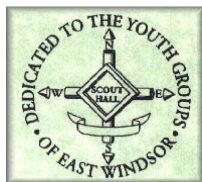


# RENTAL AGREEMENT - SCOUT HALL YOUTH CENTER

Location  
**28 Abbe Road**  
**East Windsor, CT 06088**  
**(860) 627-8208**



or  
 Mail to:  
**PO Box 565**  
**Broad Brook, CT 06016**  
**(860) 289-5085**

Will you be charging a fee ? Yes ( ) No ( ) [click here for a pdf form](#)

Event Date \_\_\_\_\_ Day of Week \_\_\_\_\_ Needed Weekly Y ( ) N ( )

Type of Event/Organization \_\_\_\_\_

Room Number \_\_\_\_\_ Number of People \_\_\_\_\_

Setup Time \_\_\_\_\_ Event Beginning Time \_\_\_\_\_ Event Ending Time \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_ Zip \_\_\_\_\_

email address \_\_\_\_\_

Contact Person/Chaperone \_\_\_\_\_ Phone Number \_\_\_\_\_

- C**  Assembly Hall (Portable Stage available for extra cost)
- h**  Stage
- e**  Dumpster (or take trash with you)
- c**  Food Prep. Area
- k**  Mtg. Rm. 1
- B**  Mtg. Rm. 2
- o**  Barn Activity Area
- x**  Camping Area
- e**
- s**

Room Fee	Security Dep	Amt Rec'd	Date Rec'd	Check #

*(office use only)*

A security deposit is required with the application. It will be returned if there is no damage or clean up required after your event. The security deposit will not be returned because of cancellation of the event. Upon receipt of this application, the security deposit, and approval, the room requested will be reserved. Full payment is required four weeks prior to the event.

**I HAVE READ THE ABOVE AGREEMENT AND THE ATTACHED RULES AND ACCEPT THE CONDITIONS OF THE RENTAL AGREEMENT AND WILL BE LIABLE FOR ANY DAMAGE.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Call Nancy Masters at (860) 289-5085 to confirm or discuss options.

## **SCOUT HALL YOUTH CENTER POLICIES AND PROCEDURES**

**SCOUT HALL ASSEMBLY BUILDING DRUG AND ALCOHOL POLICY:** No one shall possess, use, dispense, distribute, sell, or aid in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or drug paraphernalia, either in the building or on the grounds. Violations of this policy will restrict use of the hall by that organization/person until corrective action has been taken. The Scout Hall Youth Center is on town property and the E. Windsor Police will arrest all persons violating this policy.

### **RULES**

- A. No alcoholic beverages are allowed in the building or on the grounds.
- B. Damage to personal or public property will not be tolerated. All equipment is to be used responsibly and for its intended use only. Please return all accessories to their storage areas. Deposit all trash in the proper receptacles and place all soda cans in the recycle bin. The use of helium filled balloons is not permitted. If balloons get caught in the ceiling fans your security deposit may be forfeited.
- C. Smoking is not allowed in the building, smoking on the grounds is in designated areas only.
- D. Groups/persons must fill out an application to use the facility that may be subject to approval.
- E. A security deposit is required with all applications. It will only be returned if the facility is cleaned and there is no damage after your event. **A security deposit will not be returned because an event is cancelled. Payment for the rental must be submitted in full with the application.**
- F. Chaperones must be 21 years old and listed on the application and be present throughout the entire event.
- G. All areas are to be cleaned upon leaving. No liquids are to be placed in any of the wastebaskets. No materials are to be left in the rooms without permission.
- H. The Scout Hall Youth Center is not responsible for items left in rooms or hall.
  - I. The public phone may only be used for local calls.
- J. Report any problems to adult supervisors immediately or to a Scout Hall representative.
- K. No harassment, including sexual and verbal slurs involving race, ethnicity, disability, or sexual orientation will be tolerated.
- L. Adult supervisors are responsible for the youth until they leave the property. There is to be no loitering outside the Youth Hall including occupying vehicles in the parking lots.
- M. Groups may use the food preparation area with advanced permission only. Please note; the use of the food preparation area carries the responsibility of replacing any equipment damaged, broken or missing. Utensils must be washed, dried, and returned to their proper storage areas.
- N. Use of the large double doors in the main hall is not permitted except to bring in materials and remove materials. It is not to be used as public access. This is an Emergency Exit and cannot be blocked, inside or outside.
- O. A walk through the building is required before leaving to ensure all lights are turned off, thermostats are set back (press cancel if manually adjusted), toilets are flushed, and the doors are all locked. Check for any damage.
- P. I HAVE READ THE ABOVE POLICIES AND PROCEDURES AND ACCEPT THE CONDITIONS OF THE RENTAL AGREEMENT AND WILL BE LIABLE FOR DAMAGE. I UNDERSTAND THAT VIOLATION OF THESE RULES MAY RESULT IN LOSS OF MY DEPOSIT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_