

Sharon Community Center Facility Use Application



*Please complete this application form to reserve the facility.
No verbal reservations accepted.*

Applicant must be at least 25 years of age, responsible for any/all damage, and in attendance during the entire event.

What type of facility are you looking for? Indoor Facility Outdoor Facility

Organization Name: _____ Date: _____

If this organization is a registered I.R.S. 501(c)(3), please provide proper documentation.

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date(s) of Rental: _____ Start Time: _____ End: _____

Type of Rental (meeting, program, etc.): _____

Room Set-Up for (please circle): Number of Guests Expected: _____

Meeting Reception Lecture Other: _____

If you wish to serve food, please specify: _____

Food cannot be served in every room. In some cases a food permit is required. Food permit must be submitted to complete reservation.

Special requests/equipment: _____

- *Kitchen may not be used without advanced permission and signed Kitchen Use Form; a licensed caterer and additional fees apply.*
- *If you wish to serve alcohol, you must obtain a one-day liquor license from the Board of Selectmen.*
- *Usage is limited to building hours: Monday-Thursday 8:30AM-10:00PM; Friday 8:30AM-12:30PM; Saturday & Sunday CLOSED.*

Filling out this application does not automatically constitute approval. Please allow 7 working days for a written response. All requests will be reviewed and accepted/denied based on: department policy, nature/scope of rental, as well as facility and staff availability. Rentals are not offered 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.

Please see attached fee schedule for room rental.

Rental payment must be submitted in full in order to complete reservation.

<u>REQUIRED ITEMS:</u>	<u>OFFICE USE ONLY</u>	<u>ADDITIONAL ITEMS:</u>
Application: _____	Date: _____ Fees Paid: _____	Food Permit: Y N
Insurance: _____	Fees Owed: _____	Liquor License: Y N
Indmn. Agmt.: _____	Assigned Room: _____	

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PRIORITY USAGE*

TIER 1 Town Departments and Department Programs	TIER 2 Town Boards and Committees	TIER 3 Sharon Public Schools Sharon Non-Profit Organizations	TIER 4 Sharon for-profit groups and Out of Town groups.
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**Priority usage will first be granted to Sharon Recreation Department and Sharon Adult Center.*

FEE SCHEDULE FOR ROOM RENTALS—FEES ARE PER HOUR

<u>SMALL ROOMS</u> <i>(UP TO 16 PEOPLE)</i> TIER 1/2: \$0 TIER 3: \$15 TIER 4: \$30	<u>MEDIUM ROOMS</u> <i>(UP TO 40)</i> TIER 1/2: \$0 TIER 3: \$25 TIER 4: \$50
<u>LARGE ROOMS</u>	
<u>BALLROOM</u> <ul style="list-style-type: none"> • Ballroom with Tables <i>(UP TO 130)</i> • Ballroom Lecture Seating <i>(UP TO 225)</i> TIER 1/2: \$0 TIER 3: \$100 TIER 4: \$200	<u>MULTI-PURPOSE ROOM</u> <ul style="list-style-type: none"> • Multi-Purpose Room with Tables <i>(UP TO 50)</i> • Multi-Purpose Room Lecture Seating <i>(UP TO 85)</i> TIER 1/2: \$0 TIER 3: \$75 TIER 4: \$150
<i>If kitchen is used, there will be an additional \$200 clean-up fee.</i>	

Please read and initial each statement listed below:

- _____ Renter will maintain during the period of service the following insurance policy: Commercial General Liability; \$1,000,000 Each Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products and Completed Operations Aggregate; \$1,000,000 Personal and Advertising Injury; \$300,000 Fire Legal Liability; \$10,000 Medical Payments. The policy will include Town of Sharon and its subsidiaries as additionally insured.
- _____ The renter agrees to sign and return the attached Indemnification Form.
- _____ All fees are due two weeks prior to the event. Applications that do not abide by these deadlines are subject to cancellation.
 - Payments can be made in office by cash or check; Please make checks payable to: Town of Sharon
 - If you wish to pay by credit card, a 5% surcharge will be added to the total.
- _____ Outdoor Rental: This rental agreement does not constitute exclusivity of the outdoor space.
- _____ Indoor Rental: If you move any tables or furniture, they must be put back in their original place upon event completion. ***All rentals must end by 10pm.***
- _____ The Town of Sharon reserves the right to bill the renter an additional charge for any damage or loss incurred on the premises during the rental period.
- _____ There is no consumption of alcohol on Town property without appropriate permits.
- _____ If you are using amplified sound, the sounds must be kept within range as to not disturb the neighborhood surrounding in the area and end by 9pm.
- _____ All reservations are subject to relocation, or cancellation, without advanced notice. Backup dates for cancelled events must be applied for in the same manner as the original date.

Acknowledgement:

I, _____, on today's 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.**

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)