

Chaplin Perez Community Center Usage Agreement

Welcome to the Chaplin Perez Community Center at 37 Center Street in Woonsocket!

The Chaplin Perez Community Center is open for use weekends and holidays from 9 a.m. to 9 p.m.

To reserve the Chaplin Perez Community Center, please contact a staff member at NWBRV's Community Building Department, 141 Olo Street 1st floor, Constitution Hill.

Please observe the following Rental Usage Rules and Regulations:

- The Community Center is only for the use of Residents of NWBRV housing who are current on all rental charges and fees. Renters are responsible for any damages and undesirable behavior, and are monetarily responsible for any damages caused during the time period of their rental.
- \$200 cash or money order is required to reserve the room. No personal checks are accepted for this fee. Fifty dollars of this amount is a cleaning deposit which will be refunded to the Renter if the Community Center is left as clean, as it was upon rental, and if all rules are adhered to. Deposits will be refunded within three business days after the event.
- The Renter will be let into the Community Center at the time stated on this Rental Agreement form and will be required to leave at the time stated in the Rental Agreement. The facility can only be rented for one 6 hour period. Everything must be cleaned and returned to the original condition at the time of initial rental.
- All guests are limited to the Community Room, kitchen, parking lot, patio, and the public bathrooms. The room is not to exceed 75 people.
- Noise and music must be kept to a very low level, so as not to disturb the residents in the apartments above the Center. Tobacco, alcoholic products or illegal drugs are not allowed to be used or consumed in or around the building, or on any of the property that is part of this Agreement [including the community room, kitchen, parking lot, patio and the public bathrooms].
- You must bring all of your own supplies including, paper towels, cups, plates and napkins, trash bags and cleaning materials. The supplies and food in the kitchen, closets, and other cabinets are not for your use.
- Tape, staples and nails **MUST NOT** be used on the walls, floors, doors or ceiling. If tape is used on chairs or tables, it must be removed. You can only hang streamers or decorations on the wire hangers on the ceiling—and all tape must be removed from these hangers at the end of your rental period.
- All areas, including tables, floors, walls, ceiling and bathrooms, are to be thoroughly cleaned and all tape and other adhesives removed after use. The thermostat must be returned to 65 degrees. You are responsible for returning all furniture to the original arrangement. Absolutely nothing must be left in the refrigerator or freezer.
- All trash must be bagged and completely removed from the premises—including the community room, kitchen, bathrooms, patio and parking lot. You must remove everything that you bring in. The trash bins on the patio CAN NOT be used. Do not leave trash or trash bags anywhere on the premises, including, the community room, bathrooms, kitchen, patio and parking lot.

By signing below, You agree to adhere to all terms and conditions of this Agreement and be completely responsible for any and all damages that occur during Your use period.

If you violate this Agreement, you understand, and agree that you will pay for all expenses in excess of your Deposit that are necessary to clean and/or to restore the facilities to their original condition. Furthermore you understand that future use of the space by you or your family will be prohibited.

Failure to adhere to all of the terms of this Agreement will result in the loss of your deposit, and/or legal action to recoup any losses or damages incurred during your rental period in excess of your deposit. Furthermore, you agree that these charges will be added to your _____, L.P. apartment rental account with Maloney Properties, and you will be responsible for paying them immediately when billed.

Renter Name/Organization: _____ Date/Time of Use: _____

Contact Phone: _____ Address: _____

Signature: _____ Date: _____ Staff Initials: _____

The on-call staff member during your event is _____.

They can be reached at _____ during your event if any problem arises.

Closing Check List

(Completed by staff member, signed by user)

Task	Completed	Notes
Furniture is returned to the original set up		
Floor is swept and clean		
Men's bathroom is clean		
Women's bathroom is clean		
Toilet paper is replenished		
Food is not left in the refrigerator		
Kitchen is clean		
Counters are wiped down		
Tables and chairs are wiped down		
The thermostat is returned to the set temperature		
The outdoor areas are free of trash		
Trash is removed from the premises		

☐ **The Chaplin Perez Community Center was left clean.**

☐ **The Chaplin Perez Community Center rules were adhered to.**

☐ **The Chaplin Perez Community Center was closed at the time designated on this form.**

Signature: _____ Date/Time: _____

Staff Signature: _____

☐ **It is recommended that the deposit is returned.**

☐ **It is recommended that the deposit is not returned.**

Deposit Return Date: _____ By: _____