



## Morris Community Hall Rental Use Agreement

Deposit Paid \_\_\_\_\_ Deposit Returned \_\_\_\_\_

Deposit for Use - \$50.00

Refund after inspection & Verification that no problems exist relating to your rental use.

Fees: (Town Resident & Local Non-profit)	Resident	Non-Resident
➤ Kitchen Only	\$ 50.00	\$ 75.00
➤ Community Room Only	\$ 50.00	\$ 75.00
➤ Both Rooms	\$100.00	\$150.00

Date \_\_\_\_\_ Time \_\_\_\_\_ Event Description \_\_\_\_\_

Person Applying for Use \_\_\_\_\_ Organization (if Applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ 2<sup>nd</sup> Phone \_\_\_\_\_

I understand I am responsible for the behavior of my guests. I have read and agree to abide to the regulations stated below. **READ BEFORE SIGNING:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### ALCOHOLIC BEVERAGES ARE NOT ALLOWED ON THE PREMISES –

*Anywhere – inside or outside!*

✓ **Applicant must obtain an insurance certificate naming the Town of Morris as an additional insured for the period of use.**

- ✓ No smoking is permitted in the building.
- ✓ Applicants shall confine activities to Dining Room, Kitchen and Bathroom areas ONLY.
- ✓ Toilets-USE TOILET PAPER ONLY. No Paper Towels, No Sanitary Products, Etc. Instruct & monitor your guests. **If the Town must call for repair or cleaning, deposit will be applied with no refund. Additional charges-billing will follow if repairs require it.**
- ✓ Renters must provide their own silverware, plates, cooking & serving utensils, pots, pans, paper products, and dishwashing/cleaning items.
- ✓ Remove all food and items.
- ✓ ALL trash or clean up materials must be removed to the dumpster located at the back of the parking area and the floors swept. (Follow attached checklist for closing procedure.)
- ✓ Only local organizations or residents shall be permitted to use the Hall for DANCING; with the prior permission of the Board of Selectmen.
- ✓ **Please NOTE: The Community Hall is reserved primarily for use by the Town of Morris Boards, Commissions, and other Town business. The Board of Selectmen reserves the right to CANCEL reservations if a scheduling conflict or emergency should arise.**

Please use CHECKLIST on Back to Clean & Close the Community Hall ➡➡➡



## **Morris Community Hall CLEANING & CLOSING PROCEDURES**

- ✓ CHECK BATHROOMS – Wipe surfaces Clean, Remove Trash to Dumpster. Turn off Water. Report All Problems Immediately.
- ✓ CLEAN KITCHEN – wipe sinks, Refrigerator, Surfaces & Clean Stove & Floor. Turn Off Water. Remove Food From Refrigerator. Remove Trash to Dumpster.

*Food & Items Left Without Prior Permission Will Be Discarded. No Items Can Be Stored At The Morris Community Hall.*

- ✓ TURN OFF GAS – Close Stove Vent Fan, If Applicable.
- ✓ CLOSE ALL WINDOWS.
- ✓ TAKE OUT *EVERYTHING* THAT YOU BROUGHT IN.
- ✓ LEAVE THE HALL IN GOOD - CLEAN CONDITION – Return furniture to storage racks and/or where it was found.
- ✓ TURN OFF ALL LIGHTS.
- ✓ LOCK ENTRY DOORS – Pull on closed door to check that door is closed and lock is engaged.

➤ THINGS TO REPORT:

- Backed up Toilets
- Problems or Concerns About Propane
- Unlocked Doors
- Broken Tables, Chairs or Other Items

Report Problems To:

Tom Weik, First Selectman

860-806-9950

# INDEMNIFICATION FORM

I, \_\_\_\_\_, the applicant, agree to act in accordance with the Town of Morris Building Use Policy stated above.

I, \_\_\_\_\_, am requesting the use of \_\_\_\_\_ and agree I will indemnify and save harmless the Town of Morris and its officers, agents, and employees, in all claims, damages, losses, judgments, and litigation expenses arising out of injuries to persons (including death) sustained or alleged to have been sustained by the officers, employees of the Town of Morris or by any officers or agents of the applicant or by any participant or spectator. The same indemnification will apply to any alleged acts or omissions by the applicant or any participant, spectator, employee or volunteer resulting in damage to real or personal property in connection with the use of the site named above. The applicant further undertakes to reimburse the Town of Morris for any damage to its real or personal property occurring in connection with the use of the site named above by the applicant.

SIGNED: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Town Clerk/Assistant Town Clerk