

JOHN PETTIBONE COMMUNITY CENTER RENTAL RULES & RATES

John Pettibone Community Center Building Hours: Regular building hours are Monday through Friday, 7:30 AM to 4:00 PM. (excluding recognized municipal holidays).

All Requests for non-regular building hours must be submitted two weeks prior to event or meeting

Requests for use of the Gymnasium must be made, in writing, through the Parks & Recreation office at parkandrec@newmilford.org located in the John Pettibone Community Center.

Requests for the use of the Small Meeting Room, Cafeteria or Library, must be made, in writing, through the New Milford Mayor's office at mayor@newmilford.org located in New Milford Town Hall.

RENTAL FEES

Rental Fees include up to four (4) hours of use. Extra time over 4 hours - \$50.00 per hour.

Cafeteria	\$200.00
Library	\$200.00
Small Meeting Room	\$100.00
Gymnasium	\$200.00 (A security bond may be required for use of the Gymnasium)

Rental Fees apply to the following Groups and/or Organizations:

1. Private/For Profit Groups & Organizations
2. Groups whose membership does not entirely consist of New Milford Residents
3. Private Groups and Organizations
4. Regional Groups and Organizations

The following Groups and Organizations shall be **Exempt** from rental fees*:

1. Non-Profit Groups based in New Milford
2. Tenants of the John Pettibone Community Center
3. Governmental entities

**Organization status to be solely determined by the Town of New Milford.*

Any fees associated with use of the Community Center must be paid, in full, two (2) business days prior to the start of the event.

Notice of cancellation of events must be made 24 hours in advance (48 hours if event is scheduled for Sunday). Any event cancelled without notice, scheduled outside of the regular building hours, will forfeit all rental fees. There will be no cancellation fee charged when cancellation is due to inclement weather.

FACILITY RESTRICTIONS

- No smoking is permitted anywhere in the John Pettibone Community Center.
- Alcohol permitted **ONLY** with ALCOHOL PERMIT from New Milford Mayor's Office. Permit must be in place one week prior to event.
- The Town of New Milford assumes no responsibility for properties left on the premises by the applicant.
- The Town of New Milford, and the tenants of John Pettibone Community Center, must have free access to the Community Center at all times.
- Decorations are to be limited to free standing decorations only. No tacks, duct tape, masking tape, etc. will be used on any walls.
- If food is to be served at an event, the responsible party must contact the Health Department for a Temporary Food License.

RESPONSIBILITY OF USER

- Any group or organization using the John Pettibone Community Center is responsible for leaving the facility as it is found. Any damage done to the facility by a group or organization, as determined solely by the Town of New Milford Facilities Department, will be the financial responsibility of that group or organization.
- The person responsible for the activity will be present at the activity.
- The Town of New Milford will **not** be responsible for set up, moving of chairs and tables or cleanup of any rental.
- The group or organization is responsible for checking all areas of the Community Center (bathrooms, hallways etc.) to ensure that no one is left in the building at the conclusion of the event.
- The group or organization is responsible for locking the building, cleaning and/or sweeping the area used and removing all garbage.

INSURANCE REQUIREMENTS

Any group or organization using the John Pettibone Community Center must assume full responsibility for personal injury to any participants and spectators.

Any person, group, or organization using the John Pettibone Community Center must provide a certificate of insurance acceptable to the Town of New Milford prior to use. Such a certificate shall provide public liability insurance for bodily injury and property damage. The Town of New Milford shall be included as a Named Insured on the Certificate of Insurance. Said insurance shall not be less than two (\$2,000,000.00) million dollars. This certificate shall be filed with the Office of the Mayor no later than one (1) week prior to the event. If no insurance certificate is provided, use of the facility will be denied.

Should an injury occur during an event, a report of injury must be filed in the Office of the Mayor within 48 hours of the injury.

CUSTODIAL FEES:

Custodial fees will be charged to any group or organization using the Community Center during non-regular building hours as deemed necessary by the Town of New Milford (excluding Non-Profit and Tenants).

Fees:

Small Meeting Room	\$40.00
Cafeteria	\$60.00
Library	\$60.00
Gymnasium	\$60.00