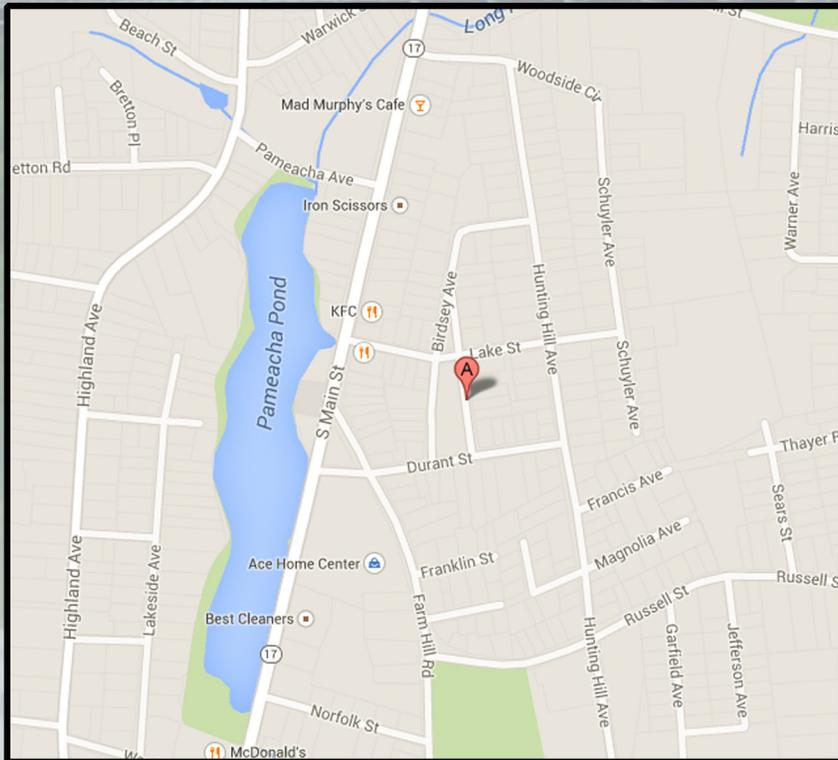


61 Durant Terrace
Middletown, CT 06457
Phone: (860) 638 - 4500
Fax: (860) 344 - 3319
Email: rec@middletownct.gov

The Middletown Senior and Community Center



**Recreation and Community Services
Department**

Rental Policies and Procedures

Rental Policy and Procedure

This booklet was prepared to provide information on the rental policy and procedures of the Middletown Recreation and Community Services facility. The Senior & Community Center is an affordable and convenient space for business and social events of the greater Middletown community. The department's experienced staff is available to answer any additional questions.

Granting of permission to use the Senior and Community Center facility does not in any way constitute an endorsement of the particular beliefs or purposes of an individual or group by the City of Middletown, Middletown Recreation and Community Services Department's staff, or any affiliate of the organization. Any Renters of the space must comply with state and local laws.



Cafeteria

Reservations for the Senior & Community Center use may be requested no more than six months in advance and will be accepted on a first come, first served basis. No organizations will be allowed to permanently occupy the space on a routine basis. Unless given special permission by Senior & Community Center staff, outside organizations may only reserve event space one day at a time and only twice in a six month period. Senior & Community Center staff reserves the right to deny a request for a reservation based on intended use, availability, or the current or past failure to meet standards or condition set by Senior & Community Center staff. The Middletown Recreation and Community Services Department further reserves the right to decline rental of the facility, rescind a rental contract or require a down payment as a prerequisite to rental.

Maintenance Requirements

Set-Up and Break Down:

Events are booked with specific start and conclusion times. When making reservations, Renters should be certain that the timeframe booked includes ample time to set-up and break-down after the event.

Renters are expected to clean-up, remove all equipment, and vacate the building by the designated conclusion time. Failure to do so will result in an overtime charge. The City will be responsible for breakdown of additional chairs and tables.

Decorations:

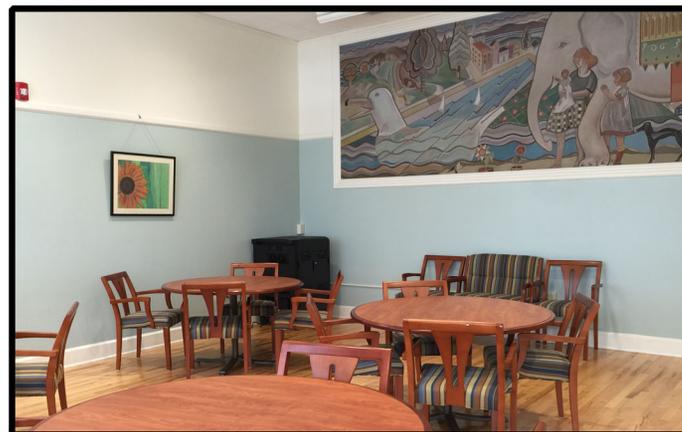
All decorations must be approved by the staff prior to placement. Decorations may not be glued, stapled, or nailed to any parts of the walls, ceilings, windows, draperies, blinds, or light fixtures. Renters must comply with the fire safety and emergency regulations. No pyrotechnics are allowed under any circumstances.

Clean Up:

Renters are responsible for restoring the facility to the condition it was in before the rental. Renters are responsible for the complete clean-up of the rental area and any damage to the Middletown Recreation and Community Services Department's property by the Renter or any person attending the event.

