



Space Use Agreement – One-Time Event

Please fill out and return this form at least one business day before your event.

Date of Event: _____

Arrival Time: _____ Departure Time (including cleanup): _____

Type of Event: _____

Number of people expected: Adults _____ Children _____

Ages of children attend: _____

Will there be at least one adult for every 4 children under the age of 5, or for 8 children ages 5 and older? Yes No

Will you be serving food? Yes No

If you are using a caterer, they are required to provide a copy of license or food handling certificate.

Will you be promoting this event or inviting the public? Yes No

You must email copies of all promotional material (flyers, advertisements, Facebook events, etc.) to info@neccmillerton.org at least two weeks prior to the event.

Will you charge admission? Yes No How much? _____

Is this a fundraiser? Yes No For whom or what cause? _____

Will you be putting decorations on the walls? Yes No

*If yes, **you MAY NOT use scotch tape**, or put any holes in the walls. If you remove any photographs, you must return them to the same placements – photograph the arrangements before removing them.*

Will you be renting tables or chairs from an outside vendor? Yes No

If yes, they must be stored for pickup in such a way they do not prevent others from using the space.

The undersigned agrees to (please initial that you've read and agree to each condition):

- Return NECC to its original condition, including bathrooms, outdoor spaces, and main room.
- Securely bag all garbage and place it in a blue trash can outside.
- Do not enter office or storage areas of NECC – please use only downstairs room, outdoor areas, and bathroom.
- Allow only children ages 8 and under on the playset – it is not sturdy enough for older children.
- Please do not use scotch tape or tacks to put up any decorations – masking or painter's tape only. If paint is damaged or tape is not removed we will keep the security deposit.
- All events must cease at 11 pm in consideration of our neighbors. Events on Sundays must end at 2 pm.**
- Any items or supplies brought into NECC or placed on NECC property must be removed immediately following the event. Items remaining after 24 hours may be disposed of by NECC staff. NECC also reserves the right to withhold the security deposit if significant cleanup is necessary.
- No alcohol may be served on NECC premises, no smoking anywhere on the premises.**
- Noise must be kept to a reasonable level so as not to disturb our neighbors.
- Provide copies of all publicity to NECC.

Renters who do not follow the above policies may be denied permission to rent in the future.

We no longer allow selling of food or food products unless negotiated on an individual basis. A certificate of insurance and food permits may be required among other documentation.

Fees

Rental Fee (for six hour event including set up and clean up):	\$25
Each additional hour the space is occupied (including set up or clean up):	\$5
Security Deposit:	\$40
Total Due upon signing:	\$_____

We suggest that you write separate checks for the rental fee and the security deposit. The latter will be held and returned to you on the first business day after your event, if all the above conditions are met and the key is returned.

The North East Community Center is not responsible for loss or theft of articles belonging to the renter or any member of your party, nor for injury or accident to any person on the grounds of or in the building, and is absolved by the renter of any liability for loss or injury.

Name of person responsible (please print)

Street Address

Mailing Address (if different)

City/State/Zip

Telephone

Email

I agree to the above terms and conditions:

Signed

Date

rev December 2019