

**FOXBORO RECREATION**  
Chapel Meeting House  
56 Mill St.  
40 South Street (mailing address)  
Foxboro, MA 02035  
2014

**Rental Agreement  
Rules and Regulations**

Name of Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
Street Town State Zip Code

Email Address \_\_\_\_\_

Business Telephone \_\_\_\_\_

**Date Requested** \_\_\_\_\_ **Number of People Attending** \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Event Time \_\_\_\_\_

Type of Entertainment \_\_\_\_\_  
Provide brief explanation (live music, performers, etc.)

Available Amenities (extra charge): please check off Swimming Pool \_\_\_\_\_

Hall Times \_\_\_\_\_ Fire Pit Times \_\_\_\_\_ (call Fire Dept morning of event)

Amenities you plan to make available: \_\_\_\_\_

Comments: \_\_\_\_\_

I hereby agree that shall to the maximum extent permitted by law, indemnify and save harmless the Town of Foxborough, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with Lessee's lease or use of the Town of Foxborough for any damage to its real or personal property that occurs in conjunction with the lease or use of the Cocasset River Recreation area by Lessee, unless the damage is caused by the Town of Foxborough's gross negligence or willful misconduct. Also, by signing below I acknowledge that I have read and agreed to the rules and regulations of renting Chapel Meeting house.

Signature of Authorized Agent of Organization/Family/Individual \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

Recreation Director/ Coordinator \_\_\_\_\_  
Signature of Approval \_\_\_\_\_ Date \_\_\_\_\_

**Fees:** \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
Total Deposit

\_\_\_\_\_   
Balance  
(Required for reserving date)

\_\_\_\_\_   
Security Deposit  
(To be returned 2 weeks after event with copy of front and back of cashed security check)

# Chapel Meeting House Policy

2014 Season

## The Foxboro Recreation Department allows the Chapel Meeting House to be available for use on the following basis:

- For the 2014 Season, the Chapel Meeting House rental fee for private and business use is \$150.00 per use. If the Meeting House is used in conjunction with the Recreation Hall and Pool, the fee will be specified by the Rec. Department.
- A \$150.00 refundable security deposit is required of ALL groups, in addition any rental fees or donations, at least two weeks prior to the scheduled event. It must be submitted as a separate check with the rest of the registration materials to secure your meeting time upon the approval of the use request. All checks are to be made out to: "Foxboro Recreation", and sent to: Foxboro Rec. Dept., 40 South St., Foxboro, MA 02035. – NOTE: ALL registration materials/checks due, upon booking date
- In order to be reimbursed for your security deposit, please send a copy of BOTH the front and back of the cashed security check. Reimbursements take 2 weeks to be processed and will be mailed directly to you from Town Hall.
- The key to the Chapel Meeting House will be located in a security box attached to the outside front of the building. You will be given the combination to this security box by Rec. Dept. Please call 1 week prior to rental to receive this code. The combination will only remain active for the duration of your event. At the conclusion of your function, you will replace the key in the security box after you have cleaned up, turned out the lights, and locked up the building. If the key is not returned, you will be billed \$200 for lock and key replacement.
- If food is to be sold, served or offered free to the "general public" (this does not apply to private functions), then a food permit will be required from the Foxboro Board of Health at least one month prior to the event. To obtain a food permit or inquire about fees, please contact the Foxboro Board of Health, 40 South St., Foxboro, MA phone: (508) 543-1207.
- No alcoholic beverages may be served at any Chapel events. Serving of refreshments is subject to the approval of the Recreation Department. Clean up and removal of all trash is the responsibility of the applicant. Trashcans with trash bags are provided. There is a dumpster for your use adjacent to the Recreation Hall. The key to the dumpster is in the right hand top drawer in the kitchen, next to the sink. Please be sure it is returned. The facility must be left in the condition that it is found.
- No tape, nails or tacks may be used on the Chapel walls for decoration or display purposes.
- Smoking is not allowed in the Meeting House. The use of flammable materials or candles is prohibited.
- The Meeting House use is available on an equitable basis to all groups and organizations regardless of the beliefs or affiliations of the group, provided that all other criteria here are met.
- First Aid supplies are the responsibility of the applicant.
- All lights must be turned off before leaving and securing the building.
- Use of the Meeting House by a group or organization does not in any way constitute an endorsement of the group or organizations policies or beliefs by the Recreation Department.
- Any damage or loss resulting from the use of the facility or to equipment will be determined by the Recreation Department.
- The Recreation Department will assess the payment required due to any damage or loss.
- All repairs, replacement of damaged materials, or loss to the facility required during the period of use by the applicant will be done at the expense of the applicant.
- The Recreation Department will advise the applicant if they must notify the Police or Fire Department for their use of the facility.
- Attendance at any meeting or function must be limited to the number posted on the State Department Public Safety Inspection certificate – the attendance limit is now set at 60.
- All use requests must be submitted by persons 21 years or older.
- Facility use must not interfere with or disrupt the programs, activities and normal operations carried on Dept. staff or volunteers, property or patrons and must not violate any local, state or federal laws.

Your signature indicates that you have read and agree to the policy listed above.

Signature of Authorized Agent/Individual \_\_\_\_\_ Date \_\_\_\_\_

Signature of Recreation Director/Coordinator \_\_\_\_\_ Date \_\_\_\_\_

A copy of this agreement will be returned to you and the original kept on file.

Rev. 6/14

## 2014 Addendum to the CRRA rental agreement

This addendum supplements the rules and regulations contained in the attached rental agreement. By signing the rental agreement you are agreeing to abide by this addendum as well.

1. In order to secure your requested date, all paperwork must be submitted and all fees/donations received in accordance with the terms of the rental agreement.
2. A \$100 refundable security deposit must be submitted at the time of the request along with a separate check for the rental fee. Security deposit will be returned within 21 days after the completion of the event and inspection of the property.
3. In the event you cancel prior to the event, the Recreation Department may retain a \$25 administrative fee.
4. Any requests for return of fees paid must be made in writing to the Rec Dept. and be accompanied by a copy of the front and the back of the check(s).
5. The fee structure is as follows:
  - a. Private parties, basic rental of \$150 per rental subject to change based on length, type etc.
  - b. Scouts, \$25 per rental. If the rental becomes long term, 5 or more, the group may opt to provide an in kind service project or purchase for the property that has the equivalent value so long as the project and time frame are agreed upon ahead of time via a letter of intent.
  - c. Nonprofit groups, suggested donation of \$25 per use. This applies to 3 calendar uses at 3 hours per use per year. Any additional requests will result in a mandatory \$25 per use fee.
6. Last minute rentals (less than 2 weeks' notice) will be accepted if the facility is available, additional fees may apply.
7. Use of the fire pit is available under the rental agreement if available. The fire dept. must be notified. You are not allowed to bring in firewood. The surrounding area should provide an adequate supply. If the event of rain, you may bring dry firewood with you provided you take back what you don't use.

Failure to follow these procedures may result in the potential loss of your date, loss of security deposit or future rental privileges.