Inspection:

The Middletown Recreation and Community Services Department's staff will inspect the rental area upon the Renter's arrival to the center. Renters will be asked to sign an inspection form attesting to the condition of the room. After the event, facility personnel will inspect the room again. Any damages caused by the Renter, attendee, or caterer, or unsatisfactory clean-up, will be charged to the Renter.



Socialization Room 6



The Billiard/Game Room

Applicant Requirements:

Deadlines of requirements may change and/or be waived by department staff.

1. All applicants must carry a **General Liability Policy** seven days prior to the event, at their own cost and expense, in the amount of \$1,000,000, per occurrence aggregate limit not less for \$1,000,000, endorsed to include the City of Middletown, its officers, agents, servants, and employees as an additional insured with respect to the applicant's renting of space. Coverage is to be provided in a primary noncontributory basis. All insurance required shall evidence a waiver of subrogation in favor of the City of Middletown. Said coverage shall be evidenced on a Certificate of Liability Insurance form issued by the Applicant's authorized insurance representative and submitted to the City of Middletown as required. The City of Middletown maintains the right to request a copy of the endorsement showing proof of the City's additional insured status. No waiver shall be made for this requirement.

2. To receive "**Non-Profit**" status under this Policy, proof of said status shall be submitted with the application.

3. If caterers are present at the event, all applicants must provide a **food service permit from the jurisdiction in which they operate out of** at the time full payment is given. The caterer must also provide **proof of insurance** including general liability, and workers compensation as required by the Risk Manager.

4. Renters must execute an **indemnification and hold harmless agreement** in favor of the City of Middletown. This can be obtained from the Middletown office of Risk Management.

Requests for the use of the center are to be made at least 14 calendar days prior to the date requested and the total fee must be paid no later than seven days prior to the event unless otherwise noted on the reservation form. Reservations may be forfeited and the original down payment will be retained by the City if full payment is not received within seven days prior to rental.

Personnel

At least one custodial member will be on site during the event. Renters will be notified in advance if more than one custodial employee will be assigned to the function. Additional fees will apply if extra (i.e. more than one) custodial staff is needed at the event at a rate of \$35/hour. Custodial staff must be on site at a minimum of two hours per event.

At the discretion of the Recreation and Community Services Department's staff, Police and/or Fire protection for purposes of crowd control, parking, etc. may be required. When Police and/or Fire protection is deemed necessary, it shall be the responsibility of the applicant to pay for and to schedule such coverage with the Police Department and/or Fire Department and file proof of same with the staff of Recreation and Community Services Department before the use of the facility will be authorized.

Alcoholic Beverages:

The sale and consumption of alcohol is strictly forbidden on any City-owned property, including the Senior and Community center of the Middletown Recreation and Community Services Department, pursuant to City of Middletown ordinance § 214-9.

Food:

In the case of food being prepared and served at the event, certain procedures must be followed in accordance with the regulations and codes of the Middletown Health Department. Before the time of the event, an inspection will occur with the Renter and a facility staff member to ensure that proper cleanliness of the kitchen is maintained. This inspection will include a review of the floors, walls, ceilings, preparation areas, equipment, utensils, storage areas, refrigeration, rubbish removal, and cooking equipment. The Renter is required to clean the kitchen after use and to restore it to the condition it was in prior to the rental.

The City of Middletown will not be held responsible for any outbreak of foodborne illness relative to food consumed from this venue at the event.



The Arts and Crafts Room

Room rates:

Kitchen: \$25/hour,

Cafeteria/Large Multi-Purpose Room: \$70/hour

Occupancy of Cafeteria: 165 for chairs only OR 75 with tables and chairs

Occupancy of Classroom B or C: 70 with chairs only OR 35 with tables and chairs

Occupancy of Full Multi-Purpose (B & C): 140 with chairs only OR 70 with tables and chairs

All other rooms*: \$50/hour

These rooms include: billiard/game room, socialization room, arts & crafts room, classroom, conference room

Occupancy approximately: 25 for chairs only

Renters will be charged the hourly room rate. All rooms have a two hour minimum rental fee. Depending on the event and the type of organization renting the space (e.g. non-profits, private individuals, etc.), staff has the discretion to change the fee structure. An additional \$35/hour will be charged for each additional staff member (including additional custodial members) needed for the event.

For non-profit, tax exempt Middletown organizations:

Non-profit organizations based in Middletown are offered a non-profit fee to rent the space. No hourly room rate is required to rent the space Monday through Friday from 8:30 a.m. to 9:00 p.m., unless an additional custodial member is required at a rate of \$35/hour and if the event requires use of the kitchen (see rate above). For weekend use, Middletown non-profit organizations will be charged custodial services at \$35/hour and if the event requires additional staff, in which the Renter will be charged at a rate of \$35/hour. 3

Down Payments:

A 25% down payment is required to be paid at the time of reservation request in order to reserve a date. A payment can be made in the form of a check payable to Middletown Recreation and Community Services Department.

Cancellations and Refund Policy:

Renters may be issued a refund if they notify the department with advance notice of their cancellation. To receive a full refund, Renters must inform department staff at least five days before the event. Failure to cancel the event within this timeframe will result in forfeiture of any amounts already paid.

The Middletown Recreation and Community Services Department will make every effort to keep the Senior and Community Center open during inclement weather. If the City cancels an event because of severe weather conditions, Renters will receive a full refund. The City will not be responsible for any incidental or consequential damages incurred by the Renter as a result of circumstances beyond the control of the Department (ie. weather, equipment failure, illness).



The Library Room