



Colchester Recreation Center

Rental Policies & Procedures

Payment: is due within 48 hours of notification from the Assistant Director of Recreation that your reservation has been accepted. Payment must be made with a credit card and the card must be included in your profile within the CivicRec Reservation System. The card will be used for payment and to keep on file in case of damages. The card will be charged for damages if assessed and the renter will be notified of what they will be charged. All events will be charged for the town's additional costs to clean after the event if required. Timing of Event: Time reserved must include time to set-up and clean-up. Early access is not allowed. The undersigned or hired vendors or caterers cannot occupy the facility prior to, or after their contracted time. All event settings, food, catered supplies, event equipment must be removed from the facility by the end of your contracted time. Failure to comply may result in additional fees. No refunds due to partial use of reserved time.

Cancellation: Request for cancellation of this agreement must be delivered via email within 15 business days prior to the reservation to receive a full refund less a \$25 processing fee. Notification not meeting this requirement will result in the loss of a one-day rental if multiple days or the cost of your event if less than a day's rental. All cancelled reservations will incur a minimum of a \$25 processing fee. Capacity: The undersigned agrees to not exceed the maximum person capacities as defined on the Town of Colchester's website. Exceeding these numbers could result in the loss of your deposit.

Certificate of Insurance: is required if the event is open to the public or not by invitation only. \$1,000,000 of general liability coverage indemnifying the Town of Colchester shall be provided by the undersigned.

Cleaning: You will be charged if the space your rented is not left how you found it. A limited supply of cleaning supplies will be left to ensure the area is clean after your event. Please wipe down all tables and make sure all trash and recycling is disposed of properly in the receptacles. You will be responsible for additional fees in the event this clause is not met. Damages are the responsibility of the undersigned.

Decorations: No GLITTER, No CANDLES, no nails, screws, tacks, staples, hangers, tape, push pins, or other materials considered harmful or defacing to the facility structure are permitted. Decorations are not permitted on the ceiling or walls. Tables & chairs are not permitted outside of the designated room.

Technical Support is NOT PROVIDED outside of the Town's normal working hours; Support consists of ensuring the Town provided equipment is working but is not guaranteed. The Town does not provide support of equipment not owned by the Town. Food and Drinks are not permitted in any areas other than the activity rooms. Water is permitted in all other spaces.

Sale of Goods: If you will be selling any items to the public, it must be listed in detail in the application and approved by our staff prior to your event.

Release of Liability: The undersigned indemnifies and holds harmless the Town of Colchester and its officers, agents, and employees from any, and all liability, damages, loss, cost, and expenses on account of any claim, suit or action made or brought against the Town, its officers, agents, or employees for the death of or injury to persons or destruction of property arising out of or claimed to arise out of the use of the facilities of the Town pursuant to this Facility Use Agreement.

Unforeseen Circumstances: In the event of mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by the Town of Colchester impossible or impractical, this agreement shall be terminated or suspended at the Town's option, and the undersigned waives any claim for damage or compensation should this agreement be terminated.

Kitchen rental: consists of access to sinks, ice machine, microwave and refrigerator and freezer. Adults are only allowed to access the kitchen during the events. Youth are not permitted in the kitchen at any time. Use of the stove & oven is not permitted. Renters will be responsible for providing all their own serving utensils, dishes, glasses, and linens. It is the responsibility of the renter to leave the kitchen in a clean and orderly condition. Kitchen appliances, sinks, counters must be wiped down (with provided cleaner) and sweeping of the floors must occur. It is the responsibility of the renter to remove all event items from the community refrigerator, freezer, kitchen, and rented room(s) by the end of the reservation time. No items are to be left in the building nor outside by the dumpsters.

Compostable Waste: Use of Colchester Recreation Center require compliance with the Chittenden Solid Waste District Solid Waste Management Ordinance as a condition of use of the property. This will be the mandatory collection of compostables - food scrap materials separately from trash and kept as free from contamination as possible. "User" must provide container for compostable collection and remove after rental. No compostables are to be left inside the Colchester Recreation Center or any of the trash receptacles including the dumpster.