

## Community Room Rental Policy/Contract

### **General Statement of Policy**

The community room and patio area are available for private events of ten or more people that are hosted by unit owners or their tenants. In order to rent the community room, an applicant must contact management for approval.

### **Room Capacity**

The number of persons cannot exceed maximum room capacity of 75 people.

### **Use of Equipment and Facilities**

Use of any equipment and kitchen facilities must be requested at the time of application for use of the facilities. The oven and stovetop usage should be limited to the use during approved booked events in the community room and patio area and should be wiped clean after use..

### **Alcohol Consumption**

When renting the community room and/or patio, the consumption of alcohol by event attendees is permitted for those of legal drinking age, but only if:

1. The alcohol is provided by the individuals renting the space and not made available for sale; and
2. The individuals renting the space obtain and provide to the managing agent a one-day liquor liability insurance policy/rider for \$1 M, listing RVCT and the managing agent as additional insureds.

### **Availability:**

The community room and patio area are available for rent seven days a week, four hours at a time. The hours for community use are 11:00AM to 10:00PM. A penalty will be imposed on parties that exceed this time limit.

As a guideline, if noise related complaints are received, the standard to resolve complaint shall be that the noise from activities should not be heard more than 50 feet from facility.

### **Special Restrictions**

1. Smoking shall not be allowed inside the building and at outside public areas.
2. Open flames and candles of any kind are not allowed.
3. Existing decorations may not be removed.
4. Any decorations put up must be with tape. No nails, tacks, or anything else that will permanently place holes in the walls.

### **Procedures**

*Set-up:* Applicant is responsible for setup and takedown.

*Clean-up:* All floors should be swept and mopped, tables wiped down, restrooms left tidy, outside of building inspected and all garbage placed in appropriate containers. Please leave the facility as clean as you found it. If the space is not adequately cleaned, applicant will be assessed an additional \$50 per hour fee to be charged for clean up after your event. Under no circumstances are chairs, tables or other

equipment to be moved from the building. Equipment, supplies or other products belonging to private groups may not be stored in the facility or on the grounds prior to, or after the applicant's function.

*Fire pit:* If the fire pit is used, it must be completely extinguished before the person renting the space leaves the area.

*Thermostats:* Arrangements can be made to alter the temperature of the Community Room during the event.

**ALL TRASH MUST BE TAKEN TO THE OUTSIDE DUMPSTER.**

**Fee**

There is a flat fee of \$100.00 to rent the community room and patio area. Please make check payable to River Village Condominium Trust.

**Cancellation/Refunds:**

Bookings must be made at least 48 hours prior to the use of the facility. In the event of a cancellation by a resident, a full refund will be given only if the managing agent receives notice 48 hours in advance.

**Application Procedures:**

1. Application forms must be turned in to Janek Property Management, 76 Emmons Street, Franklin MA 02038.
2. Applicants must submit full fees with reservation form to confirm date. Check will be made payable to River Village Condominium Trust. Please contact Property Manager at 508.528.3500 for information on how to book a room, fees, hours of availability

**RESIDENT CONTRACT FOR COMMUNITY ROOM RESERVATION**

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

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

*The above resident has reserved use of the community room & patio for:*

Purpose: \_\_\_\_\_

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

From: \_\_\_\_\_ am or pm To: \_\_\_\_\_ am or pm (Four Hour Maximum)

Number of Persons Attending: \_\_\_\_\_

Resident accepts full responsibility for the use of the room and for their guests during the function as follows:

1. I have read the current Community Room Rental Policy and agree to abide by its terms.
2. I understand that if there are damages to RVCT premises or to any item contained therein, including, but not limited to, appliances, furniture and television, I will reimburse management for the full cost of the repair and/or replacement of the damaged property.
3. I understand that it is my responsibility to control the behavior of the persons at the function.
4. I understand that it is my responsibility to assure that guests park in the appropriate areas around the building.
5. I understand that it is my responsibility to pick up and clean after the event and to return premises to condition that it was prior to the event and that a \$20 fee per hour will be put in place if I fail to do so.
6. I understand that all trash must be taken to the outside dumpster.
7. I understand that I shall indemnify, defend and hold harmless the owner, River Village Condominium Trust, of the premises and Janek Property Management, Managing Agent from all suits and causes of action in connection with the use of the premises and from liability for damage to property and injuries or death of any person. Any Violation of the above rules may be grounds for future reservation of the community room and patio to be denied.

Date: \_\_\_\_\_ Resident Signature: \_\_\_\_\_ Management  
Signature: \_\_\_\_\_