

Clocktower Community Room Usage Agreement

Welcome to the Clocktower Community Room at 200 Tinkham Lane in Burrillville! The Community Room may be rented, as available, by residents for private use or used by community groups for public use.

To reserve the Clocktower Community Room, please contact:

Property Management – On site, Tuesdays and Thursdays, between the hours of 2pm and 5pm
NWBRV's Community Building Office - 141 Olo Street, Woonsocket, 762-0993

In case of emergency, please contact our Property Management Company at 762-5220.

Please observe the following:

- Community groups and non-profit organizations are not required to pay the fee, however, all of the usage policies still apply, and a \$50 cleaning fee will be charged if the room is not cleaned and returned to original condition.
- The Community Room may be rented for personal use by residents of Clocktower Apartments. Non-residents must have a resident sponsor who assumes monetary responsibility for any damages and undesirable behavior. Two (2) \$50 money orders are required to reserve the room. \$50 of this is a cleaning deposit which will be refunded to you if the Community Room is left clean, and returned to the original condition. Cleaning deposits will be refunded within the week following your event.
- The key may be picked up in the management office on the Thursday, between 2pm and 5pm, prior to the event and must be returned by the Tuesday between 2pm and 5pm, after the scheduled event. If the key is not returned within the set time, the renter will be responsible for a \$50 key replacement fee.
- All guests are limited to the Community Room, patio, and the public bathroom. The room is not to exceed 50 people. Noise and music must be kept at a reasonable level that is not heard in the adjacent apartments. Cigarette and alcoholic products are not allowed to be used or consumed in or around the building.
- You must bring your own supplies such as paper towels, cups, plates and napkins, and cleaning materials. The supplies and food in the kitchen, closets, and other cabinets are not for public use.
- Tape, staples and nails are not allowed on the walls, floors, doors or ceiling. If tape is used on chairs or tables, it must be removed.
- All areas, including tables, floors, and the bathroom, are to be cleaned after use. The thermostat must be returned to the temperature it was on before use. You are responsible for returning all furniture to the original arrangement. Absolutely nothing should be left in the refrigerator or freezer.
- All trash must be taken out and placed inside the appropriate dumpster, and recyclable materials placed in the proper containers.

By signing below, you agree to adhere to this agreement and be responsible for any damages that occur during use. If damages occur, you understand that you will be charged to restore the facilities to the original condition and that future use of the space may be prohibited.

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

Contact Phone: _____ Contact E-Mail: _____ Unit #: _____

Signature: _____ Date: _____ Staff Initials: _____



Affiliations:



www.neighborworksbrv.org