Application Form for Facility Rental and Use

DMB Windsor Neighborhood Center

Alcohol and smoking are Prohibited at The DMB Windsor Neighborhood Center

Reservation Date(s) _____ Event Description _____

Facility Use - Check All that apply ☑ ☐ Meeting Hall ☐ Kitchen ☐ Not-Proffit Organization

Name of Group or Individual _____

Home Phone Number _____ Alternate Phone Number _____

Address _____ City _____ State _____ Zip _____

E-mail Contact _____

Number of Guests	Event Start Time		Event End Time
#_____	_____	a.m. **OR** p.m.	_____

Signature of Responsible Person _____

You must be 18 years old to enter into this agreement Signiture Date

This person agrees to the terms and conditions for DMB Windsor Neighborhood Center use including the check in / check out form

☐ ***Payments***

Fees and Deposits are payable to Town of Windsor by check only.

☐ **Use Fees**

Under 2 Hours	**$**	**30.00**
Under 4 Hours	**$**	**35.00**
All Day	**$**	**45.00**

User Fee and Deposit are required to be made by **check only**.

User Fee and Deposit shall be endorsed to the **Town of Windsor.**

☐ ***Security/Damage Deposit***

All users must provide a security deposit of $100 payable to the Town of Windsor by check

The security deposit will be returned in full if no damage has occurred and the building is returned in a clean and orderly form. In the event that the building sustains damage or requires cleaning or maintenance, the deposit will be used to cover these expenses.

Custodial or Janitorial Services.....$45.00 per hour
Damage.....Replacement Cost

☐ ***Check-in***

A key will be provided prior to the event. The contact representative will explain use of facility, expectations for check out, and collect the fee and deposit.

☐ ***Check-out***

The key may be returned to one of the contact representatives or left in the drop box. A contact representative or another building caretaker will inspect the building for damage and cleanliness. If no visible damage is found and the building is left in a clean and orderly manner, the deposit will be returned.

Facility Rules

- Alcohol and smoking are Prohibited.
- Facility shall be returned to the same condition as when you arrived. If you find the hall in disorder or unclean, let your contact person know right away so that you will not be charged for the damage or cleaning.
- Return the key and the check-out form to your contact representative. They will be in charge of the check-out list and your deposit funds. You will not receive your deposit back until they have inspected the facility.
- The contact representative must sign the check-out form. At that time, your deposit will be returned, minus any charges.
- Decorations Rules
  - The use of nails, tacks, push pins etc. are prohibited.
  - Tape and other products with a sticky adhesive backing shall **NOT** be used to hang decorations to the fixtures, walls and other painted surfaces.
  - Tape is allowed on chairs and tables, however you must fully remove the tape before you leave.

Kitchen

- ☐ Stove shall be cleaned inside and outside if used.
- ☐ Microwave shall be cleaned inside and outside if used.
- ☐ Counter space shall be wiped clean.
- ☐ Refrigerator shall be wiped clean and cleared of all items brought in for the event.
- ☐ Utensils and small appliances used during the event, shall be cleaned and returned to their proper location.
- ☐ Garbage shall be bundled and hauled away. Garbage Collection is not offered at this location.
- ☐ New trash liners shall be placed in the garbage receptacles.
- ☐ The Kitchen floor shall be swept clean.

Event Hall

- ☐ Tables shall be returned to their original stacked location.
- ☐ Chairs shall be returned to their original stacked location.
- ☐ The Event Hall floor shall be swept clean.
- ☐ If decorations have been used, they shall be removed, making sure tape is not left behind.

Restrooms

- ☐ Bathroom sink and counter shall be wiped clean at the end of the event.
- ☐ Garbage shall be bundled and hauled away. Garbage Collection is not offered at this location.
- ☐ New trash liners shall be placed in the garbage receptacles.
- ☐ The floors shall be swept clean.