

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

**2015 Rental Agreement
Rules and Regulations**

Name of Organization _____ Telephone _____

Authorized Representative _____ Telephone _____

Address _____
Street Town State Zip Code

Name of Individual _____

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 Security Deposit
(Required for reserving date) (To be returned 2 weeks after event with a copy of both the front & back of cashed security check)

****PLEASE NOTE:** Your security deposit will be cashed along with your rental check. In order to be reimbursed for your security deposit, please send a copy of both the front & back of your cashed security check. Reimbursements take 2 weeks and will be mailed directly to you.

Chapel Meeting House Policy

2015 Season

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

- The Chapel Meeting House 2015 Season rental fee structure:
 - Private or business use: \$150.00 per use (1/2 day)
 - Foxboro Scout groups: \$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 & time frame are agreed up on ahead of time via a letter of intent.
 - Non-profit groups: Donation of \$25 per use. This applies to 3 calendar uses at maximum 3 hours per use. Any additional requests will result in a mandatory \$50 per use fee.
 - If the Meeting House is used in conjunction with the CRRRA Recreation Hall & Pool, fee will be specified by the Rec. Dept.
- A \$150 refundable security deposit is required of ALL groups, in addition any rental fees, at time of booking. 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 made payable to: "Foxboro Recreation", and sent to: Foxboro Rec. Dept., 40 South St., Foxboro, MA 02035.
- 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.
- The Chapel Meeting House must be returned to original set-up upon leaving.
- Heat must be turned down to 60° or A/C turned off.
- 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 event held at the Chapel Meeting House.
- Clean up and removal of all trash is the responsibility of the applicant. Trash cans with trash bags are provided. There is a dumpster for your use located in the parking lot. The key to the dumpster is in the right hand top drawer in the kitchen, next to the sink. Should you lose the dumpster key, there is a \$25 replacement charge.
- 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, with a valid driver's license.
- Facility use must not interfere with or disrupt the programs, activities and normal operations carried on Recreation 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 along with copies of rental & security checks will be returned to you, and the original kept on file.

