

**Morris Senior Center Facility Rental Application**  
**109-21 East Street Morris, CT 06763 ~ (860) 567-7437**

Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_ to \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

**DONATION:** Use of building/kitchen.....\$75.00  
Kindly make checks payable to the "Morris Senior Center".

**DEPOSIT:** We also request a refundable deposit of \$100.00 in the form of a separate check. This check will be returned to you upon a favorable inspection of the Morris Senior Center after your function.

**REGULATIONS:** No smoking is permitted inside of the building. Alcoholic beverages are not permitted inside or outside of the building. All attendees shall confine their activities to the great room (maximum occupancy 76), craft room (maximum occupancy 23), restrooms and kitchen. Items and equipment in the Center are not for use by renters (i.e. coffee pot, tea pot, dishwasher, television, Blu-ray player...). The oven may be used for warming foods, only. The fireplace in the great room is available for use only with prior written permission. The applicant will be held responsible for any damage or loss.

Reservations should be made with the Morris Senior Center Director at least three weeks in advance. The Director reserves the right to cancel any reservation in the event of an emergency and return any payment received within 30 days of cancellation.

**CLOSING PROCEDURES:** Please leave the Center in the same clean condition in which it was presented to you. Kindly return all furniture to its original location. Please sweep and vacuum all floors. (Broom and vacuum are located in closet of great room.) Please supply your own refuse bags and remove all trash to the dumpster, located on the right front side of the building. Be sure to remove all food and supplies brought in with you. Please turn off all lights in the building, including the restrooms. Please be certain to turn heat down to 65 degrees, or shut off air conditioning completely, whichever is applicable. Close and lock all doors securely.

In case of medical or fire emergency, please dial 9 for outside line, then 911. Other emergency contacts are as follows: Joel Skilton, MVFD Fire Chief: 203-802-8778, Tom Weik, First Selectman: 860-806-9950.

I understand I am responsible for the behavior and actions of my guests. I have read and agree to abide by the regulations stated above.

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

For office use only:

Rental ck # _____	Amount _____	Deposit ck # _____
Rented by _____	Center opened by _____	Closed by _____
	Time opened _____	Time closed _____
Date deposit returned _____	Comments _____	2/6/2017