult Center ~ 781.784.8000

**RULES FOR USE OF COMMUNITY CENTER KITCHENS**

All persons who desire to use the kitchen facilities must complete this form and return it to the department checked above. Only licensed caterers may use the stove, dishwasher, and food warmer. Please read and abide by all the Rules for Use of Community Center Kitchens as follows:

- All food items placed in refrigerators and/or freezers must be labeled for use by a given date.
- All spills inside refrigerators and/or freezers must be properly cleaned.
- All leftovers should be discarded or removed at close of function.
- Kitchen supplies can only be used with prior permission. At close of function, supplies must be returned to their proper places.
- Coffee urns/tea pots must be cleaned thoroughly, dried, and put away. Use **HOT WATER ONLY** (no soap) in coffee urns. All parts must be stored inside urns for future use.
- All appliances used must be wiped down, both inside and out.
- **Exhaust fan and all knobs and switches must be properly turned off.**
- Prep tables and countertops must be washed and dried using disinfectant cleaner. Appropriate cleaner is marked and on shelf above sink. Use paper towels for cleaning and return all cleaning supplies to shelf above sink.
- All sinks must be cleaned, including food traps. No food or debris should be washed down the drain nor left in the sinks or food traps.
- Garbage cans will be emptied by building maintenance staff. Please notify staff if trash needs to be emptied or if additional garbage cans are needed.
- All recyclables should be put in appropriate recycling container. Jars and cans should be rinsed out; cartons should be broken down as much as possible.
- Kitchen floor has been broom swept and mopped. All spills must be cleaned and reported to building maintenance staff immediately.
- At the close of the event, the kitchen must be put back into its original condition and approved by building maintenance staff prior to departure.

I, \_\_\_\_\_, on this date, \_\_\_\_\_, have read and fully understand the above stated policies, rules, procedures, and regulations set forth by the Town of Sharon and agree to adhere to these policies under any and all circumstances. **Rates and policies are subject to change.**

**OFFICE USE ONLY:**

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

TOWN OF SHARON COMMUNITY CENTER  
SHARON, MA 02067

**Indemnification Agreement and Covenant**

For and in consideration of a license to use the fields and facilities located at the Sharon Community Center, 219 Massapoag Avenue, Sharon, MA, (the premises), and other good and valuable consideration, the payment, receipt and sufficiency of which is hereby acknowledged,

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Organization: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Address: \_\_\_\_\_

hereby referenced as (the licensee) hereby agrees to indemnify and save harmless the Town of Sharon, and all their past, present and future officers, officials, agents, servants, employees, attorneys and their respective predecessors, successors, assigns, heirs, next of kin, executors and administrators hereinafter collectively referenced as the (licensor) against any and all injury, loss or damage and any and all claims for injury, loss or damage, of whatever nature caused by or resulting from, or claimed to have been caused by or to have resulted from any act, omission or negligence of the licensee or anyone claiming under the licensee (including, but without limitation officers, agents, servants, invitees, guests, students, volunteers, of the licensee and employees and contractors of the licensee), at or about the premises.

This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities incurred in connection with any such injury, loss or damage or any such claim, or a proceeding brought thereon or the defense thereof. If the licensee or anyone claiming under the licensee or the whole or any part of the property of the licensee or anyone claiming under the licensee shall be injured, lost or damaged by theft, fire or steam or in any other way or manner, no part of said injury, loss or damage is to be borne by the licensor or its agents unless caused by the negligence of the licensor.

Licensee and/or its caterer(s) and/or contractors, shall deliver to licensor prior to commencing use of the licensed premises certificate(s) of insurance in such amounts and coverages as previously agreed upon with the Town.

Coverage must be written with carriers authorized to do business in the Commonwealth of Massachusetts, and rated as A- or better by Best's Rating Service or equivalent.

The certificate(s) should name the Town of Sharon as additional insured for General Liability. The certificate(s) should also indicate that in the event of cancellation of any of the policies, at least thirty (30) days prior written notice of cancellation must be given to the Town of Sharon.

Licensee is advised that failure to maintain such commercial general liability insurance may result in licensee being subject to potential liability for claims arising under or through the use of this license.

Licensee shall, at its own cost and expense, with counsel approved by the licensor defend any and all suits and actions (just or unjust) which may be brought against the licensor or in which the licensor may be impleaded with others upon any such above-mentioned matter, claim or claims, unless such other suit or action is the direct result of licensor's negligence. The licensee agrees that it shall not file any claim, complaint, charge or lawsuit against the Town for any matter, claim or incident, known or unknown, which occurs or arises out of licensee's use of this license.

LICENSEE

Date: \_\_\_\_\_

By: \_\_\_\_\_ (licensee)  
\_\_\_\_\_  
(Title)

TOWN OF SHARON/LICENSOR

Date: \_\_\_\_\_

By: \_\_\_\_\_ (duly authorized signature)