



# Cambridge Community Center

Learn. Grow. Connect.

## COMMUNITY SPACE RENTAL & USE AGREEMENT

Contact Name ("Renter"): \_\_\_\_\_

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

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

Street City State Zip Code

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Describe the event: \_\_\_\_\_

Estimated number of guests: Adults: \_\_\_\_\_ Children (18 and under): \_\_\_\_\_

Date(s): \_\_\_\_\_

Start Time (including set-up): \_\_\_\_\_ AM / PM End Time (including clean-up): \_\_\_\_\_ AM / PM

*Please note: Start time and end time should include any time needed for setting up prior to the event and/or cleaning up after the event. After each event, the Renter must sweep the room and clean up any spilled liquids, trash must be bagged, and trash must be disposed of properly in the containers located outside the gymnasium (Howard Street side of the building). If facility is not cleaned, the Renter will be subject to a minimum \$200 cleaning fee. Trash bags and paper products must be provided by the Renter. If clean-up goes past the indicated end time above the Renter will be charged for the additional time at the agreed upon rate.*

<u>Rooms and Facilities</u>	<u>Hours</u>	<u>Regular Rate</u>	<u>Amount Due</u>
Gymnasium (5,500 sq. ft.)	_____	@ \$150.00/hr	\$ _____
Common Room (900 sq. ft.)	_____	@ \$100.00/hr	\$ _____
Computer Lab	_____	@ \$100.00/hr	\$ _____
Kindergarten Room	_____	@ \$35.00/hr	\$ _____
1 <sup>st</sup> and 2 <sup>nd</sup> Grade Room	_____	@ \$35.00/hr	\$ _____
3 <sup>rd</sup> Grade Room	_____	@ \$35.00/hr	\$ _____
4 <sup>th</sup> Grade Room	_____	@ \$35.00/hr	\$ _____
Basement	_____	@ \$35.00/hr	\$ _____
Art Room	_____	@ \$25.00/hr	\$ _____
Conference Room	_____	@ \$25.00/hr	\$ _____
Kitchen	_____	@ \$35.00/hr; \$50.00 (Flat Rate)	\$ _____
<hr style="border-top: 1px dashed black;"/>			
<b>Staff fee*</b>	_____	@ \$25.00/hr	\$ _____

Rental Fee: \$ \_\_\_\_\_

Reservation Fee (1/2 of Total Fee): \$ \_\_\_\_\_

\* Staff fee applies if rental occurs outside normal business hours of 9AM – 6PM, Monday - Friday

**PAYMENT INFORMATION**

WE REQUIRE A CREDIT CARD NUMBER FOR ALL RENTALS, EVEN IF YOU WILL BE PAYING BY CHECK OR MONEY ORDER. ANY BALANCE DUE THAT IS NOT PAID AS AGREED UPON IN THIS CONTRACT WILL BE CHARGED TO THE CARD PROVIDED AT THE CONCLUSION OF YOUR EVENT.

Name on Card: \_\_\_\_\_ Card Type: VISA MC AmEx DISCOVER

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

**SELECT ONE:**

- Please charge reservation fee / total fee to the credit card provided above.
- I will pay the balance by check or money order.

*By signing below, Renter acknowledges that he/she has read and understood the Cambridge Community Center Rental Terms and Conditions attached hereto and that he/she agrees to the same without reservation.*

Executed under seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Day Month Year

**RENTER**

**CAMBRIDGE COMMUNITY CENTER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**OFFICE USE ONLY**

**PAYMENT:**

Date Res. Fee Received: \_\_\_\_\_ Credit Card Type/Check or Money Order # \_\_\_\_\_

Date Balance Received: \_\_\_\_\_ Credit Card Type/Check or Money Order # \_\_\_\_\_

Cleaning Deposit: \_\_\_\_\_  
Returned or Retained

**PLEASE CHECK:**

- Application completed
- Terms and Conditions initialed and signed by Renter
- Event posted to calendar
- Staff person covering event: \_\_\_\_\_

Permit(s) required: Y / N **If yes, attach copy prior to event.**

Police detail required: Y / N

\_\_\_\_\_  
Approved by (CCC Staff)

