



southburlington

RECREATION & PARKS

Senior Center Rental Application

Submission Date:

Organization/Individual Contact Information

Organization Name:	Organization Phone:
Address:	City, State, Zip
Contact Name:	Contact Phone:
Email Address:	Non-Profit _____ Profit _____ Private _____

Event Details

Room(s) Needed: _____ Activity Room _____ Catering Kitchen _____ Living Room _____ Green Room	
Nature of Rental Use:	
Date Requested:	Time Requested <i>(to include setup & teardown)</i> : Start _____ End _____
Day of the Week Requested:	Estimated Number of Participants:
Will you need tables/chairs? Yes _____ No _____	Will you need to use the AV system? Yes _____ No _____
How many? Tables _____ Chairs _____	
Additional Comments or Requests:	

Rental Agreement

The South Burlington Senior Center at 180 Market St is available for rental use by residents and nonresidents. This agreement outlines the rental use policy and conditions for permission to use this facility. If your application for rental use is refused, explanations will be given in a written form.

Liability Insurance:

When renting/reserving a property owned by the City of South Burlington a one-day certificate of insurance coverage is required. The City of South Burlington must be listed as the Certificate Holder and being named as additional insured. See attached Insurance Requirements page.

Hold Harmless and Indemnification Clauses

All parties using the center shall acknowledge a hold harmless clause stating that neither the City of South Burlington nor any employee of the city can be held liable from incidents arising from the use of the center by renter or any guests during time of rental.

The City of South Burlington will be held harmless for any negligent acts or omissions by the rental group during time of rental.

Alcohol and Tobacco Use Policy:

This facility is smoke free. No tobacco products are allowed on the grounds.

Alcohol is permissible only when served by a licensed caterer and requires additional pre-approval through the City, to include any necessary permitting via the City and/or Vermont Department of Liquor Control.

Other Policies:

Catering Kitchen must be cleaned after use and left the way it was obtained prior to rental use.

No candles or flames can be used during rental period. Birthday candles are the exception.

Upon signature by both parties, it is agreed that:

A walk-through of the center will be performed with the renter prior to and after the rental period. Any damage or loss occurred after rental period, renter will not be refunded security deposit and will be liable for any additional costs to replace/repair damage.

The Center will provide guidelines on proper use of applicable equipment and facilities. Center will also provide guidelines for closing procedures and emergency exits. bai

Rental Person or Group Representative

Date

South Burlington Recreation & Parks Representative

Date

RELEASE WAIVER

ACKNOWLEDGEMENT OF UNDERSTANDING, being a duly authorized representative of the organization requesting a facility with the City of South Burlington, I acknowledge that I have read and understand the Rental Agreement attached and agree to inform my users and abide by the conditions within the policy.

Signature _____

Date _____

LIABILITY RELEASE

RELEASE made this _____ day of _____, 20__ by (Organization) _____

IN CONSIDERATION, of permission being granted by the City of South Burlington to use the requested field or facility, (Organization) _____ hereby and forever discharge and release the City of South Burlington, its agents, employees and officers, from all actions, claims, demands, judgments and damages which we, or any of the participants in our program or group, may have, or claim to have, or acquire in the future, for all personal injuries, or damage to property, rising out of our organization's use of the permitted facility.

WE ACKNOWLEDGE that we have total responsibility for the program and our group and for the safety of all its participants. In addition, we acknowledge that the City of South Burlington has no responsibility for the condition of the facility, be it a building, room within a building, field or open space, and that a supervisor from our organization shall always inspect the premises prior to use to ascertain that the premises are in safe and useable condition. We further acknowledge to the City of South Burlington that our organization or group has adequate liability insurance, and that such insurance protects the City of South Burlington to the extent of its interest. We further acknowledge that a Certificate of Insurance will be provided to the City of South Burlington, naming the City of South Burlington as the certificate holder as Additional Insured under the policy. This will be sent to the Recreation and Parks Department prior to being issued a permit.

IN WITNESS WHEREOF, the undersigned, being a duly authorized representative of the above-named organization has executed this release on the day and year first above-written.

Signature _____

Date _____

TITLE II-ADA: (Americans Disability Act) - Note: Title II of the ADA prohibits the City of South Burlington from providing support including facilities to any organization which discriminates on the basis of disability. I, _____ agree that while we use the City of South Burlington's facilities, parks, fields, and buildings for practice, games, tournaments, meetings and other such events, that we will not discriminate on the basis of disability.

Signature _____

Date _____

Senior Center Area Room Rental Rates

Activities Room Rental Rates:

Activities Room	\$50.00 per hour \$100.00 per hour with use of Catering Kitchen
AV System	\$25.00 flat rate
Security Deposit	\$100.00 due at time of reservation. Will be applied to balance due if there is no damage and/or excessive cleaning after event.

Green Room Rental Rates:

Green Room <i>Only available to rent with Auditorium</i>	\$25.00 per hour with rental of Auditorium
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Catering Kitchen Rental Rates:

Catering Kitchen	\$50.00 per hour without Activities Room \$100.00 per hour with use of Activities Room
Security Deposit	\$100.00 due at time of reservation. Will be applied to balance due if there is no damage and/or excessive cleaning after event.

Dinnerware/Glassware/Flatware/Linens Rental Rates:

Dinnerware	Dinner Plate	\$2.75 each
	Salad Plate	\$1.75 each
	Soup Bowl	\$2.75 each
	Oatmeal Bowl	\$1.75 each
Glassware	Glasses	\$3.00 each
	Mugs	\$8.00 each
Flatware	Fork, Knife, Dinner Spoon, and Teaspoon	\$1.50 per set
Linens	Tablecloth	\$75.00 each