

**TOWN OF ROCKY HILL**  
**COMMUNITY CENTER RENTAL PROCEDURES**

The following is information and conditions regarding the rental of rooms in the Rocky Hill Community Center. **PLEASE READ CAREFULLY.**

1. **Only** non-commercial, not-for-profit, tax exempt, cultural, civic, professional, educational, service or governmental groups may use the rooms. Their use in no way constitutes an endorsement of the organization as set by the Town of Rocky Hill. Organizations requesting use of room(s), and/or other **special requests** as needed (i.e. bringing in a DJ), must provide a Certificate of Insurance with the following minimum requirements as set by the Town of Rocky Hill:
  - a. \$1,000,000 each occurrence
  - b. \$1,000,000 aggregate – products
  - c. \$2,000,000 general aggregate
  - d. The Town of Rocky Hill should be listed on the policy as an additional named insured.
2. **BEFORE** a room reservation can be **BOOKED**, a **REQUEST FOR PARK, FIELD OR FACILITY USE** form must be completed and returned with a \$100 security deposit to the Parks & Recreation Office.
3. The deposit is refundable after the room has been inspected for damage, and could take up to two (2) weeks to receive. Deposits made by credit card will be refunded via the credit card. If damage is incurred, the amount of refund will be determined after further consultation with the facility staff.
4. Rental fee for each room is \$30 per hour for residents, and \$75 per hour for non-residents. Residents will be required to show proper identification. The charge for the use of the kitchen is an additional \$15 per hour. **The balance of fees is due 7 business days prior to the function. If balance is not paid within 2 business days prior to the function date, we reserve the right to cancel the reservation.**
5. **Cancellation Policy:** Due to scheduling issues, room rental cancellations must be received at our office by close of business, two (2) **business** days prior to the date of the function, otherwise the rental fee is **FORFEITED**. (i.e. Sat. or Sun. rental must be called in, 258-2772 or faxed (258-7666) to our office before 4:30pm on **THURSDAY**.) **Weather related cancellations after the aforementioned deadline, on the renter's part when our facilities remain open, will also result in forfeiture of the rental fee.**
6. The Parks & Recreation Department reserves the right to decline application for the use of the facility and/or to cancel the use of the facility. **BE AWARE THAT DURING THE WINTER MONTHS, PARKS & RECREATION RESERVES THE RIGHT TO CANCEL YOUR FUNCTION WITH ONLY A FEW HOURS NOTICE DUE TO CIRCUMSTANCES BEYOND OUR CONTROL. AS REPARATION FOR THE INCONVENIENCE, YOU WILL BE ALLOWED TO RESCHEDULE FREE OF CHARGE.**
7. If a check is returned to us for insufficient funds, a **\$20.00** fee will be assessed.
8. When making a reservation, it is required that the desired set-up for the room (number of tables/chairs needed, position of table/chairs) be provided.

9. The custodian on duty will have the reserved room set up prior to the renter's arrival. One person in the group must act as the contact person in case a custodian has any questions to be answered. The custodian must be made aware of any damage occurring to the facility, and if any accidents and/or emergencies take place. **Use of any unoccupied room is NOT allowed unless pre-payment/approval has been arranged through our office.**
10. The building will be made available **15 minutes** prior to the arranged time of the event. When additional set up time is required, the renter must arrange in advance, and will be charged for the set up time.
11. If reserving the gym, street shoes are **NOT ALLOWED** on the gym floor. Appropriate gym sneakers must be brought to wear while in the gym.
12. The kitchen is fully equipped with refrigerator, stove, oven, coffee makers, pots, pans, cooking utensils, microwave, dishwasher, and garbage disposal. Use of the equipment must be requested at time of reserving the facility. **The kitchen is equipped with heat extraction hood. The stove is NOT intended for use where grease or smoke laden vapors are produced, i.e. deep-frying or pan-frying.**
13. Coffee, coffee cups, dishes, paper goods, condiments, etc. are **not** provided. Any items in the refrigerator must not be touched.
14. A custodian will provide mops, brooms, cleaning materials, etc.
15. Temperature controls are on a pre-set thermostat, and are not to be changed.
16. Trash cans with plastic bags are provided. If these cans become full, it is the responsibility of the renter to change the plastic bags, and tie them securely. The custodian on duty will be responsible for disposal of trash.
17. Microphone, podium, VCR and television are provided. These items will be set up, and ready for use, **if** requested upon reservation of the facility.
18. The custodian on duty will be responsible for putting away all tables and chairs.
19. **All groups/renters are required to participate in a walk through of facilities with custodian on duty after use of facilities. All groups/renters are responsible for complete clean up of debris and trash left in facility. (Cans and glass need to be separated from garbage.)**
20. Decorations, such as streamers, balloons, posters, banners, etc., should be limited to windows and tables. **Absolutely no taping or tacking to ceiling or walls is allowed.**
21. Vehicles should be parked in legal parking spaces only. Please observe all handicap spaces and fire lanes.
22. **Children must be supervised by adults at all times.**
23. **NO ALCOHOL IS ALLOWED IN ANY TOWN FACILITY.**
24. **SMOKING IS PROHIBITED** in all areas of the facility, including rooms, hallways, stairwells and bathroom facilities.