\_\_\_\_\_  
Date

## RENTAL TERMS AND CONDITIONS

### 1. GENERAL TERMS AND RENTER'S RESPONSIBILITIES

- a. Renter agrees to use the Center solely for the event described above. Renter also agrees to be present at the event and assume responsibility for the conduct of all guests. Renter agrees that children and adolescents will be supervised at all times.
- b. Renter agrees to ensure that the guests do not make excessive noise or otherwise disturb the residents of the Riverside neighborhood. Renter also agrees to control noise levels and play any music at a moderate volume only.
- c. Renter is aware that the Center is a nonsmoking facility and agrees to ensure that guests do not smoke on the Center's property, indoors or outdoors. This includes the front steps and handicap-access ramp.
- d. NO ALCOHOL MAY BE SOLD AT ANYTIME. Renter will ensure that no alcoholic beverages are served except in accordance with local ordinances and then only if a copy of any required permit has been delivered to the Center prior to the event.
- e. Renter shall be responsible for the procurement and expenses of all licenses and permits required for use of the Center for the event, including a police detail if required under local ordinances.
- f. Payment for repairs of any damages caused by Renter's use of the Center or its equipment, furniture, fixtures, or other appliances, as determined by Center in its sole discretion, will be the sole responsibility of Renter and may be charged to the credit card listed above if not otherwise promptly paid.
- g. Any changes in the date or time of the event must be approved, in advance, by the Center.
- h. This agreement may be revoked at any time for any violation of these terms and conditions with a 24 hour written notice from the Center to Renter. The Center has the right to restrict or revoke requests for further room use in its sole discretion.
- i. All functions must be finished by 1:00 A.M.
- j. Renter is responsible for ensuring that all guests, visitors, or participants attending the event abide by all printed and posted rules of this property, including maximum occupancy restrictions.
- k. Parking is NOT available on the premises. Parking for guests is Renter's sole responsibility; the Center is not liable for the payment of any parking tickets or related costs incurred by any of Renter's guests.

**Renter Initials:** \_\_\_\_\_

### 2. DEPOSIT & BALANCE

- a. By signing this agreement, Renter agrees to pay the Reservation Fee by credit card (MC, Visa or Discover), check or money order payable to CAMBRIDGE COMMUNITY CENTER, INC. for the rental of the Center. Rental is not booked until the full amount of the Reservation Fee has been paid to CAMBRIDGE COMMUNITY CENTER, INC.
- b. By signing this agreement, Renter agrees to pay the Balance by credit card (MC, Visa or Discover), check or money order payable to CAMBRIDGE COMMUNITY CENTER, INC. at least two business days prior to the event. If final payment is not made at least two business days prior to the event, CAMBRIDGE COMMUNITY CENTER, INC. reserves the right to cancel the reservation and provide no refunds.

**Renter Initials:** \_\_\_\_\_

### 3. CANCELLATION POLICY

- a. The Center will provide refunds only under the following circumstances:
- i. If Renter cancels the event at least 5 business days prior to the date of the event, a full refund will be given.
  - ii. If Renter cancels the event less than 5 business days prior the date of the event, a 50% refund will be given of any amounts paid to the Center with respect to the event prior to the time of such cancellation.
- b. No refunds of any kind will be given if cancellation is made on or after the date of the event.
- c. For purposes of this Section 3, “event” shall mean, if applicable, one or more sessions of a multi-day rental.

**Renter Initials:** \_\_\_\_\_

### 4. DISCLAIMER, WAIVER, AND INDEMNIFICATION

- a. The Center hereby disclaims liability for any loss, injury, death, or damage (“Loss”) to persons or property which at any time may be suffered or sustained by the Renter or any of his or her agents, employees, visitors, guests, invitees, and contractors (collectively, “Indemnitor”) relating to the use or occupancy of the Center, whether such Loss is caused by or in any way results from or arises out of any act, omission, or negligence of Indemnitor or of any occupant, subtenant, or visitor of or to any portion of the Center, and Indemnitor hereby waives all claims against the Center for any such Loss.
- b. To the extent permitted by the law, Indemnitor shall indemnify and hold harmless the Center and its officers, directors, beneficiaries, partners, agents, volunteers and employees from and against all fines, suits, damages, losses, and actions (including attorney’s fees) arising out of, or relating to, all acts, failures, omissions, and negligence of Indemnitor arising out of, or in any way relating to Indemnitor’s use of the Center. This indemnification shall apply both to claims of third parties and to claims of the Indemnitor.

**Renter Initials:** \_\_\_\_\_

**I AM AN AUTHORIZED AGENT OF THE ORGANIZATION AND/OR PARTY SUBMITTING THIS RENTAL AGREEMENT. THE INFORMATION PROVIDED IN THIS AGREEMENT IS TRUE AND CORRECT. I HAVE READ AND UNDERSTAND THE RENTAL TERMS AND CONDITIONS AND AGREE TO ALL OF THE AFOREMENTIONED RULES, REGULATIONS, AND CONDITIONS OF USE.**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*ONCE COMPLETED, PLEASE SUBMIT BY MAIL TO  
5 CALLENDER STREET, CAMBRIDGE, MA 02139,  
EMAIL TO [RENTALS@CAMBRIDGECC.ORG](mailto:RENTALS@CAMBRIDGECC.ORG),  
OR FAX TO 617-864-0692*