

Form B: Middletown Recreation and Community Service Department Event Space Rental Agreement and Inspection Form:

This form acknowledges the agreement between the Middletown Recreation and Community Services Department and _____ (the "Renter") for the rental of the follow room(s): _____ on _____ from _____ to _____. The renter understands the proper usage and expectations of maintenance of the rental space during and after the event and has been issued a copy of the rental policies and procedures. This form will be signed on the day of the rental and will act as a proof of inspection of the quality of conditions of the rental space before the event. After the event, rooms are expected to be in the same condition they were during the original inspection.

Renter's Notes Regarding Condition of Facility:

Room Terms and Conditions:

*Room includes cafeteria, multi-purpose room (both sides), game room, socialization room, arts & crafts room, classroom, conference room

- All food and drink shall be confined to the rented space.
- Smoking is prohibited in all areas of the facility.
- All objects that were placed during the event must be removed off of any surfaces (tables/shelves), including food plates, utensils and drinks.
- All surfaces must be cleaned and devoid of any spills or crumbs.
- All decorations must be removed and properly disposed.
- Furniture must be returned to original configuration.

Kitchen Terms and Conditions:

*If an event requires use of the kitchen, certain procedures must be followed in accordance with the regulations and codes of the Middletown Health Department. These requirements must be followed by both catered and non-catered events.

- All food made within the kitchen must come from an approved source.
- All surfaces used, including tables, food preparation areas, floors, walls, ceilings, storage areas, must be cleaned and sanitized after use and must be devoid of any crumbs or spills.
- Any leftover food must be taken or properly disposed of.
- All dishes, utensils, and equipment used during the event for both preparation and holding food must be properly cleaned, following the wash, rinse, sanitize procedure.
- All utensils and equipment used to make food must be put back in original location.

By signing this form, I hereby acknowledge that I have read and understood the above terms and conditions, the satisfactory condition of the rented space subject to the notes above, and assert that the information I provided is true and accurate to the best of my knowledge. In addition, I accept full and complete responsibility for the conduct and safety of the attendees of the event and agree to fully indemnify and hold the City of Middletown, its employees and agents, harmless from any and all actions, damages, claims, and demands whatsoever in law or inequity, which may arise by reason of injury or death, or loss of or damage to property arising out of or connected with my rental of the Senior and Community Service Center.

Renter's signature: _____ Date: _____

Staff's verification of inspection: _____ Date: _____